

2001

Master's Programs in Metal Health Counseling and School Guidance Counseling Student Handbook 2001-2002

Nova Southeastern University

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Nova Southeastern University



Student Handbook

**Master's Programs in:
Mental Health Counseling
and
School Guidance and Counseling**

NOVA SOUTHEASTERN UNIVERSITY

Student Handbook

**Center for Psychological Studies
Master's Programs in Mental Health Counseling
and School Guidance and Counseling**



2001-2002

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Message From the President



Nova Southeastern University is Florida's largest independent university based on enrollment, and one of the top 20 independent institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 37 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 18,000 students enrolled in 16 academic centers, with programs offered in 22 states and many foreign countries. The university boasts more than 68,000 alumni. More than 7,000 students attend classes on our 232-acre main campus.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals and its commitment to excellence in academics, clinical training, community service, and well-rounded opportunities for all students. The essence of NSU is collaboration at all levels and with diverse partners.

As you pursue your studies at Nova Southeastern University, you are welcomed as a member of the university community. Along with your membership to the university community comes many rights and responsibilities. This *Student Handbook* outlines these rights and responsibilities, university policies and procedures, and university resources.

We look forward to a lifelong partnership with you, our student. The entire NSU community is dedicated to providing service and academic excellence to you as you continue on the road to graduation and your success in the new millennium.

Ray Ferrero, Jr.
President

Overview of Nova Southeastern University



NOVA SOUTHEASTERN UNIVERSITY

Mission Statement

Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high-quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The university fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.

History

Nova Southeastern University (NSU) is a nonprofit, fully accredited, coeducational institution. It was founded in 1964 as Nova University of Advanced Technology. In 1974, the Board of Trustees changed the university's name to Nova University. In 1994, Nova University merged with Southeastern University of the Health Sciences to form Nova Southeastern University.

NSU is well known for innovation and quality in both traditional and distance education. The university serves large numbers of adult students and a growing population of traditional undergraduates. To date, the institution has produced more than 68,000 alumni.

Based on fall-term enrollment as a measure, Nova Southeastern University is the largest independent institution of higher education in the Southeast with more than 18,000 students and is among the 20 largest independent institutions nationally. NSU is one of 142 colleges and universities statewide, and one of 63 independent not-for-profit four-year institutions in Florida.

The university awards bachelor's, master's, educational specialist, doctoral, and first-professional degrees in a wide range of fields, including business, counseling, computer and information sciences, education, medicine, dentistry, pharmacy, various health professions, law, marine biology, psychology, and other social sciences. The university offers 19 undergraduate majors through the Farquhar Center for Undergraduate Studies.

Nova Southeastern University has the only college of osteopathic medicine in the southeastern United States, the only college of optometry in Florida, and the only colleges of pharmacy and dentistry in South Florida. The institution also enjoys an excellent reputation for its programs for families offered through the Family Center and University School, including innovative parenting, preschool, primary, and secondary education programs. The University School of Nova Southeastern University, a fully accredited independent college preparatory day school, enrolls students in prekindergarten through 12th grade and operates campuses in Fort Lauderdale and Coral Springs, Florida.

NSU's programs are administered through academic centers that offer courses at campuses in Fort Lauderdale, North Miami Beach, and Dania Beach, as well as at locations throughout Florida, across the nation, and at selected international sites. Despite the geographic diversity of sites where classes are offered, 82 percent of the student body attends classes in Florida. More than two-thirds of all students enrolled attend classes in the tri-county area (i.e., Miami-Dade, Broward, and Palm Beach Counties). With an annual budget of approximately \$260 million in 2000-2001, Nova Southeastern University also has a significant economic impact on the surrounding community. A recent NSU study revealed that the university and its students and employees contributed more than \$800 million to the Florida economy during fiscal year 1999-2000.

University Administrators

Ray Ferrero, Jr., J.D.

President

Morton Terry, D.O.

Chancellor, Health Professions Division

Joel S. Berman, J.D.

Vice President, Legal Affairs

Douglas G. Buck, D.P.A.

Associate Vice President, Human Resources

Ronald J. Chenail, Ph.D.

Assistant to the President for Academic Affairs

George L. Hanbury II, M.P.A.

Executive Vice President, Administration

David Heron, M.B.A., CPA

Vice President, Finance

Marilyn Johnson, M.S.

