

Fall 1992

# Doctorate Programs Schedule of Classes Fall Term 1992

Nova University

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# **SCHEDULE OF CLASSES**

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## **BOOKLIST**

### **REGISTRATION POLICIES AND PROCEDURES**

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### **DOCTORAL PROGRAMS**

## **FALL TERM 1992**

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**SCHOOL OF BUSINESS AND ENTREPRENEURSHIP**

**SCHEDULE**

**OF**

**CLASSES**

**FALL TERM 1992**

## IMPORTANT NOTICES

The Schedule, Booklist, and Registration Policies/ Procedures are all enclosed in this booklet. Please note each section accordingly.

Please read the new policies on Course Material Distribution located in the Registration Policies/ Procedures section.

The School of Business and Entrepreneurship is in the process of planning the move into the East Campus of the University on S.E. 9th Avenue in Ft. Lauderdale, Florida. The move will occur in time for the start of the Fall 1992 classes.

All Ft. Lauderdale Cluster and National Cluster Classes will be held at the East Campus, unless otherwise notified.



Nova University  
Doctoral Programs  
School of Business and Entrepreneurship  
3301 College Avenue  
Fort Lauderdale, FL 33314

CLASS SCHEDULE FOR

FALL 1992 and WINTER, SUMMER 1993

NOVA TOLL FREE NUMBER IS 1-800-541-NOVA  
TOLL FREE NUMBER in CANADA 1-800-554-6682  
School of Business Fax #305-370-5637

IF YOU HAVE QUESTIONS ABOUT--

UNIX NAME

- registration, contact Kristie Tetrault (305-476-1956). (kristie)
- course materials, contact Juliet Sallette (305-476-1955). (juliet)
- admissions, updating your provisional admission to a full admission, contact Trudy Stone (305-475-7646). (trudy)
- dissertation and comprehensive exam procedures, readings, concept papers, contact Susan Hyatt (305-475-7481). (susan)
- receipts & refunds, contact Janeene Culver (Accounts Receivables Office) (305-370-5682).
- financial aid, contact Lenny Jacobskind for the School of Business (305-476-8995)
- transcript questions, contact Registrar's office (305-475-7456), and grade questions, contact Marie Porrata, (305-475-7444).
- UNIX questions, contact Audrey Olson (305-475-7686). (audrey)
- Books, contact Andrew at Nova Books, Inc. (novabook)  
FAX Machine: (305) 583-5869  
Direct line: (305) 583-5860  
Toll free number: 1-800-541-NOVA
- Director of Research, Dr. Ron Needleman (305-475-7301). (drron)
- IRS (Information Retrieval Service) (305-475-7388).  
Beth Poliner (bethp)  
Yvette Gilkes (soto)
- Dr. Gene F. Brady (brady)  
Director, Doctoral Programs

May 1992

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IMPORTANT DATES FOR FALL TERM--1992	
Term begins:	9/1/92
Term ends:	12/31/92
Period of regular registration for CONTINUING Students:	7/1-31/92
Period of regular registration for NEW Students:	Through 8/31/92
Late registration period for CONTINUING Students:	8/1-31/92
For FALL TERM enrollment admissions application should be received by	7/1/92
IMPORTANT DATES FOR WINTER TERM--1993:	
Term begins:	1/1/93
Term ends:	5/2/93
Period of regular registration for CONTINUING students	11/1-30/92
Period of regular registration for NEW students	Through 12/31/92
Late registration period for CONTINUING students	12/1-31/92
For WINTER TERM enrollment admissions application should be received by	November 1, 1992
IMPORTANT DATES FOR SUMMER TERM--1993:	
Term begins:	5/3/93
Term ends:	8/31/93
Period of regular registration for CONTINUING Students:	3/1-31/93
Period of regular registration for NEW Students	Through 4/30/93
Late registration period for CONTINUING students:	4/1-30/93
For SUMMER TERM enrollment admissions application should be received by	3/1/93

## REGISTRATION NOTES

The Classes in the Nova University Doctoral Programs for the School of Business and Entrepreneurship are delivered in a trimester format. There are three terms: Summer, Fall, and Winter.

**Cluster Class Sessions:** Class sessions are held during the first three months of each term. For the Fall term cluster classes are held in September, October, and November. Each class meets monthly for a two-day, Saturday and Sunday session during the three month period.

**SEMINARS.** Segments of the degree program are offered in a seminar format. (NOTE: Selected seminars are supported by pre-seminar course participation via telecommunication.)

CSA 6060 Business and Public Policy Seminar is held three times a year.

CSA 6140/6210/6310/6440 are offered on-campus also three times a year.

CSA 6080 Professional Studies Workshop is offered in conjunction with the annual meeting of:

<u>ACADEMY OF INTERNATIONAL BUSINESS</u>	<u>Degree</u> DIBA and DBA/International Specialty
November 20-22, 1992	Brussels, Belgium
October 17-20, 1993	Maui, Hawaii
October 1994 (Dates to be determined)	Boston, MA

<u>ACADEMY OF MANAGEMENT</u>	<u>Degree</u> DBA
August 8-11, 1993	Atlanta, GA (Marriott Marquis)
August 14-17, 1994	Dallas, TX (Loews Anatole)
August 6-9, 1995	Vancouver (Meridian Hotel)
August 11-14, 1996	Cincinnati, OH (Hyatt Regency)

<u>AMERICAN ACCOUNTING ASSOCIATION</u>	<u>Degree</u> DBA/ACC
August 8-11, 1993	San Francisco, CA
August 10-14, 1994	New York, NY
August 13-16, 1995	Orlando, FL

<u>AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION</u>	<u>Degree</u> DPA
July 17-21, 1993	San Francisco (Hilton)
July 24-27, 1994	Kansas City, KS (Westin Hyatt)
July 22-26, 1995	San Antonio, TX (Marriott River Center, Riverwalk)
July 6-10, 1996	Atlanta, GA (Marriott Marquis)

<u>SOCIETY FOR HUMAN RESOURCE MANAGEMENT</u>	<u>Degree</u> DBA/HRM
May 23-26, 1993	Washington, DC (Washington Convention Center)
June 26-29, 1994	St. Louis, MO (Cervantes Convention Center)
June 25-28, 1995	Orlando, FL (Orange County Convention Center)
June 23-26, 1996	Chicago, IL (McCormick Place)
June 22-25, 1997	San Diego, CA (San Diego Convention Center)



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COMPREHENSIVE EXAMINATION  
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The comprehensive examination (CSA 6090 and CSA 6089) will be offered in the following locations subject to student enrollment: (Please be sure to register during the regular registration period to insure site availability). **NOTE: The \* Comprehensive exam fee is refundable. However, students must pay a withdrawal fee.**

<u>APRIL</u>	<u>AUGUST</u>	<u>DECEMBER</u>
Birmingham	Seattle	No. Indiana
New England	Arkansas	Orlando
Davenport	Spartanburg	Phoenix
D.C.	Campus	Campus
Campus	Phoenix	

ELIGIBILITY REQUIREMENTS

To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, be in good financial standing, and have a full admission status.

In addition to the above, to be eligible for CSA 6090 (Part I), you must have completed 20 credits of coursework, including CSA 6060.

To be eligible for CSA 6089 (Part II), you must have passed CSA 6090 (Part I) and CSA 6140 for DBA and DIBA or CSA 6210 for DPA, or 6310 for DBA/HRM, or CSA 6440 for DBA/IM, or CSA 6740 for DBA/Acc.

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READINGS COURSES: (CSA6150/6250/6370/6480/6750) \*  
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---Approval of a Concept Paper and Chairperson are prerequisites.

---When your concept paper is approved you will receive written confirmation from the Research Office. This confirmation will be accompanied by an Instructor Approval Form for the Readings course. Forward to the instructor the Instructor Approval Form for signature. The instructor should then return the form to you.

---This form should accompany your registration. It should be sent, together with the appropriate tuition and fees, to the Program Office. You will be registered for the course under the instructor's name to facilitate grade processing on your academic record.

NOTE: This is a lengthy process. Please carry out these activities the term before the term during which you wish to take this course.

Please be advised that failure to comply with these instructions will result in your registration being returned.

\* STUDENTS IN THE DBA PROGRAM (WITHOUT A SPECIALTY) HAVE THE OPTION TO CHOOSE AMONG ONE OF THE FOLLOWING FOUR READINGS COURSES.

CSA 6150	Readings in Business Administration
CSA 6151	Advanced Readings in Management/Org. Beh.
CSA 6152	Advanced Readings in Finance
CSA 6153	Advanced Readings in Marketing

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The Readings Course for all other students is indicated below:

DPA -CSA 6250	Readings in Public Administration
DBA-HRM CSA 6370	Readings in HRM
DBA-IM/DIBA CSA 6480	Readings in International Business
DBA- ACC CSA 6750	Readings in Accounting

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**DISSERTATION REGISTRATION**  
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A student working on his/her dissertation must maintain active status by being registered in the dissertation process each term. The dissertation for the Doctoral Programs is 10 credits. Students register for the dissertation in two-credit increments. The first six credits comprise the dissertation proposal (CSA 6091, 6092, 6093); the remaining four credits comprise the final draft (CSA 6094 and 6095).

Dissertation Proposal:

Registration for the dissertation proposal is normally done in three two-credit increments (CSA 6091, 6092, and 6093), allowing the student three terms (one year) in which to submit an approved proposal. When a student registers for CSA 6092, a "PR" (progress) notation will be recorded on the student's academic record for CSA 6091. The same will occur for CSA 6092 when a student registers for CSA 6093. (It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this one-year time frame.

If a student should exceed the above time frame for the dissertation proposal, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of proposal and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation proposal by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6093.

At such time when the student's proposal is accepted, the "PR" notations for CSA 6091, 6092, 6093 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

Dissertation Draft

Registration for the dissertation draft is normally done in two, two-credit increments (CSA 6094 and 6095), allowing the student two terms (eight months) in which to submit an approved draft. When a student registers for CSA 6095, a "PR" notation will be recorded on the student's academic record for CSA 6094. It should be noted that "PR" is not a formal grade and is given in place of an "I" (Incomplete); the Program Office is assuming progress in this time frame of eight months.