Vice President, Institutional Advancement

Frederick Lippman, R.Ph.

Executive Vice Chancellor and Provost, Health Professions Division

John Losak, Ph.D.

Vice President, Research and Planning

Virginia McLain, M.S.

Associate Vice President, Information Technologies and Media Services

Donald E. Riggs, M.L.S., Ed.D.

Vice President, Information Services and University Librarian

John J. Santulli II, M.B.A.

Associate Vice President, Facilities Management

Brad A. Williams, Ed.D.

Dean, Student Affairs

Council of Deans

Jerome Chermak, Ed.D. – University School

Raul Cuadrado, Dr.P.H., Ph.D. – Health Professions Division College of Allied Health

Richard Dodge, Ph.D. – Oceanographic Center

Norma Goonen, Ed.D. – Farquhar Center for Undergraduate Studies

Joseph Harbaugh, LL.M. – Shepard Broad Law Center

William Hardigan, Ph.D. – Health Professions Division College of Pharmacy

Harold Laubach, Ph.D. – Health Professions Division College of Medical Sciences

Ronald Levant, Ed.D. – Center for Psychological Studies

Edward Lieblein, Ph.D. – Graduate School of Computer and Information Sciences

David Loshin, O.D., Ph.D. – Health Professions Division College of Optometry

Wendy Masi, Ph.D. – Family Center

Seymour Oliet, D.D.S. – Health Professions Division College of Dental Medicine

Randolph A. Pohlman, Ph.D. – Wayne Huizenga Graduate School of Business and Entrepreneurship

Anthony Silvagni, D.O., Pharm.D. – Health Professions Division College of Osteopathic Medicine

H. Wells Singleton, Ph.D. – Fischler Graduate School of Education and Human Services

Honggang Yang, Ph.D. – Graduate School of Humanities and Social Sciences

Centers, Colleges, and Schools

- ◆ Center for Psychological Studies, (954) 262-5750
- ◆ College of Allied Health, (954) 262-1200
- ◆ College of Dental Medicine, (954) 262-7319
- ◆ College of Medical Sciences, (954) 262-1301
- ◆ College of Optometry, (954) 262-1402
- ◆ College of Osteopathic Medicine, (954) 262-1400
- ◆ College of Pharmacy, (954) 262-1300
- ◆ Family Center, (954) 262-6900
- ◆ Farquhar Center for Undergraduate Studies, (954) 262-8000
- ◆ Fischler Graduate School of Education and Human Services, (954) 262-8500
- ◆ Graduate School of Computer and Information Sciences, (954) 262-2000
- ◆ Graduate School of Humanities and Social Sciences, (954) 262-3000
- ◆ Oceanographic Center, (954) 262-3600
- ◆ Shepard Broad Law Center, (954) 262-6100
- ◆ University School, (954) 262-4400-Davie; (954) 262-4560-Coral Springs
- ◆ Wayne Huizenga Graduate School of Business and Entrepreneurship, (954) 262-5000

Professional Accreditations

- ◆ Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.
- ◆ The Shepard Broad Law Center is accredited by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association (750 N. Lake Shore Drive, Chicago, Illinois 60611; telephone number: 800-285-2221). The Law Center is a member of the Association of American Law Schools (AALS).
- ◆ The College of Osteopathic Medicine is accredited by the Bureau of Professional Education of the American Osteopathic Association and is a member of the American Association of Colleges of Osteopathic Medicine.
- ◆ The Doctor of Pharmacy Program is accredited by the American Council on Pharmaceutical Education, 311 West Superior Street, Suite 512, Chicago, IL 60610 (telephone number: 312-664-3575, 800-533-3606; fax: 312-664-4652). The College of Pharmacy is a member of the American Association of Colleges of Pharmacy.
- ◆ The College of Optometry is accredited by the Council on Optometric Education of the American Optometric Association and is a member of the Association of Schools and Colleges of Optometry.
- ◆ The Occupational Therapy Program is accredited by the Accreditation Council for Occupational Therapy Education.
- ◆ The College of Dental Medicine programs in dentistry, endodontics, orthodontics and dentofacial orthopedics, periodontics, pediatric dentistry, and prosthodontics are accredited by the Commission on Dental Accreditation. The commission is a specialized accrediting body recognized by the United States Department of Education and can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611.

- ◆ The Physical Therapy Program is accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.
- ◆ The Physician Assistant Program is accredited by the Accreditation Review Commission—Physician Assistant.
- ◆ The Master of Public Health Program is pre-accredited by the Council on Education for Public Health.
- ◆ The Psy.D. and Ph.D. clinical psychology doctoral programs for the Center for Psychological Studies are accredited by the American Psychological Association (APA). The center also has two predoctoral internship programs. The Community Mental Health Center Internship is accredited by APA, and the Consortium Internship is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). The APA, the Florida Department of Health, and Florida's Board of Clinical Social Work, Marriage and Family Therapy, and Mental Health Counseling have approved the awarding of continuing education by the center.
- ◆ The Family Center's preschool and prekindergarten programs are accredited by the National Association for the Education of Young Children.
- ◆ The Graduate School of Humanities and Social Sciences' M.S. degree program in family therapy is accredited by the Commission on Accreditation for Marriage and Family Therapy Training and Education of the American Association for Marriage and Family Therapy (AAMFT).
- ◆ Nova Southeastern University, through its Wayne Huizenga Graduate School of Business and Entrepreneurship, is accredited by the International Assembly for Collegiate Business Education (IACBE).
- ◆ The master's degree program in speech-language pathology, offered through the Fischler Graduate School of Education and Human Services, is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA).
- ◆ The University School (grades pre-k–12) is accredited by the Southern Association of Colleges and Schools, the Florida Council of Independent Schools, and the Association of Independent Schools of Florida.



**Student Rights
and Responsibilities**

STUDENT RIGHTS AND RESPONSIBILITIES

Code of Student Conduct and Academic Responsibility

Purpose: This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership.

Code of Student Conduct

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university 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 of the educational process.

In support of this, 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, center, or school. Violations of conduct standards, supplementary standards, university policies and/or procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as appropriate.

Nova Southeastern University Statement of Student Rights and Responsibilities

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

Certain rights and obligations flow from membership in any academic community committed to such goals:

- ◆ the rights of personal and intellectual freedom, which are fundamental to the idea of a university
- ◆ scrupulous respect for the equal rights and dignity of others
- ◆ dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution

Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution, as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

A. Academic Standards

The university expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another author but, if that is the case, those ideas or words must be indicated in a manner consistent with a university-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that 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.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each 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.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
 - ♦ 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
5. **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 manner.

B. Conduct Standards

1. 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.

Violations of conduct standards include, but are not limited to

- a. theft
 - b. vandalism
 - c. disruptive behavior
 - d. possession or use of firearms, fireworks, explosives, or other dangerous substances or items
 - e. possession, transfer, sale, or use of illicit drugs
 - f. appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
 - g. violations of housing regulations
 - h. violations of university policies and procedures
 - i. any act or conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
 - j. threats of or actual damage to property or physical harm to others
 - k. any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university)
 - l. failure to pay tuition and fees in a timely manner
2. Students must have authorization from the university to have access to university documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

D. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, including expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Dean of Student Affairs or by the individual academic college, school, or center as determined by the appropriate dean.

Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed:

1. **Expulsion:**
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.
2. **Suspension:**
Mandatory separation from the university for a period of time specified in an order of suspension. An application for readmission 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 dean of student affairs or designee.
3. **Temporary Suspension:**
Action taken by the dean of student affairs/associate dean of student affairs, which requires a student's temporary separation from the university until a final determination is made of whether or not a student is in violation of the Code of Student Conduct and Academic Responsibility.
4. **Final Disciplinary Probation:**
A disciplinary sanction serving notice to a student that his/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 dean 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 at a minimum result in suspension.
5. **Disciplinary Probation:**
A disciplinary sanction serving notice to a student that her/his behavior is in serious violation of university standards. A time period is indicated during which another violation of 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.
6. **Disciplinary Warning:**
A disciplinary sanction serving notice to a student that her/his behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance after which it is expunged from the student's file.
7. **Verbal Warning:**
A verbal warning is a verbal admonition to the student by a university staff member that his/her behavior is inappropriate. A verbal warning will be noted in the student's file for a period of time after which it is expunged from the student's file.
8. **Fines:**
Penalty fees payable to the university for violation of certain regulations with the Code of Student Conduct and Academic Responsibility.

9. Restitution:

Payment made for damages or losses to the university, as directed by the adjudicating body.

10. Restriction or Revocation of Privileges:

Temporary or permanent loss of privileges, including but not limited to the use of a particular university facility, visitation privileges, and parking privileges.