If a student should exceed the above time frame for the dissertation draft, he/she must petition the Research Office for an extension by submitting a progress report. This progress report must be prepared by the student, indicating status of draft and estimated completion date, and have the signature of the chairperson. All progress reports will be reviewed by the Research Office. If the progress report is accepted, the student will be permitted to register for CSA 6097 (Dissertation Continuation) the tuition for which is the equivalent of two credit hours, plus any appropriate registration fees. This process will continue until approval of the dissertation draft by the Research Office. When the initial registration for CSA 6097 is processed, a "PR" notation will be recorded on the student's record for CSA 6095.

At such time when the student's draft is accepted, the "PR" notations for CSA 6094 and 6095 will be converted to formal grades of "P". The "PR" notation will remain for any CSA 6097 Dissertation Continuation registration(s).

#### Remuneration for the Readings/Dissertation Process:

Readings: Your readings instructor will be issued a contract amounting to approximately one-third of the tuition paid for the readings course, upon receipt of your registration.

Dissertation: Your chairperson will be issued a contract, upon acceptance of your registration, for each dissertation segment. The amount is currently \$150.00 per each two-credit increment. If you should exceed the allowable time for completion of your proposal/dissertation draft, you will be required to pay dissertation continuation fees for which your chairperson will also be remunerated. Payment for your chairperson is contingent upon registration.

Your committee members will be issued contracts, in the amount of \$50.00 each, for dissertation proposal and draft. Payment will occur upon acceptance of the dissertation proposal draft, by the Research Office. No additional contracts will be issued if dissertation continuation tuition is required.

#### The Dissertation (Step-by-Step)

##### 1. The Dissertation Topic Concept Paper

While this is the first formal paper in the process, it is never too soon to start thinking about your dissertation topic.

This concept paper serves as an opportunity to set out in a concerted manner the area of interest to you for your dissertation. While this can and will be refined along the way, it is very important to start off in the right direction. Therefore, it is important at this point to focus as much as possible upon the feasibility of carrying out your task.

You must identify clearly the basic underlying theory upon which your study is based. In essence, you are testing out an aspect or implication of it with your "real world" application.



You must formulate a preliminary research question or problem statement. It must be clear and in appropriate form. You must, in a brief manner, identify recent literature (primarily from research journals) supporting the importance of your study.

You should identify preliminarily a potential methodology to answer your research question. This should be only a brief discussion at this point. Also, indicate your competence to carry out such a methodology.

Any resources at your disposal to carry out your task should also be identified.

Together with this paper, you should submit your resume and the name of the person you wish to have as your Chairperson/Advisor for approval by the Research Office. Be sure to have their concurrence prior to submitting their name. (If they are not on the Nova staff, their resume must accompany this submission.)

Approval of your concept paper should in no way be construed to indicate acceptance of a final topic and methodology for your dissertation. This is only a preliminary stage.

## 2. Readings Course:

One extremely important output of this course should be a more refined topic and a clearly delineated methodology which will be described in your proposal. Therefore, the course should be defined with this in mind. To assist both you and your Chairperson/Readings Advisor, you should conduct an electronic literature search on your topic area.

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This is as far as you can proceed until completion of Part I of the Comprehensive Examination.

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## 3. The Proposal

You must submit the names of two additional members for your committee to the Research Office. The timing is to be determined by the student and chairperson but in any case must be prior to submission of the proposal.

At this point, you may request a second electronic search of the literature to update and sharpen your topic focus. The purpose of the proposal is for you to present a paper with a clearly focused topic for your dissertation, together with a well thought out methodology for carrying out your task. As well, any instruments to be utilized for data collection, e.g. questionnaire, must be submitted in final form. The Research Office must be sure that you are on the right track and will be able to expeditiously complete your dissertation.

The proposal must contain a clearly developed problem statement or statements, as well as your appropriate hypotheses to be tested. Your literature must make the case for the importance

of your work as well as provide background. It must be current and be predominated by appropriate research types. Your methodology chapter must lay out step by step how you intend to answer your research question (problem statement). It must provide a detailed, specific sampling strategy where appropriate. Target sample size must be specified. In essence, this chapter must be comprehensive. It must contain a justification for the methodology selected, not a regurgitation from textbooks. Statistical techniques likely to be utilized should be identified as well.

An Analysis chapter should be included which lays out blank tables and charts depicting the presentation to be included in the Draft Dissertation.

Both the Reference and Bibliography Sections must, as well, be included.

The proposal must be submitted, with the Proposal Approval Form signed by your entire committee, by the Chair.

Under no circumstances should you proceed to administer questionnaires or gather data until the Research Office has approved the Proposal.

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You may not register for the final step of the dissertation until all program commitments have been completed AND you have passed Part II of the Comprehensive Examination.

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#### 4. Dissertation and Defense

The paper is the culmination of your research effort. You will add your Analysis and Presentation of Findings chapters, as well as the Summary and Conclusion chapter. Revision of your introductory chapter will in all likelihood be necessary, as well as the other chapters to reflect your findings.

Work very closely with your committee throughout the finalization. When your committee is satisfied with your work, submit the committee-signed final draft copy of the dissertation to the Research Office for approval. This must be submitted by the Chair. After approval of your dissertation, you may then schedule the defense. Do not use rag bond until after the defense. There may be changes required as a result of the final review of your defense. After the defense, two copies of the dissertation, on rag bond, with full committee signatures, will be submitted to the University. You may wish additional copies for your own use.

NOTE: All of the above required papers must be submitted in complete, final form and must reflect the quality of writing that is expected of a doctoral candidate. The dissertation is a public document that should bring credit to its author, to the committee members and to the author's university. Professionalism must be the key word.

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**MAINTAINING ACTIVE STATUS**  
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Students who fail to register for and complete any regular course, seminar, workshop, advanced readings course, dissertation credits, comprehensive exams or computer-mediated instruction for 3 consecutive terms (1 full year) are considered inactive. Students who are inactive must petition for reinstatement by sending an official request for reinstatement along with a \$100 reinstatement fee to the Doctoral Program Director. Students petitioning for reinstatement will be required to meet program requirements in effect at the time of reinstatement, which may or may not differ from the requirements in effect at the time of initial matriculation. The University reserves the right to deny reinstatement based on current admissions criteria.

Order of Course Delivery for School of Business Doctoral Programs

Eight of the School of Business Doctoral Courses are offered in a revolving format. To aid students in planning, these courses are listed below in the order in which they are delivered. Using this information a student can project coursework for his/her entire program.

In addition to taking 3 of these courses each year, it is recommended that students attend the Washington Policy Seminar in the first year. Students should also register immediately for the first credit of CSA 6071--Computer Mediated Research Methods. CM competency will become a prerequisite for more and more courses.

ALTERNATIVE SCHEDULE  
FALL/WINTER LOOP

<u>DBA</u>	<u>DBA/HRM</u>	<u>DBA/IM</u>	<u>DIBA</u>	<u>DPA</u>	<u>DBA/ACC</u>
6030	6030	6030	6030	6030	6030
6020	6020	6020	6470	6020	6020
6120	6120	6120	6420	6220	6120
6130	6130	6130	6430	6230	6130
6050	6050	6050	6050	6050	6050

SUMMER LOOP

6010	6315	6410	6410	6010	6710
6110	6325	6470	6110	6240	6720
6040	6330	6450	6450	6040	6730
					6740

Class Hours: 8:00 AM - 5:30 PM

NOTE: A Registration Fee of \$25.00 is payable each time a student registers. Registrations submitted during the late registration period MUST be accompanied by a late registration fee of \$25.00 in addition to the regular registration fee. Registrations postmarked after the late registration period are subject to a \$50.00 late fee in addition to the \$25.00 regular registration fee. Tuition is \$375.00 per credit hour.

SPECIAL SEMINAR FEES: The Doctoral Programs Office assesses a special seminar fee for the courses indicated, payable at the time of registration, in addition to the tuition for the course.

CSA 6060 Business and Public Policy Seminar	. . . . .	\$150.00
CSA 6080 Professional Studies Workshop	. . . . .	50.00
CSA 6140/6210/6310/6440	. . . . .	75.00
Dissertation Continuation Fee (See page 5 for explanation)	. . . . .	750.00/term
Comprehensive Examination Fee	. . . . .	50.00

COMPUTER TIME: \$10 an hour in increments of 15 hours--\$150.00.



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IMPORTANT NOTICE FOR THOSE STUDENTS  
USING FINANCIAL AID  
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Students must apply for and be awarded financial aid in order to receive loan monies. In addition, they must register for at least 3 graduate credit hours per term to receive these funds. Students not registered for at least 3 graduate credit hours when their loan checks are ready for disbursement will not be eligible to receive the funds. These monies will then be returned to the lender.

Also, please be aware that when applying for financial aid, students must list their intended attendance pattern for that period. This attendance pattern must match the exact time that students will be enrolled and in class. If students only attend a one-week course during a trimester, the attendance pattern would have to begin at the time the seminar or course begins. The disbursements would be made at this time.

If your course selections for a term change for any reason after you have already indicated the attendance pattern on your financial aid paperwork, it will be necessary for you to contact Nova's Financial Aid Office. Your loan periods will then have to be adjusted. If these actions are not taken, it may result in your loan monies being returned to the lender, even though you are currently registered for at least 3 graduate credit hours.

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**COMPUTER-MEDIATED COURSE (CSA 6071)**  
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Students are required to take CSA 6071 - Computer Mediated Seminar in Research Methods. This course is offered in four, single-credit increments (CM1, CM2, CM3, and CM4). Satisfactory completion of CM1 is a prerequisite for the other CM segments. Students should register for one credit at a time. Purchase of computer time is in addition to the tuition for the course. Students must be ON-LINE and registered for CM1 in order to register for CSA 6060.