11. Termination or Change of Residence Hall Agreement/Accommodation:

A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the dean of student affairs/associate dean of student affairs/director of residential life or designee.

12. Counseling Intervention:

When extreme behavior indicates that counseling may be beneficial, the student may be referred to counseling.

13. Other Appropriate Action:

Disciplinary action not specifically outlined above, but approved through the dean of student affairs/associate dean of student affairs or designee.

14. Parent/Legal Guardian Notification:

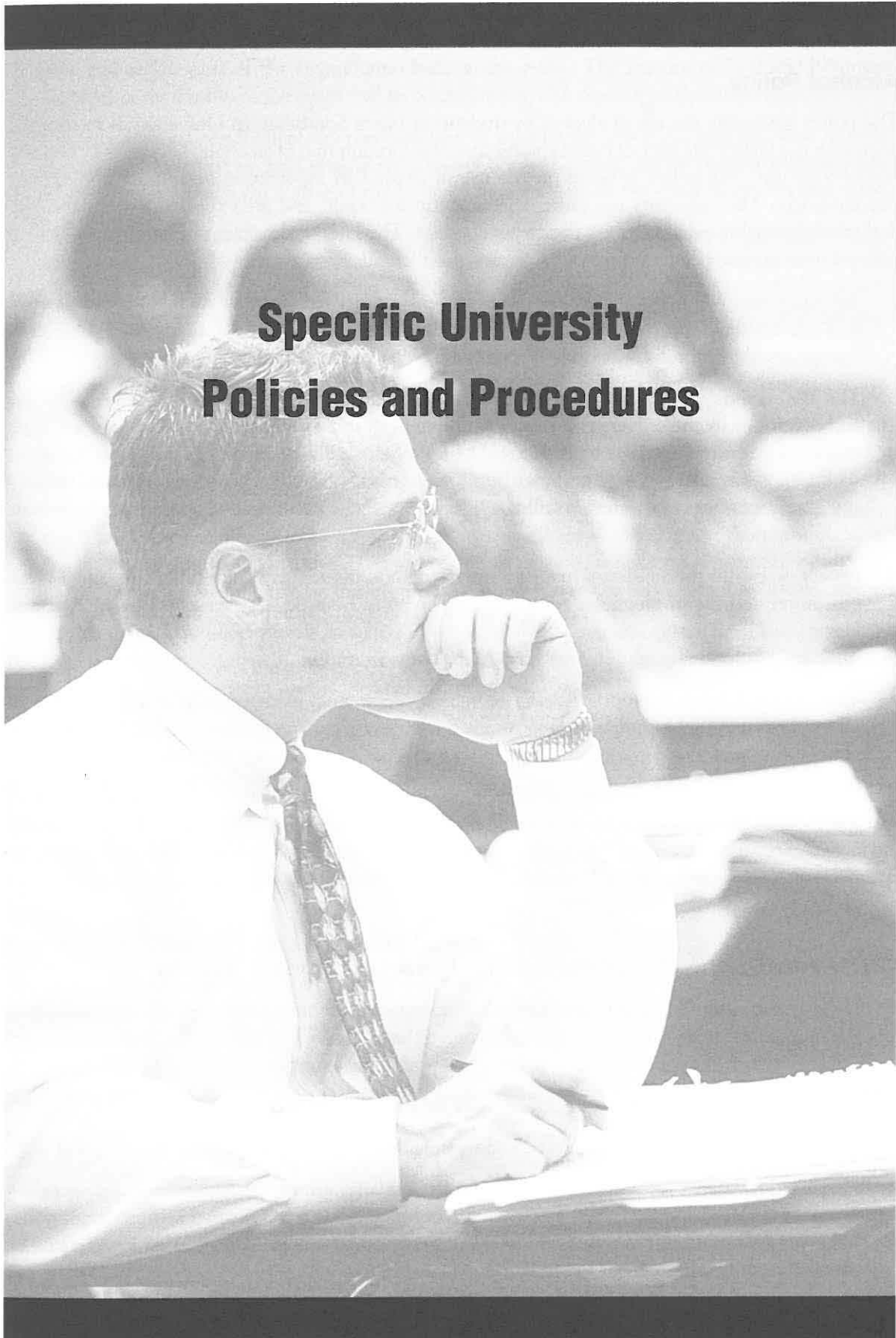
University personnel may at times of extreme concern for a student's welfare notify parent(s) or legal guardian(s) of a student under 21 years of age in writing or by phone when alcohol or drug violations of university policy occur.

Appeal Process

An appeal of disciplinary action taken by the Office of the Dean of Student Affairs or its designee must be made in writing to the dean of student affairs within 72 hours of the receipt of the written disposition of the hearing. In appealing a disciplinary decision, the appeal must fall into one of the following categories:

1. The student has new evidence that was not available prior to the original hearing.
2. The disciplinary process was not adhered to during the student's hearing.
3. The sanction(s) do not relate appropriately to the violation.

A written decision will be provided by the dean of student affairs within a reasonable amount of time from receipt of the appeal request. The decision of the dean of student affairs will be final. For appeals of disciplinary action taken by individual colleges, centers, or schools, please consult the academic section of this handbook related to this area and/or academic dean or designee.



**Specific University
Policies and Procedures**

SPECIFIC UNIVERSITY POLICIES AND PROCEDURES

Alcohol Policy

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 not of legal age. 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 persons less 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. Exceptions to this prohibition may be granted by the president or an appropriate designee.
2. The sale, delivery, possession, and consumption of alcoholic beverages on any property owned and controlled by the university 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*. All authorized guests of legal age who visit a university housing unit may enjoy the drinking privileges accorded the residents of that housing unit.
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 probation, suspension, or expulsion.

Guidelines for the Use of Alcohol at University Student Events

1. Nova Southeastern University functions that are student oriented may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Dean of Student Affairs.
2. Entry fees may be charged, but this fee is only for admission to the event.
3. One-quarter hour before the approved ending time listed on the exemption, ticket sales will stop.
4. 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.

5. An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the entire event. This food and beverage 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 by the director of the student union.
6. No organization or individual can purchase beer or wine for an event. All beer and wine must be purchased and served by the Office of the Dean of Student Affairs. All proceeds from ticket sales will be deposited with the Office of the Dean of Student Affairs. No other alcohol is permitted.
7. The director of the student union or designee will be present during an event at which beer and wine are served. If he/she is not available, then a university employee will be designated by the Office of the Dean of Student Affairs. The organizational contact of the event must be present during the entire event as a point of contact for the director of the student union or designee.
8. The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies, but rather, these guidelines should be used in conjunction with all other university policies.
9. 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 Dean of Student Affairs, screening persons entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the individual screening 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 enough alcohol before or during the event.
10. Under no circumstances should anyone be coerced to drink alcohol. This means no drinking games, contests, or events that encourage excessive drinking.
11. It will be at the discretion of the Office of the Dean 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.
12. 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 Dean of Student Affairs for review. The university can take disciplinary actions as a result of violations to these guidelines.

Acceptable Use of Computing Resources

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, staff, alumni, and guests of the university. Computing resources include all computers, related equipment, software, data, and local area networks 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 acceptable 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 and applicable state and federal laws. Important laws include the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act of 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.

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, or otherwise cause harm to specific individuals or classes of individuals
3. To impede, interfere with, or otherwise cause harm to the activities of others
4. To download, post, or install to the university computers, or to 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 or maliciously interfere with or damage 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:

- ♦ sending an individual or group repeated and unwanted (harassing) email messages 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 his/her personal information)
- ♦ creating or forwarding or in any way participating in the distribution of electronic chain mail, 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 Web site 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 a virus, worm, or other program that damages or otherwise harms a system or network
- ♦ 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 or networks outside the university
- ♦ viewing, distributing, downloading, posting, or transporting child or any other 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 laws or the NSU copyright policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the President for Academic Affairs, or the Office of Human Resources) depending on the individual's affiliation with the university. In cases where a user violates any of the terms of this policy, the university may, in addition to the 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.

Access to NSU Online Systems

In order to access the university's computing resources, all Nova Southeastern University students must provide their own Internet access service through a suitable Internet service provider.

Acceptance of Professional Fees

The activities of students in any other profession, position, or vocation are not to be construed as the practice of medicine, optometry, pharmacy, occupational therapy, physical therapy, physician assistance, dentistry, public health, law, psychology, counseling, audiology, and/or education. It is a violation of the law and contrary to the policy of this university for any unlicensed person to engage in the professional practice of health care, law, psychology, audiology, and/or education. Students who are appropriately licensed in a profession may engage in that professional work to the extent provided by the law (not appropriate in the College of Osteopathic Medicine—see college specific policies).