CM1 - In this course a student demonstrates PC literacy and is introduced to the UNIX operating system. CM1 is a prerequisite for the other CM courses. (SEE NEXT PAGE FOR ECR SCHEDULE.)

CM2 - A. Prerequisites.

1. Completion of 6060: During the session an orientation to CM2 will be provided including a discussion of what constitutes a related literature. Your CM2 literature review must be based upon the literature you will be using for your dissertation. Remember, you may not do a dissertation in the areas of Economics or Finance unless you have at a minimum a Masters in these disciplines.
2. Completion of CM1. During the CM1 course you should develop a competency using UNIX to support your other CM activities.

B. Registration Procedure. **There will be NO late registration for CM2.**

Submit the following for approval prior to registration:

1. Your completed literature review (5-10 pages).
2. Xerox copies of 5 selected articles used in the literature review. These articles should be related--have overlapping lists of references--and ALL report findings on academic research.

**NOTE:** This is not to imply your review is to be based solely on these articles.

3. For each of these 5 articles answer, briefly, the following questions and attach these answers to the respective article.  
--What is the core theory that is being developed?  
(NOTE: For all 5 articles the answer to this question should be the same -- they should all come from the same core theory.)  
--What is the basic research question?
4. You will be notified whether or not you may proceed to register. **(This notice must accompany your registration.)**

- CM3 - This is a methodology review.  
Both CM2 and CM3 must be completed before you submit your concept paper. (SEE BELOW FOR ECR SCHEDULE.)  
**NOTE: If you have not yet completed CM2, you must at least have approval to register for CM2 (in writing) from the Research Director before registering for this credit.**
- CM4 - This course reviews dissertation-related statistical techniques using SPSSX on Nova's VAX computer. Approval of the concept paper is also a prerequisite for this course. CM4 must be completed before submission of your proposal. (SEE BELOW FOR ECR SCHEDULE.)

COMPUTER TIME IS REQUIRED FOR THESE COURSES. IT IS TO BE PURCHASED IN INCREMENTS OF 15 HOURS. THE HOURLY CHARGE IS \$10.00 - (15 x \$10 = \$150).

**ELECTRONIC CLASSROOM SCHEDULE (ECR)**

Instructor: Thomas W. MacFarland, Ed.D.

Please note that these dates are subject to change with sufficient notice, when appropriate to accommodate standard holidays.

**.ALL ECRs ARE HELD IN CLASSROOM 10. AT THE UNIX PROMPT (%), YOU WOULD KEY:**

**% ecr 10**

**This action will put you in the appropriate classroom.**

**.All ECRs follow along with the ECR lecture notes appended to the CM1, CM3, and CM4 materials. Please be sure to review these notes before attending an ECR.**

**.All ECRs are recorded, so you can easily go to the online ECR library to review your class, or prior classes.**

**CM1 - An Introduction to the Unix Operating System and Application Software at Novavax.**

ECR #1:	Aug. 25, 1992 (Tuesday)	10:30 p.m., Florida time
ECR #2:	Sept. 29, 1992 (Tuesday)	10:30 p.m., Florida time
ECR #3:	Oct. 27, 1992 (Tuesday)	10:30 p.m., Florida time
ECR #4:	Nov. 17, 1992 (Tuesday)	10:30 p.m., Florida time
ECR #5:	Dec. 15, 1992 (Tuesday)	10:30 p.m., Florida time

As is indicated above, there are four (4) ECRs per term for CM1. It is required that each CM1 student will attend at least one (1) of the four (4) CM1 ECRs **DURING** their CM1 registration period. Attendance at any one of the three other CM1 ECRs is a matter of choice, as each ECR-based lecture is the same. Obviously, the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

You should plan to attend the ECR that best fits your schedule and degree of preparation.

As an example ... if you enroll in CM1, September 1, 1992 and you have never gone online, then you may want to hold off on attending the September 29, 1992 CM1 ECR and instead attend the October 27, 1992 CM1 ECR. This way you would be better prepared for class. However, you must finish the course within the term.

**CM3 - Research Methodology**

ECR #1: September 16, 1992 (Wednesday) 10:30 p.m., Florida time

ECR #2: November 18, 1992 (Wednesday) 10:30 p.m., Florida time

There are two (2) ECRs, per term for CM3. It is required that each CM3 student will attend at least one (1) of the two (2) CM3 ECRs **DURING** their CM3 registration period. Attendance at the other CM3 ECR is a matter of choice, as each ECR-based lecture will be the same. Obviously, the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

**CM4 - Statistics**

ECR #1: September 24, 1992 (Thursday) 10:30 p.m., Florida time

ECR #2: November 19, 1992 (Thursday) 10:30 p.m., Florida time

There are two (2) ECRs per term for CM4. It is required that each CM4 student will attend at least one (1) of the two (2) CM4 ECRs **DURING** their CM4 registration period. Attendance at the other CM4 ECR is a matter of choice as the ECR-based lecture will be the same. Obviously the questions and answers will be different for each lecture, but the basic scheme and lecture notes are the same for each ECR-based lecture.

Cluster Schedule  
 Doctoral Programs - School of Business and Entrepreneurship  
 FALL TERM

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>	<u>SEQUENCE</u>
<b>FT. LAUDERDALE</b>  Cycle I (DBA)	<b>CSA 6030 Information and Decision Sciences</b>  Instructor: Dr. Efraim Turban Dates: 9/12-13      10/10-11      11/7-8	(4 cr)      F I
<b>FT. LAUDERDALE</b>  Cycle II (DBA)	<b>CSA 6130 Financial Decision Making</b>  Instructor: Dr. Alan Gart UNIX name: gart Dates: 9/19-20      10/24-25      11/21-22 Prerequisite: Masters Course - Accounting/ Finance	(4 cr)      F II
(DPA)	<b>CSA 6230 Financial Decision Making Government and Not-For-Profit Organizations</b>  Instructor: Dr. Andrew Sherbo UNIX name: sherbo Dates: 9/19-20      10/24-25      11/21-22	(4 cr)      F II
<b>ORLANDO</b>	<b>CSA 6130 Financial Decision Making</b>  Instructor: Dr. Jerome L. Duncan, Jr. Dates: 9/12-13      10/10-11      11/7-8 Prerequisite: Masters Course - Accounting/ Finance	(4 cr)      F I
<b>POTOMAC CYCLE I</b> (DBA, DPA)	<b>CSA 6030 Information and Decision Sciences</b>  Instructor: Dr. Christopher Carlson UNIX name: carlson Dates: 9/12-13      10/10-11      11/7-8	(4 cr)      F I
<b>POTOMAC CYCLE II</b> (DBA)	<b>CSA 6130 Financial Decision Making</b>  Instructor: Dr. Alan Gart UNIX name: gart Dates: 9/12-13      10/10-11      11/7-8 Prerequisite: Masters Course - Accounting/ Finance	(4 cr)      F I

<b>ARKANSAS</b>	<b>CSA 6050 Operations Management</b>	(4 cr)	F II
Instructor: Dr. Herb Johnson UNIX name: johnsonh Dates: 9/19-20 10/24-25 12/12-13 Prerequisite: Masters Course - Quantitative Methods/Statistics			
<b>SEATTLE</b>	<b>CSA 6130 Financial Decision Making</b>	(4 cr)	F I
Instructor: Dr. Edward Pierce UNIX name: edpierce Dates: 9/12-13 10/10-11 11/7-8 Prerequisite: Masters Course - Accounting/ Finance			
<b>SPARTANBURG</b>	<b>CSA 6120 Marketing Management/                                 Research</b>	(4 cr)	F II
Instructor: Dr. Abram Poczter UNIX name: apoczter Dates: 9/12-13 10/24-25 11/21-22 Prerequisite: Masters Course - Marketing			
<b>BIRMINGHAM</b>	<b>CSA 6050 Operations Management</b>	(4 cr)	F II
Instructor: Dr. Moshe Levin UNIX name: mlevin Dates: 9/19-20 10/24-25 11/21-22 Prerequisite: Masters Course - Quantitative Methods/Statistics			
<b>DAVENPORT, IOWA</b>	<b>CSA 6120 Marketing Management/                                 Research</b>	(4 cr)	F II
Instructor: Dr. Richard Plank UNIX name: plank Dates: 9/19-20 10/24-25 11/21-22 Prerequisite: Masters Course - Marketing			
<b>NEW ENGLAND</b>	<b>CSA 6120 Marketing Management/                                 Research</b>	(4 cr)	F I
Instructor: Dr. Larry Chiagouris Dates: 9/12-13 10/10-11 11/7-8 Prerequisite: Masters Course - Marketing			



**N. INDIANA**

**CSA 6130 Financial Decision  
Making**

(4 cr)

F II

Instructor: Dr. Edward Pierce

UNIX name: edpierce

Dates: 9/19-20 10/24-25 11/21-22

Prerequisite: Masters Course - Accounting/  
Finance

**PHOENIX**

**CSA 6020 Organization Behavior/  
Personnel Management**

(4 cr)

F II

Instructor: Dr. Gene F. Brady

UNIX name: brady

Dates: 9/19-20 10/24-25 11/21-22

Prerequisite: Masters Course - Management/  
Organizational Theory

**ROANOKE, VA**

**CSA 6050 Operations Management**

(4 cr)

F II

Instructor: Dr. Moshe Levin

UNIX name: mlevin

Dates: 9/12-13 10/10-11 11/7-8

Prerequisite: Masters Course - Quantitative  
Methods/Statistics

**FT. WALTON BEACH,  
FL**

**CSA 6030 Information and Decision  
Sciences**

(4 cr)

F II

Instructor: Dr. Jay E. Aronson

UNIX name: aronson

Dates: 9/19-20 10/24-25 11/21-22

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 \* DOCTORAL COMPREHENSIVE EXAMINATION                    \*SATURDAY, December 19, 1992 \*  
 \*  
 \* N. Indiana     -   Calumet College                    Proctor:   Dr. Philip     \*  
                            Schmidt Building     Kemp                     \*  
                            2400 N.Y. Avenue     \*  
                            Whiting, IN 46394     \*  
                            (312) 721-0202     \*  
 \*  
 \* Orlando         -   Southern College                    Proctor:   Dr. James     \*  
                            5600 Lake Underhill Rd.     Kelley                   \*  
                            Orlando, FL 32807     \*  
                            (305) 273-1000     \*  
 \*  
 \* Phoenix         -   Nova University                      Proctor:   Dr. Gerry     \*  
                            Western Region Office     Bedore                   \*  
                            8601 N. Black Canyon Hwy.     \*  
                            Suite 117     \*  
                            Phoenix, AZ 85021     \*  
                            (602) 995-5999     \*  
 \*  
 \* Campus         -   Nova University-East Campus    Proctor:   TBA                   \*  
                            3100 S.W. 9th Ave.     \*  
                            Ft. Lauderdale, FL 33315     \*  
                            (Room to be posted)     \*  
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**COMPREHENSIVE EXAMINATION - ELIGIBILITY REQUIREMENTS**

To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, be in good financial standing, and have a full admission status.