Arson

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.

Bomb Threats

The placement of a bomb threat is an intolerable violation of university policy, which will result in expulsion from the university.

Breaking and Entering

The entering, or attempt to enter, any room, building, motor vehicle, or other form of property without proper authorization or consent is prohibited.

Campus Security Report

Nova Southeastern University, through the Public Safety Department, publishes on an annual basis the Campus Security Report, which includes security policies, procedures, practices, and statistics for offenses. Information is also available on the NSU public safety Web site at www.nova.edu/cwis/pubsafety.

Closing Hours

No student is permitted to enter or remain in any university building or facility, including the swimming pool, or in the academic areas of the university, after normal closing hours, unless written approval to do so has been obtained in advance from authorized university personnel.

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 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.

- ◆ The university will make available to the university community information about 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 his/her 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, school, or center.
- ◆ Within reason, the university will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom.
- ◆ No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, or poses a reasonable threat to the health and safety of those around him/her.

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 Dean 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 Dean of Student Affairs will, after notification of the issues presented to the university president, contact the Center for Disease Control and/or Broward Health Department for recommendations of appropriate action consistent with state law.

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.

Computing Account Security Agreement

Nova Southeastern University (NSU) has adopted the following Computing Account Security Agreement, which outlines your responsibilities for securing and using an official NSU computing account. Use of an NSU computing account requires your acceptance of the policy terms and conditions stated below.

1. You must agree to abide by the NSU Policy on Acceptable Use of Computing Resources, which can be found online at www.nova.edu/common-lib/policies.
2. You must not share your account with other individuals for any reason. Your computer account is to be used only by you.
3. The password to your account must be kept secure. Commit your password to memory. You may change your password at any time. Always choose a password that is difficult to guess. Your password must be eight characters in length and contain a combination of both letters and numbers. It must not be any word that can be found in a dictionary. Choose a password that is meaningful to you but not obvious to others. Examples of acceptable passwords are: 29py94ju, as76df98, 98df7gh6.
4. NSU computer systems will monitor your password on a regular basis. If your password is guessed by the system, you will be notified by electronic mail. If you receive such notification, immediately change your password to prevent anyone from tampering with your account.
5. NSU is not responsible for the loss of any files, documents, or electronic mail you may store online. It is your responsibility to make backups of your files.
6. If you do not access your account for a period of six months, it will be deleted from the system.
7. Inappropriate conduct and violations of this agreement will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Assistant to the 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 agreement, 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.

Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

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.

Consensual Relations Between Faculty Members and Students

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive, and are discouraged (see center specific policies and procedures for any additional information).

Disabilities

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any activity, service, or program of the university solely by reason of his or her disability. Each qualified individual with a disability who meets the academic and technical standards required to enroll in and participate in Nova Southeastern University's programs shall be provided with equal access to educational programs in the most integrated setting appropriate to that person's needs through reasonable accommodation.

Student requests for accommodation will be considered on an individual basis. Each student with a disability should discuss his or her needs with the disability service representative in his or her academic center, college, or school before the commencement of classes. For the name and contact information of the disability support services representative at your academic center, college, or school, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Requests for accommodation must be made in writing to the disability service representative in the student's academic center, college, or school and 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 disability service representative in consultation with the appropriate program director and/or faculty member, he or she may appeal the decision through that center's, college's, or school's appellate process. If the issue cannot be satisfactorily resolved at the center, college, or school level, the student may appeal in writing no later than 10 days after the final decision to the university's Academic Accommodation Appellate Committee, which consists of the university's ADA coordinator and representatives from at least four different academic centers, colleges, and/or schools. 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 ADA coordinator 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:

- ◆ any recording of the meeting, except official minutes
- ◆ legal counsel
- ◆ 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 of 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.

Discriminatory Conduct

Discriminatory conduct based on such factors as race, color, religion, national origin, sex, disability, age, or political beliefs is unacceptable in the university. In the event a student feels discriminated against by another student, she/he should contact her/his appropriate academic center representative or the Office of the Dean of Student Affairs at (954) 262-7280. Students may also want to refer to the Grievance Procedures for Nonacademic Disputes.