In addition to the above, to be eligible for CSA 6090 (Part I), you must have completed 20 credits of coursework, including CSA 6060.

To be eligible for CSA 6089 (Part II), you must have passed CSA 6090 (Part I) and CSA 6140 for DBA and DIBA or CSA 6210 for DPA, or 6310 for DBA/HRM, or CSA 6440 for DBA/IM, or CSA 6740 for DBA/Acc.

CSA 6080 DIBA/DBA-IM Professional Studies Workshop-International. (2 cr)  
 In conjunction with Academy of International Business.  
 November 20-22, 1992 - Brussels, Belgium  
 Instructor: Dr. Alex Anckonie

CSA 6060 Business & Public Policy Seminar (4 cr)  
 December 5-11, 1992 - Washington, DC  
 Instructors: Drs. Baer & Rafferty  
 Dissertation support session.  
 Washington Marriott  
 1221 22nd Street, N. W.  
 Washington, DC 20037  
 (202) 872-1500

**NOTE:** Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060.  
CONTINUING STUDENTS must register for this course BEFORE the end of July. No registrations will be accepted after this date.

\*\*\*\*\*  
 \* NATIONAL CLUSTER \*  
 \* The National Cluster is set up in a one week format with courses \*  
 \* being held in Ft. Lauderdale during the week of December 13-18, \*  
 \* 1992. The courses for the one week workshop will be held at the: \*  
 \* School of Business & Entrepreneurship \*  
 \* Nova University - East Campus \*  
 \* 3100 S.W. 9 Avenue \*  
 \* Ft. Lauderdale, FL 33315 \*  
 \* \*  
 \* CSA 6140 Strategic Decision Making (4 cr) \*  
 \* Instructor: Dr. Pierce/Hofer \*  
 \* Dates: December 13-18, 1992 \*  
 \* CSA 6210 Strategic Decision Making, Government and (4 cr) \*  
 \* Not-For-Profit Organizations \*  
 \* CSA 6310 Strategic Human Resource Management and Change (4 cr) \*  
 \* CSA 6440 Strategic Planning in International Business (4 cr) \*  
 \* [CSA 6140, 6210, 6310, 6440 are capstone courses for DBA, DPA, \*  
 \* DBA-HRM, and DBA-IM programs respectively. \*  
 \* They should be taken as final courses in the program. They may not \*  
 \* be taken until a student has passed Part I of the comprehensive \*  
 \* examination. (See page 3 for eligibility requirements.) \*  
 \* \*  
 \* CSA 6020 Organization Behavior/ (4 cr) \*  
 \* Personnel Management \*  
 \* Instructor: Dr. William A. Snow \*  
 \* Dates: December 13-18, 1992 \*  
 \* Prerequisites: Masters Course - Management/ \*  
 \* Organizational Theory \*  
 \* \*  
 \* CSA 6470 International Legal Framework (4 cr) \*  
 \* Instructor: Dr. Albert Mavrinc \*  
 \* Dates: December 13-18, 1992 \*  
 \* \*\*\*\*\*

Cluster Schedule  
 Doctoral Programs - School of Business and Entrepreneurship  
 WINTER TERM 1993

SEQUENCE I      1/9-10      2/6-7      3/6-7  
 SEQUENCE II     1/23-24     2/20-21     3/20-21

THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>	<u>SEQUENCE</u>
<b>FT. LAUDERDALE</b>	<b>CSA 6020 Organization Behavior/ Personnel Management</b>	(4 cr)      W I
Cycle I (DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory	
<b>FT. LAUDERDALE</b>	<b>CSA 6050 Operations Management</b>	(4 cr)      W II
Cycle II (DBA/DPA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics	
<b>ORLANDO</b>	<b>CSA 6050 Operations Management/</b>	(4 cr)      W I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics	
<b>POTOMAC CYCLE I</b> (DBA/DPA)	<b>CSA 6020 Organization Behavior/ Personnel Management</b>	(4 cr)      W I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory	
<b>POTOMAC CYCLE II</b> (DBA)	<b>CSA 6050 Operations Management</b>	(4 cr)      W I
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics	

<b>ARKANSAS</b>	<b>CSA 6030 Information and Decision Sciences</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor: UNIX name: Dates:		
<b>SEATTLE</b>	<b>CSA 6050 Operations Management</b>	<b>(4 cr)</b>	<b>W I</b>
	Instructor: Dates: Prerequisite: Masters Course - Quantitative Methods/Statistics		
<b>SPARTANBURG</b>	<b>CSA 6130 Financial Decision Making</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance		
<b>BIRMINGHAM</b>	<b>CSA 6030 Information and Decision Sciences</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor: UNIX name: Dates:		
<b>DAVENPORT, IOWA</b>	<b>CSA 6130 Financial Decision Making</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance		
<b>NEW ENGLAND</b>	<b>CSA 6130 Financial Decision Making</b>	<b>(4 cr)</b>	<b>W I</b>
	Instructor: Dates: Prerequisite: Masters Course - Accounting/ Finance		

<b>N. INDIANA</b>	<b>CSA 6050 Operations Management</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite:	Masters Course - Quantitative Methods/Statistics	
<b>PHOENIX</b>	<b>CSA 6120 Marketing Management/ Research</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite:	Masters Course - Marketing	
<b>ROANOKE, VA</b>	<b>CSA 6030 Information and Decision Sciences</b>	<b>(4 cr)</b>	<b>W II</b>
	Instructor:		
	UNIX name:		
	Dates:		
<b>FT. WALTON BEACH</b>	<b>CSA 6020 Organization Behavior/ Personnel Management</b>	<b>(4 cr)</b>	<b>WII</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite:	Masters Course - Management/ Organizational Theory	



\*\*\*\*\*  
\* DOCTORAL COMPREHENSIVE EXAMINATION April 25, 1993 \*  
\* \*  
\* Birmingham Crown Sterling Suites Proctor: \*  
\* 2300 Woodcrest Place \*  
\* Birmingham, AL 35209 \*  
\* (205) 879-7400 \*  
\* \*  
\* New England Brattleboro Union H.S. Proctor: \*  
\* Fairground Road \*  
\* Brattleboro, VT 05301 \*  
\* (802) 257-0356 \*  
\* \*  
\* Potomac Florida Institute of Proctor: \*  
\* Technology \*  
\* Graduate Center \*  
\* National Capital Region \*  
\* 4875 Eisenhower Ave. \*  
\* Alexandria, VA 22304-7330 \*  
\* (703) 751-1060 \*  
\* \*  
\* Davenport St. Ambrose University Proctor: \*  
\* 518 W. Locust St. \*  
\* Davenport, IA 52803 \*  
\* \*  
\* Campus Nova University Proctor: \*  
\* 3100 SW 9th Avenue \*  
\* Ft. Lauderdale, FL 33315 \*  
\* (Room to be posted) \*  
\* \*  
\*\*\*\*\*

**COMPREHENSIVE EXAMINATION - ELIGIBILITY REQUIREMENTS**

To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, be in good financial standing, and have a full admission status.

In addition to the above, to be eligible for CSA 6090 (Part I), you must have completed 20 credits of coursework, including CSA 6060.

To be eligible for CSA 6089 (Part II), you must have passed CSA 6090 (Part I) and CSA 6140 for DBA and DIBA or CSA 6210 for DPA, or 6310 for DBA/HRM, or CSA 6440 for DBA/IM, or CSA 6740 for DBA/Acc.

WINTER TERM - SEMINAR SCHEDULE - 1/1/93--5/2/93  
Doctoral Programs - School of Business and Entrepreneurship

CSA 6060 Business & Public Policy Seminar - Baer/Rafferty (4 cr)  
Washington, D.C. March 27-April 2, 1993  
Washington Marriott  
1221 22nd Street, N.W  
Washington, DC 20037  
(202) 872-1500

NOTE: Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060.

CONTINUING STUDENTS must register for this course BEFORE the end of November. No registrations will be accepted after this date.

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NATIONAL CLUSTER

\* The National Cluster is set up in a one week format with courses \*  
\* being held in Ft. Lauderdale during the week of April 18-23, 1993. \*  
\* The courses for the one week workshop will be held at the: \*  
\* School of Business & Entrepreneurship \*  
\* Nova University - East Campus \*  
\* Ft. Lauderdale, FL \*

\* CSA 6140 Strategic Decision Making (4 cr) \*  
\* Instructor: \*  
\* Dates: \*  
\* CSA 6210 Strategic Decision Making, Government and (4 cr) \*  
\* Not-For-Profit Organizations \*  
\* CSA 6310 Strategic Human Resource Management & Change (4 cr) \*  
\* CSA 6440 Strategic Planning in International Business (4 cr) \*  
\* [CSA 6140, 6210, 6310, and 6440 are capstone courses for the DBA, \*  
\* DPA, DBA-HRM, and DBA-IM programs respectively. \*  
\* They should be taken as final courses in the program. They may not \*  
\* be taken until a student has passed Part I of the comprehensive \*  
\* examination. (See page 3 for eligibility requirements.) \*

\* CSA 6120 Marketing Management/Research (4 cr) \*  
\* Instructors: Dr. \*  
\* Dates: \*  
\* Prerequisite: Masters Course - Marketing \*  
\* CSA 6220 Comparative Administrative Systems (4 cr) \*  
\* Instructor: Dr. \*  
\* Dates: \*  
\* CSA 6420 International Marketing (4 cr) \*  
\* Instructor: Dr. \*  
\* Dates: \*  
\* CSA 6720 Federal Taxes and Management Decisions (4 cr) \*  
\* Instructor: Dr. \*  
\* Dates: \*

\*\*\*\*\*

Cluster Schedule  
 Doctoral Programs - School of Business and Entrepreneurship  
 SUMMER TERM 1993

SEQUENCE I	5/15 - 16	6/12 - 13	7/10 - 11
SEQUENCE II	5/22 - 23	6/26 - 27	7/24 - 25

THESE ARE PROJECTED DATES. ACTUAL COURSE DATES MAY VARY ACCORDING TO INSTRUCTORS SCHEDULE.

<u>CLUSTER</u>	<u>COURSE NUMBER AND NAME</u>	<u>SEQUENCE</u>
<b>FT. LAUDERDALE</b>  Cycle I (DBA)	<b>CSA 6040 Economic Analysis</b>  Instructor: UNIX name: Dates: Prerequisite: Masters Course - Economics/ Macro/Micro	(4 cr)    S I
<b>FT. LAUDERDALE</b>  Cycle II (DBA)	<b>CSA 6110 International Business &amp; Finance</b>  Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	(4 cr)    S II
<b>FT. LAUDERDALE</b>  (DPA)	<b>CSA 6240 Constitutional/ Administrative Law &amp; Ethics</b>  Instructor: UNIX name: Dates:	(4 cr)    S II
<b>ORLANDO</b>	<b>CSA 6110 International Business &amp; Finance</b>  Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	(4 cr)    S I
<b>POTOMAC CYCLE I</b> (DBA)	<b>CSA 6110 International Business &amp; Finance</b>  Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance	(4 cr)    S I

<b>POTOMAC CYCLE I</b>	<b>CSA 6240 Constitutional/ Law &amp; Ethics</b>	<b>(4 cr)</b>	<b>S I</b>
(DPA)	Instructor: UNIX name: Dates:		
<b>POTOMAC CYCLE II</b>	<b>CSA 6010 Administrative Theory &amp; Practice</b>	<b>(4 cr)</b>	<b>S II</b>
(DBA)	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
<b>ARKANSAS</b>	<b>CSA 6110 International Business &amp; Finance</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Accounting/ Finance		
<b>SEATTLE</b>	<b>CSA 6010 Administrative Theory &amp; Practice</b>	<b>(4 cr)</b>	<b>S I</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
<b>SPARTANBURG</b>	<b>CSA 6010 Administrative Theory &amp; Practice</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Management/ Organizational Theory		
<b>BIRMINGHAM</b>	<b>CSA 6040 Economic Analysis</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor: UNIX name: Dates: Prerequisite: Masters Course - Economics/ Macro/Micro		

<b>DAVENPORT, IOWA</b>	<b>CSA 6040 Economic Analysis</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor:		
	Dates:		
	Prerequisite: Masters Course - Economics/ Macro/Micro		
<b>NEW ENGLAND</b>	<b>CSA 6010 Administrative Theory &amp; Practice</b>	<b>(4 cr)</b>	<b>S I</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Management/ Organizational Theory		
<b>N. INDIANA</b>	<b>CSA 6010 Administrative Theory &amp; Practice</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Management/ Organizational Theory		
<b>PHOENIX</b>	<b>CSA 6040 Economic Analysis</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Economics/ Macro/Micro		
<b>ROANOKE, VA</b>	<b>CSA 6040 Economic Analysis</b>	<b>(4 cr)</b>	<b>S II</b>
	Instructor:		
	UNIX name:		
	Dates:		
	Prerequisite: Masters Course - Economics/ Macro/Micro		

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*****
* DOCTORAL COMPREHENSIVE EXAMINATION August 29, 1993
*
* Seattle Marriott Seattle - Sea-tac Proctor:
* 3201 So. 176th St.
* Seattle, WA 98188
* (206) 241-2000
*
* Phoenix Nova University Proctor:
* Western Region Office
* 8601 N.Black Canyon Hwy. H & O:
* Suite 117 UNIX name:
* Phoenix, AZ 85021
* (602) 995-5999
*
* Arkansas Garland County Community Proctor:
* College O:
* 1 College Drive
* Mid America Park
* Hot Springs, AR 71914
* (501) 767-9371
*
* Spartanburg Spartanburg Tech.College Proctor:
* I-85 and New Cut Road O:
* Spartanburg, SC 29305-4386
* (803) 591-3616 UNIX name:
*
* Campus Nova University Proctor:
* 3100 SW 9th Ave.
* Ft. Lauderdale, FL 33315
* (Room to be posted)
*
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**COMPREHENSIVE EXAMINATION - ELIGIBILITY REQUIREMENTS**

To sit for Part I or Part II of the comprehensive examination you must have a grade point average of at least 3.0, be in good financial standing, and have a full admission status.

In addition to the above, to be eligible for CSA 6090 (Part I), you must have completed 20 credits of coursework, including CSA 6060.

To be eligible for CSA 6089 (Part II), you must have passed CSA 6090 (Part I) and CSA 6140 for DBA and DIBA or CSA 6210 for DPA, or 6310 for DBA/HRM, or CSA 6440 for DBA/IM, or CSA 6740 for DBA/Acc.



SUMMER TERM - SEMINAR SCHEDULE - 5/3/93--8/31/93

- CSA 6080 DBA Professional Studies Workshop in conjunction with the Academy of Management. (Atlanta, GA - Marriott Marquis) (2cr)  
Instructor: August 8-11, 1993
- CSA 6080 ACC Professional Studies Workshop in conjunction with the American Accounting Association. (San Francisco, CA) (2cr)  
Instructor: August 8-11, 1993
- CSA 6080 HRM Professional Studies Workshop in conjunction with the Society for Human Resource Management. (2 cr)  
(Washington, DC - Washington Convention Center)  
Instructor: May 21-23, 1993
- CSA 6060 Business & Public Policy Seminar (Washington, DC) (4 cr)  
Instructors: Drs. Baer & Rafferty July 31 - Aug. 6, 1993  
Washington Marriott  
1221 22nd Street, N.W.  
Washington, D.C. 20037 (202) 872-1500

**NOTE:** Students MUST be registered for CSA 6071.CM1 in order to take CSA 6060. CONTINUING STUDENTS must register for this course BEFORE the end of March. No registrations will be accepted after this date.

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NATIONAL CLUSTER

The National Cluster is set up in a one week format with courses being held in Ft. Lauderdale during the week of August 22 - 27, 1993. The courses for the one week workshop in August will be held at the:  
Nova University - East Campus  
3100 SW 9th Avenue  
Ft. Lauderdale, FL 33315

- CSA 6140 Strategic Decision Making (4 cr)  
CSA 6210 Strategic Decision Making, (4 cr)  
Government and Not-For-Profit Organizations  
CSA 6310 Strategic Human Resource Management & Change (4 cr)  
CSA 6440 Strategic Planning in International Business (4 cr)  
Dates:

[CSA 6140, 6210, 6310, 6440 are capstone courses for the DBA, DPA, DBA-HRM, and DBA-IM programs respectively. They should be taken as final courses in the program. They may not be taken until a student has passed Part I of the comprehensive examination. (See page 3 for eligibility requirements.)

- CSA 6040 Economic Analysis (4 cr)  
Instructor:  
Dates:  
Prerequisite: Masters Course - Economics/Macro/Micro
- CSA 6330 Performance and Reward Systems (4 cr)  
Instructor:  
Dates: , 1993
- CSA 6450 Comparative Government and Economic Systems (4 cr)  
Instructor:  
Dates: , 1993
- CSA 6710 Seminar in Financial Accounting (4 cr)  
Instructor:  
Dates: 1993

\*\*\*\*\*

<u>CLUSTER</u>	<u>CLASS LOCATION</u>	<u>CLUSTER ADVISOR</u>
ARKANSAS	Garland Cty. Comm. College Liberal Arts Bldg.-Lower Level 1 College Drive Mid America Park Hot Springs, AR 71914 (501) 767-9371	Rick Casey H: (501) 885-3432 O: (501) 754-3839 UNIX NAME: cccasey
BIRMINGHAM	Crown Sterling Suites 2300 Woodcrest Pl. (Tara Rm.) Birmingham, AL 35209 (205) 879-7400	Dr. Paul Doran O: (205) 853-1200 x 1261
DAVENPORT, IOWA	St. Ambrose University 518 W. Locust St. (Rm. 231) Davenport, Iowa 52803	James Wiegand H: (309) 344-3839 UNIX NAME: ccwiegand
FT. LAUDERDALE I, II	Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
FT. WALTON BEACH	Bay Area Vo-Tech 1976 Lewis Turner Blvd. Ft. Walton Beach, FL 32547	Patsy Mitchell H: (904) 678-2934 O: (904) 882-8787
NATIONAL CLUSTER	Nova University - East Campus 3100 S.W. 9th Avenue Ft. Lauderdale, FL 33315	Dr. Gene Brady O: (305) 452-1585 UNIX NAME: brady
NEW ENGLAND	Brattleboro Union H.S. Room #132 Fairground Road Brattleboro, VT 05301 (802) 257-0356	Robert F. Wiesenauer H: (603) 532-9322 O: (603) 899-4159 UNIX NAME: ccbobw
N. INDIANA	Calumet College Schmidt Building (Rm. 305) 2400 N.Y. Avenue Whiting, IN 46394 (219) 473-7770	Dr. Philip Kemp Nova line (Home) (708) 653-1647 UNIX NAME: cckemp

ORLANDO	Southern College 5600 Lake Underhill Rd. Orlando, FL 32807 (407) 273-1000	Dr. James Kelley H: (904) 761-9260
PHOENIX	Nova University Western Region Office 8601 N. Black Canyon Hwy. Suite 117 Phoenix, AZ 85021 (602) 995-5999	Dr. Gerry Bedore H&O: (602) 566-2960 UNIX NAME: ccbedore
POTOMAC CYCLES I,II	F.I.T. Graduate Center National Capital Region (Rooms A & C) 4875 Eisenhower Ave. Alexandria, VA 22304-7330 (703) 751-1060	Dr. David Morton Nova Line: (301) 953-7724 UNIX NAME: ccmorton
ROANOKE, VA	Averett College AACE-Classroom 3 3223 Brandon Rd. S.W. Roanoke, VA 24019	Dr. Paul Pullen H: (703) 985-0891
SEATTLE	Marriott Seattle - Sea-tac 3201 So. 176th St. Seattle, WA 98188 (206) 241-2000	Cliff Butler H&O: (206) 782-9583 UNIX NAME: ccbutler
SPARTANBURG	Spartanburg Technical College I-85 and New Cut Road Spartanburg, SC 29305-4386 (803) 591-3616	Dr. Philip McGee H: (803) 474-2459 O: (803) 877-2500 UNIX NAME: ccmcgee

**DOCTORAL PROGRAMS  
COMPREHENSIVE EXAMINATION COURSE MATRIX**

	DPA	DBA	DIBA	HRM	DB/HRM	DB/IM	DB/ACC.
Part IA	L/Rev. (Required question)	L/Rev.	6410	L/Rev.	L/Rev.	6410	* 67--
Part IB	6060 (Required question)	6060	6060	6060	6060	6060	6060
(Choose one question from your group below.)							
	6010	6010	6450	6010	6315	6450	* 67--
	6020	6020	6470	6020	6020 6325	6020	6020
(Choose one question from your group below.)							
	6030	6030	6030	6030	6030	6030	6030
	6040	6040	6050	6360	6050	6050	6050
	6050	6050		6340			
Part 2A	6210 (Required question to answer.)	6140	6140	6310	6310	6440	* 67--
(Choose two questions from your specialty area.)							
Part 2B	6220	6110	6110	6320	6330	6470	* 67--
	6230	6120	6420	6330	6120	6120	6120
	6240	6130	6430	6350	6130	6130	6130

**CONTENTS AND/OR FORMAT OF EXAMINATION IS SUBJECT TO CHANGE.  
ADVANCE NOTIFICATION OF AT LEAST ONE TERM WILL BE GIVEN.**

\* To Be Announced



# **BOOKLIST**

**FALL TERM 1992**

## BOOK ORDER LIST

NOTE: ALL TEXTBOOKS CAN BE ORDERED THROUGH:

NOVA BOOKS, Inc.	<u>UNIX NAME</u>
P.O. Box 290670	novabook
Ft. Lauderdale, FL 33329-0670	
FAX Machine: 583-5869	
(305) 583-5860	
1-800-541-NOVA (Toll free)	

To be processed, your book order must be complete. A complete order includes:

List of course books  
Payment in the form of cashier's check or credit card ONLY

NOTE: DO NOT MAIL BOOK ORDER REQUEST WITH REGISTRATION MATERIAL.  
NOVA BOOKS IS AT A SEPARATE LOCATION.

THE NOVA BOOK ORDER FORM IS LOCATED IN THE BACK OF THIS BOOKLET.  
PLEASE USE IT TO ORDER BOOKS.

### GENERAL

The following books and materials are required for the Doctoral Programs, School of Business & Entrepreneurship. They are of general value and may be used in more than one class.

#### A. SEARCH

Knowledge Index  
Dialog Information Services, Inc.  
3460 Hillview Avenue  
Palo Alto, CA 94304  
800-3-Dialog

This is the evening version of Dialog. There is a start-up charge of \$35 which entitles you to two hours of on line time during your first month on line. After that you are billed at the rate of \$24/hour based on use.

#### B. PROFESSIONAL SOCIETIES

1. Academy of Management (D.B.A.)  
c/o Lucretia Coleman, Director of Membership  
Georgia College  
Professor of Management  
Box 11  
Milledgeville, GA 31061  
(912) 453-4324



2. American Society for Public Administration (D.P.A.)  
1120 G Street, N.W., Suite 500  
Washington, DC 20005  
(202) 393-7878
3. Society for Human Resource Management  
606 N. Washington Street  
Alexandria, VA 22314  
(703) 548-3440  
1-800-331-2772 (General Membership)
4. Academy of International Business (D.I.B.A. & D.B.A./  
International)  
Attila Yaprak, Executive Secretary  
Wayne State University  
School of Business Administration  
Detroit, MI 48202  
(313) 577-4487
5. American Accounting Association  
5717 Bessie Drive  
Sarasota, FL 34233-2399  
(813) 921-7747

C. BOOKS

1. APA Style Manual. (1983). Publication manual of the American Psychological Association (3rd ed.). Washington, DC: American Psychological Association. ALL PAPERS WRITTEN IN THE DOCTORAL PROGRAMS ARE TO BE WRITTEN IN APA STYLE.
2. Kerlinger, F. (1987). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehart and Winston.
3. Miller, J. I., & Taylor, B. J. (1987). The thesis writer's handbook. West Linn, OR: Alcove.
4. Norusis, M. J. (1991). SPSS/PC + Student Ware. Chicago: SPSS. SPSS Inc. Publications, 444 N. Michigan Ave., Chicago, IL 60611.

**When ordering software please specify 3 1/2" or 5 1/4" diskette size.**

5. Public Administration students only:

McCurdy, H. E. (1986). Public administration: A bibliographic guide to the literature. New York: Marcel Dekker.

This book is a bibliography of the core literature in public administration. It will be helpful for all public administration coursework for the DPA readings course and as a reference for the comprehensive examination.

**\*\*CSA6020\*\*** Organization Behavior/Personnel Management

Alreck, P. L., & Settle, R. B. (1985). The survey research handbook. Homewood: Irwin.

Brady, G. F. (1989). Management by involvement. New York: Human Sciences Press.

Hersey, P., & Blanchard, K. H. (1988). Management of organization behavior (5th ed.). Englewood Cliffs: Prentice-Hall.

Jamieson, D., & O'Mara, J. (1991). Managing workforce 2000. San Francisco: Jossey-Bass.

Maccoby, M. (1988). Why work? New York: Simon & Schuster.

Senge, P. (1990). The fifth discipline. New York: Doubleday.

**\*\*CSA6030\*\*** Information and Decision Sciences

Alter, S. (1992). Information systems: A management perspective. Reading, MA: Addison-Wesley.

Turban, E. (1990). Decision support and expert systems: Management support systems (2nd ed.). New York: MacMillan.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . . \$30.00
2. Software is required for CSA 6030  
Indicate the diskette size needed.  
5 1/4 in. software  
3 1/2 in. software
3. Send check or money order made payable  
to Nova University
4. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE:** All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.

**\*\*CSA6050\*\* Operations Management**

Dilworth, J. B. (1989). Production and operations management, manufacturing and nonmanufacturing (4th ed.). New York: Random House.

Render, B. (1989). Microcomputer software for management science and operations management. Boston: Allyn and Bacon.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . . \$40.00
2. Send check or money order made payable  
to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

**\*\*CSA6060\*\* Business & Public Policy Seminar**

Birnbaum, J. H., & Murray, A. S. (1987). Showdown at Gucci Gulch. New York: Random House.

Fritschler, A. L., & Ross, B. H. (1990). How Washington works: The executive's guide to government. Cambridge: Ballinger.

Held, W. G. (1982). Decisionmaking in the federal government: The Wallace S. Sayre model. Washington, DC: The Brookings Institution.

Janis, I. L. (1989). Crucial decisions: Leadership in policymaking and crisis management. New York: The Free Press.

Kerlinger, F. (1987). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehard and Winston.

PART I cm1 (1 credit)

Jennings, K. (1990). The devouring fungus: Tales of the computer age. New York: Norton.

Waite, M., Martin, D., & Prata, S. (1990). Unix primer plus. Carmel, IN: SAMS, a Division of Macmillan.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

MacFarland, T. W. (1991). The Unix operating system: A communication medium for Nova University students. Fort Lauderdale: Nova University.

1. Purchase from Nova University Price . . . . \$15.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

PART II cm2 (1 credit)

APA Style Manual. (1983). Publication manual of the American Psychological Association (3rd ed.). Washington, DC: American Psychological Association.

Hodges, J. C., & Whitten, M. E. (1990). Hodge's Harbrace College handbook (11th ed.). New York: Harcourt Brace Jovanovich.

Miller, J. I., & Taylor, B. J. (1987). The thesis writer's handbook. West Linn, OR: Alcove.

Strunk Jr., W., & White, E. B. (1979). The elements of style (3rd ed.). New York: Macmillan.

PART III cm3 (1 credit)

Isaac, S., & Michael, W. B. (1981). Handbook in research and evaluation (2nd ed.). San Diego: EDITS.

Kerlinger, F. (1986). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehart, and Winston.

Williams, F. (1992). Reasoning with statistics: How to read quantitative research. New York: Holt, Rinehart, and Winston.

PART IV cm4 (1 credit)

Hanke, J. E., & Reitsch, A. G. (1991). Understanding business statistics. Homewood: Irwin. Textbook.

NOTE: OPTIONAL VIDEOTAPES:

This textbook has a set of optional videotapes which reinforce topics presented in the text. If interested in purchasing these tapes, contact Juliet Sallette at the program office, (305) 476-1955. The cost will be \$15.00 to cover reproduction costs.

Isaac, S., & Michael, W. B. (1981). Handbook in research and evaluation (2nd ed.). San Diego: EDITS.

Kerlinger, F. (1986). Foundations of behavioral research (3rd ed.). New York: Holt, Rinehart and Winston.

Norusis, M. J. (1988). SPSS-X Introductory statistics guide for SPSS-X Release 3. Chicago: SPSS.

Norusis, M. J. (1992). SPSS/PC + Student Ware. Chicago: SPSS. SPSS, Inc. Publications, 444 N. Michigan Ave. Chicago, IL 60611.

**When ordering software please specify 3 1/2" or 5 1/4" diskette size.**

**\*\*CSA6080\*\* Professional Studies Workshop**

Academy of International Business

REQUIRED JIBS JOURNALS (JOURNAL OF INTERNATIONAL BUSINESS STUDIES)  
(Summer, Fall, Winter 1990) (Spring 1991)

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . \$30.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

**\*\*CSA6090\*\* Comprehensive Examination (Public Administration only)**

McCurdy, H. E. (1986). Public administration: A bibliographic guide to the literature. New York: Marcel Dekker.

- Dillon, W., Madden, T., & Fertle, N. (1990). Marketing research in a marketing environment (2nd ed.). Homewood: Irwin.
- Hoover, K. R. (1988). The elements of social scientific thinking (4th ed.). New York: St. Martin's.
- Hunt, S. (1991). Modern marketing theory. Cincinnati, OH: Southwestern Press.
- Katzer, Cook, & Crouch. (1982). Evaluating information: A guide for the users of social science research (2nd ed.). New York: McGraw-Hill.
- Sheth, J. N., Gardner, D. M., & Garrett, D. E. (1988). Marketing theory: Evolution an evaluation. New York: Wiley.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . . \$45.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

- Bagozzi, R. (1986). Principles of marketing management. Chicago: Macmillan.
- Dillon, W., Madden, T., & Fertle, N. (1990). Marketing research in a marketing environment (2nd ed.). Homewood: Irwin.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . . \$40.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

**\*\*CSA6130\*\*** Financial Decision Making

Van Horne, J. C. (1992). Financial management and policy (9th ed.). Englewood Cliffs: Prentice-Hall.

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . \$35.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE:** All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.

**\*\*CSA6140\*\*** Strategic Decision Making

Hofer, C. W., & Schendel, D. (1978). Strategy formulation - Analytical concepts. St. Paul: West.

**\*\*CSA6210\*\*** Strategic Decision Making, Government and Not-For-Profit Organizations

Hofer, C. W., & Schendel, D. (1978). Strategy formulation - Analytical concepts. St. Paul: West.

Wildavsky, A. (1992). The new politics of the budgeting process (2nd ed.). Boston: Little, Brown.

**\*\*CSA6230\*\*** Financial Decision Making, Government and Not-For-Profit Organizations

Lynch, T. D. (1990). Public budgeting in America (3rd ed.). Englewood Cliffs: Prentice-Hall.

Pechman, J. Federal tax policy (latest ed.). Washington, D.C.: The Brookings Institution.

A current financial management text. Suggested: Brigham, E. F., & Gapenski, L. (1991). Financial management theory and practice (6th ed.). Chicago: HBJ

REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)

1. Purchase from Nova University Price . . . . \$30.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE:** All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.



**\*\*CSA6470\*\* International Legal Frameworks**

Folsom, D. T. (1988). International business transactions. St. Paul: West. --Nutshell Series.

Lodge, G. C., & Vogel, E. F. (1987). Ideology and national competitiveness. Boston: Harvard Business School Press.

Schlesinger, R., et al. (1988). Comparative law: Cases and material (5th ed.). New York: Foundation Press.

**REQUIRED SUPPLEMENTARY READING MATERIAL (ILM)**

1. Purchase from Nova University Price . . . . . \$30.00
2. Send check or money order made payable to Nova University
3. Mail to: Nova University  
3301 College Ave.  
Ft. Lauderdale, FL 33314  
Attn: Juliet Sallette - School of Business

**NOTE: All ILM requests made after August 1, 1992 will be subject to an additional charge of \$5.00 for express shipping.**

**REGISTRATION POLICIES**

**AND**

**PROCEDURES**

**FALL TERM 1992**

WP: regpol.f92  
Revised: 5/20/92

NOVA UNIVERSITY  
Doctoral Programs  
School of Business and Entrepreneurship

POLICIES AND PROCEDURES FOR COURSE REGISTRATION

AND OTHER MATTERS FOR FALL TERM 1992

**IMPORTANT NOTICE:** If you plan to participate in any School Program activity during the period 9/1/92 - 12/31/92, it is imperative that you read these policies and follow the appropriate procedures immediately.

**Notes:** Fall tuition - \$375/credit  
Registrations must be accompanied by payment.

May 1992

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I. COURSE REGISTRATION REQUIRED:

ANY student in the Doctoral Program who intends to take ANY course in the program during the FALL term--1992 must register for the course. The term "course" includes all activities in which class attendance is a requirement as well as the following activities:

1. submitting for review by a member of the faculty any portion of the requirements for CSA 6071, 6091, 6092, 6093, 6094, and 6095.
2. sitting for the Comprehensive Written Examination (CSA6089, or CSA6090).

II. REGISTRATION FORMS TO USE:

Enclosed with these policies are the forms required to register for course work. Please note that all registration forms must be returned intact. The student copy will be forwarded to you upon acceptance and processing of registration.

- A. REGISTERING FOR A NEW COURSE: If you wish to register for a new course, i.e., one that you have not registered for before, use the enclosed Student Transaction Form and as many of the Course Materials Order Forms as are needed. Complete the Registration Form, using a dark ball point pen, listing all courses to be taken. COMPLETE A COURSE MATERIALS FORM FOR EACH COURSE FOR ORDERING COURSE MATERIALS. BE SURE TO INCLUDE COURSE AND SECTION NUMBERS ON ALL FORMS.
- B. CHANGING A PREVIOUSLY FILED REGISTRATION: If you wish to drop or add a course to your previously filed registration for the FALL term, and the deadline has not yet passed (see below), you must complete another student transaction form. You may drop or add courses for the FALL term until August 31, 1992. A fee of \$25.00 must accompany any change of registration made. A tuition refund will be made on the following basis: full tuition if course is dropped before the date of the class and for seminars and workshops anytime during the first 6 weeks of that term - 75% tuition if course is dropped after the first weekend and before the second weekend, and after the first 6 weeks of the term for seminars and workshops; 0% after the commencement of the second class-weekend and the commencement of a seminar or workshop. REGISTRATION FEES AND SEMINAR WORKSHOP FEES ARE NON-REFUNDABLE.

NOTE: All withdrawals must be in writing to be effective.

- C. FILING REGISTRATION FORMS: All completed forms regarding registration for the FALL term should be submitted by the

student DIRECTLY (not through a Cluster Advisor) to:  
Kristie Tetrault  
Nova University School of Business  
3301 College Avenue  
Ft. Lauderdale, Florida 33314  
(305-476-1956)

### III. REGISTRATION DEADLINES FOR CONTINUING STUDENTS:

The following deadlines apply to ALL students who matriculated into the School of Business Doctoral Programs, i.e., began taking courses, before September 1992.

- A. **REGULAR REGISTRATION:** The period of Regular Registration for FALL term courses is July 1-31, 1992. The registration fee during this period is \$25.00. Any registration postmarked or, if not mailed, delivered after July 31, 1992 will be considered a Late Registration and subject to the requirements as stated in section III.B below.
- B. **LATE REGISTRATION:** The period of Late Registration for FALL term courses is August 1-31, 1992. Registrations submitted during this period must be accompanied by a Late Registration Fee of \$25.00. This fee is in addition to the \$25.00 regular registration fee. It will be assessed as part of the registration process. A Late Registration occurs when, during the period August 1-31, 1992, a student either registers for a new course, or changes a previously filed registration.
- C. **REGISTRATIONS AFTER THE LATE REGISTRATION PERIOD:** The School of Business Doctoral Program Office does not encourage registration after the deadline of August 31, 1992. Any continuing student who wishes to make an addition to a registration after the deadline must first contact the Administrative office for clearance. Registrations accepted after the late registration deadline must be accompanied by a late registration fee of \$50.00. This is in addition to the \$25.00 regular registration fee.

### IV. REGISTRATION DEADLINES FOR NEW STUDENTS:

A "new" student is one who matriculates into the School of Business Doctoral Program by attending classes beginning with the FALL '92 term.

- A. **REGULAR REGISTRATION FOR NEW STUDENTS:** New students should register during the regular registration period July 1-31, 1992. Students not admitted until this registration period has begun or until after July 31, 1992 may register through August 31, 1992 without paying a late fee.
- B. **END OF REGISTRATION FOR NEW STUDENTS:** Registrations for new students will be accepted after August 31, 1992 for December Workshop courses and CSA 6071.CM1. Fees will be determined

based on date of student admission. No late fees will be charged if the student registers in a timely basis after admission.

V. DISTRIBUTION OF COURSE MATERIALS:

Requests for course materials DO NOT need to accompany registrations; they may be made prior to mailing registrations to the program office. However, ALL REQUESTS MUST BE MADE ON A COURSE MATERIAL FORM. If requesting more than 2 courses, please put the request in writing, stating cluster, course, along with your name and address.

It is in the student's best interest to order course materials as soon as possible. This is to ensure enough time to complete assignments, since pre-class assignments are typical for Doctoral courses.

Course materials (i.e. Syllabi, ILM - Individualized Learning Materials), and other supplements are distributed from the doctoral program office. Students must provide a separate mailing label for each course, with correct address clearly printed on the label in non-smearing ink. Each course's material will be shipped individually. Therefore, all materials may not be shipped at the same time.

**PLEASE BE ADVISED THAT RECEIPT OF THESE MATERIALS DOES NOT CONSTITUTE REGISTRATION FOR THE COURSE.**

If you have any questions or comments regarding course materials, contact: Juliet Sallette  
Nova University School of Business  
3301 College Avenue  
Ft. Lauderdale, FL 33314  
(305) 476-1955

VI. DROPPING OR WITHDRAWING FROM A COURSE:

- A. **WITHDRAWAL DEADLINES:** If a student withdraws from a course, the course will appear on the student's academic transcript with a "W" indicating a withdrawal from the course. The withdrawal request must be accompanied by a Withdrawal Fee of \$25.00.
- B. **WITHDRAWAL PROCEDURES:** A request to withdraw from a course or courses MUST be in writing (preferably using a Registration Form) and must be submitted to:

Kristie Tetrault  
School of Business Doctoral Programs  
Nova University  
3301 College Avenue  
Ft. Lauderdale, Florida 33314  
(305-476-1956)



The date of the postmark or, if not mailed, the date of receipt is the effective date of the withdrawal request. The withdrawal request must be accompanied by the appropriate Withdrawal Fee.

VII. FAILURE TO COMPLETE REQUIREMENTS FOR A COURSE:

If a student does not complete the requirements for a course, including CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480 or CSA6570 before the end of the term for which the student is registered and from which the student has not withdrawn before the withdrawal deadline, a grade of "I" is recorded on the student's academic transcript for that course. The student is given one term beyond the term in which the "I" exists to complete the outstanding requirements. If these requirements are not met by this date, the "I" will be changed to an "IW" and tuition paid will be forfeited. The student is then responsible for registering and paying for the course again.

VIII. CLASS ATTENDANCE REQUIREMENT:

With the exception of CSA6091, CSA6092, CSA6093, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6094, CSA6095, CSA6150, CSA6250, CSA6350, CSA6480, CSA6570, and CSA6071.CM2, a necessary condition for receiving academic credit for any course is attendance at the classes (including electronic classrooms--"ECR's") held in conjunction with the course. There are no exceptions to the class attendance requirement other than for the courses indicated above.

IX. TUITION:

A student must be in good financial standing with the University at the time of registration for courses. If otherwise, the student's registration will not be accepted and will be returned to the student.

A. PAYMENT DUE DATE: The appropriate tuition MUST be paid, in full, at the time of registration. The amount of tuition due is determined by multiplying the number of credit hours of coursework for which the student is registering for the term by the per-credit-hour tuition rate. Students paying tuition at the time of registration must remit payment with their registration materials. Such payment and registration are NOT submitted to the Accounts Receivable Section, but rather to Kristie Tetrault as indicated above.

B. PAYMENT POLICIES:

1. Financial Aid: A student may register for a course or courses using financial aid as long as he/she has already applied and been approved by Nova's financial aid office to receive aid for the term or terms in question.

2. Also, the student may pre-arrange with the University and an acceptable third party, such as the student's employer or embassy, that the third party will pay the student's tuition upon receipt of a bill from the University for the amount due.
- C. **METHOD OF PAYMENT:** Tuition should be paid by check or money order, attached to the Registration Form. Cash should not be sent through the mail under any circumstances. ALL CHECKS SHOULD BE PAYABLE TO NOVA UNIVERSITY. Tuition payments may also be charged to a Visa, Mastercard, American Express, or Discover account if the account holder authorizes the charge in the appropriate area on the registration form.
  - D. **REFUNDS:** A student who has paid tuition for the term is entitled to a refund of any portion of the tuition attributable to any course from which the student formally withdraws. The course withdrawal request must be made in accordance with the withdrawal procedures stated in these policies and before the withdrawal deadline applicable to the course(s) from which the student wishes to withdraw (see sections II.B and VI above). If entitled to a refund, under this provision, the student should request, IN WRITING, a refund at the time of withdrawal. REFUNDS ARE NOT GRANTED FOR A COURSE FROM WHICH A STUDENT DOES NOT FORMALLY WITHDRAW BEFORE THE WITHDRAWAL DEADLINE. Refunds, once requested, take 30 days to process. For inquiries about refunds contact Nova Comptroller's Office, (305-475-7616).

X. ENROLLMENT STATUS:

- A. **ACTIVE STATUS:** In order to be considered as an "active" student during the FALL term, you must REGISTER FOR AND COMPLETE at least one course during the term.
- B. **INACTIVE STATUS:** If you request to become inactive OR if you do not register for and complete at least one course for three successive terms, your status will be "inactive."
- C. **FULL TIME STATUS:** I-20 students requiring certification of status as full time students must carry 20 credits per year.
- D. **I-20 STUDENT STATUS LETTERS:** International students requesting I-20's, foreign exchange letters, or any other letters relating to their government/embassy, should submit their request in writing to the attention of Ms. Debbie Puzzo - International Student Advisor, Office of Student Services, Nova University.
- E. **REPORTS CONCERNING ENROLLMENT STATUS:** A student's enrollment status and academic load, as determined under the provisions above, is reported by the University regularly to any agency or institution granting the student financial support, visa privileges or other benefits on the

basis of the student's status in the Doctoral Program. If you are receiving benefits contingent upon your status as a student, it is your individual personal responsibility, and not the University's, to be certain that you maintain your enrollment status and academic load so as not to jeopardize your benefits.

- F. REINSTATEMENT TO ACTIVE STATUS: A student who is "inactive," as defined in section X.B above, and who is subsequently reinstated to "active" status, is subject to all the current admissions criteria of the Doctoral Program in which they are completing a degree that is in effect AT THE TIME OF the student's reinstatement. In addition, course work that is more than six years old is no longer applicable toward the current curriculum; any remaining course work is subject to review for applicability. A student seeking reinstatement must file a written request with the Program Director of the Doctoral Programs, accompanied by payment of a Reinstatement Fee of \$100. This fee must be paid before the student can be considered for reinstatement.

POLICY GUIDELINES ON  
EXPOSURE TO COMMUNICABLE DISEASES

It is the intent of the University to protect students and employees from exposure to communicable disease. It is also the intent of the university to protect the rights of those infected with a communicable disease pursuant to the policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the rules listed below.

RULES

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full-time or part-time including adjuncts and off-site coordinators, but shall not include the following persons:
  - a. Members of the Board of Trustees.
  - b. Guest Lecturers.
  - c. Vendors.

The term "student" shall include all persons enrolled at the University, either part-time or full-time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have become infected with a communicable disease.

2. If any member of the faculty or administration has reason to believe that an employee or student has become infected with a communicable disease, such faculty or administrator shall notify the President of the University.
3. Upon notification to the President, if the President after inquiry has substantial reason to believe that this information is accurate and that the disease is threatening the health or safety of others within the University's community, the President shall appoint a Health Review Team which shall have continuous jurisdiction over the student or employee's case. The President shall notify the infected person of his/her current position until such time as the Health Review Team verifies whether or not the individual has a communicable disease and whether that individual's current continued position poses a substantial threat or harm to others in the University community.

4. The Health Review Team shall be composed of the following people:
  - a. A duly licensed physician as appointed by the President;
  - b. The infected person's treating physician or physician of his own choice;
  - c. A University representative consisting of the person's departmental supervisor, in the case of an employee, or dean or principal of the University or School, in the case of a student.

On a case-by-case basis, the Health Review Team shall meet and establish operational procedures and shall submit its findings and recommendations to the President within five (5) working days. Any recommendations made by the Health Review Team shall be carried by a majority vote, and shall then only be subject to final approval by the President. It shall be the continuing duty of the Health Review Team to monitor and evaluate the status of the infected person.

5. An infected person can continue to work and study so long as he/she is able to continue to perform satisfactorily, and so long as the best available medical evidence indicates that his/her continual status does not present a health or safety threat to themselves or others. Infected employees with diseases which threaten the safety of others are eligible for the same leave of absence provisions of current University policy.
6. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide the President with a statement from his/her treating physician indicating the current medical status. If the President has reason to believe that the individual continues to have a communicable disease which may be of a health or safety threat to the individual or others, the President may immediately convene the Health Review Team to follow the above Guidelines.
7. Within reason, the University shall make accommodations to infected persons whenever possible to insure continuity in employment or in the classroom. Such measures may include subject to financial and administrative limitations, job reassignment or the lessening of certain tasks, or class reassignment or a reduction in course work in the case of student. The factors to be considered in determining whether an infected person can be "reasonably accommodated" are the costs and burdens placed on the University in attempting to accommodate or relocate the infected person with a new job or classroom assignment versus the detrimental effects that dismissal would have on the infected person.

8. An infected person may be dismissed from his/her position (student or employee) at the University only upon a finding by the Health Review Team, as approved by the President, that such infected person is physically or emotionally incapable of functioning in his/her respective position of employment or in the classroom and/or poses a threat to the health and safety of those around them, and that no measure or combination of measures can reasonably accommodate the infected person without causing undue hardship to the institution.
9. Disciplinary measures are available to the University when any employee fails or refuses to work at his/her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others.

As with any medical condition, employees must not disclose information regarding another employee to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.



**TEXTBOOK ORDER FORM**

NAME \_\_\_\_\_

SHIPPING ADDRESS \_\_\_\_\_

\_\_\_\_\_

MC, VISA, AMEX No. \_\_\_\_\_ exp. date \_\_\_\_\_

SIGNATURE \_\_\_\_\_

COURSE NAME AND NUMBER \_\_\_\_\_

SITE LOCATION \_\_\_\_\_

TEXTBOOKS NEEDED

AUTHOR

TITLE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

SHIPMENTS MADE BY U.P.S. ONLY: THEREFORE, A SIGNATURE IS USUALLY REQUIRED. TELEPHONE ORDERS ACCEPTED 10 am - 5 pm MON.-FRI. RETURNS CANNOT BE ACCEPTED WITHOUT PRIOR PERMISSION. SORRY, NO PERSONAL CHECKS ACCEPTED.

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thank you for your order



 **NOVA UNIVERSITY**

**School of Business  
and Entrepreneurship  
3301 College Avenue  
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