Nondiscrimination Statement

Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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 workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and the abuse of alcohol are prohibited in and on property owned or controlled by Nova Southeastern University and as a part of any of its activities (see Controlled Substances Chart in Appendix I). 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. No Nova Southeastern University student is to report to work or school while under the influence of illicit drugs or alcohol. Possession of paraphernalia for illegal drug use is also prohibited.

There are serious health risks associated with the abuse of drugs and alcohol. If a student has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

NSU Programs

Student Counseling Service (Counseling services are available to all but CPS students. CPS students should consult the CPS specific policies and procedures section of the handbook.)
For an appointment, contact the Office of Recreation and Wellness at (954) 262-7301.

Community Programs

Department of Children and Families
Substance Abuse Program Office
1317 Winewood Boulevard, Bldg. 6, 3rd Floor
Tallahassee, Florida 32399-0700
(850) 487-2920
Alcoholics Anonymous: (954) 462-0265
Narcotics Anonymous: (954) 476-9297

When a student uses or deals in drugs, he or she also risks incarceration and/or fines. The attached federal sentencing guidelines indicate 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 on the amount and type of drugs and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not more than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for misdemeanors ranges from less than 60 days to one-year imprisonment.

Under Sec. 893.13, Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance. Violation of this statute is a felony and is punishable under Chapter 775 of the Florida Statutes.

Under Sec. 893.13 (1) (c), Florida Statutes: It is unlawful for any person to sell, manufacture, deliver, or possess with the intent to sell, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

Under Sec. 316.1936, Florida Statutes: It is unlawful for any person to possess an open container of an alcoholic beverage or consume an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under Sec. 316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .08 percent or higher. First conviction on such a DUI charge will result in a fine not less than \$250 or more than \$500 and imprisonment for not more than six months. A second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months' imprisonment. A third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

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, and/or other university sanctioning, which may include expulsion.

All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

Drug Zero Tolerance Policy

Any student found in violation of the drug-free schools and campuses policy with regard to the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs will face serious university disciplinary action, which may include expulsion from the university (see Controlled Substances Chart in Appendix I).

Emergency Situations

To report an on-campus emergency situation from an on-campus phone, contact the police at 9-911 and public safety at extension 8999. If calling from off campus, dial the police at 911 and public safety at (954) 262-8999.

Failure to Comply

All students and guests 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, and the completion of all disciplinary sanctions by the stated deadline.

False Information

Students should not give false information to a university official or to a local, state, or national agency.

Falsification of Records

Falsification of university records, including but not limited to, admission, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records is prohibited.

Fire Safety

Unnecessarily setting off a fire alarm; unnecessarily 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.

Fraud

Any act to deceive or misrepresent any agency of the university or any person or business is prohibited.

Grievance Procedures for Nonacademic Disputes

This process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, 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.

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

If the reply is not acceptable, the student is encouraged to submit the complaint in writing to the associate dean of student affairs. The associate dean of student affairs will attempt to resolve the dispute. If the associate dean is unable to resolve the dispute, he or she will notify the student and the dean of student affairs of this in writing. The student may then appeal in writing to the dean of student affairs. The dean will investigate and review the findings, and will notify the student in writing of his or her decision. The dean's decision is final and cannot be appealed.

Guests

Students are welcome to bring guests to the campus, but 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 guest(s) from any area of the campus for any reason the university deems appropriate.

Harassment Statement

Harassment is defined as any words or acts, whether intentional or a product of the disregard for the safety, rights, or welfare of others, which cause physical or emotional harm, or which intimidate, degrade, demean, threaten, haze, or otherwise interfere with another person's rights to comfort. This includes loud or aggressive behavior or behavior that disrupts the orderly functioning of the university or disturbs the peace and/or comfort of person(s) on the campus of the university. It also includes any conduct or action in which the university can determine that a threat exists to the educational process or to the health or safety of a member of the Nova Southeastern University community.

Hurricane Watches and Warnings

A **hurricane watch** is a governmental agency announcement issued for an area when there is a threat of hurricane conditions, generally to strike within 36 hours.

A **hurricane warning** is an announcement issued for an area when hurricane conditions are expected to strike within 24 hours.

When a hurricane warning is received, all protective preparations should be made, with the expectation that the hurricane will strike.

Nova Southeastern University provides a 24-hour "Hurricane Hotline" for this type of emergency. The hotline number is (954) 262-7300.

Local hurricane shelter information can be obtained through county governmental information telephone numbers. For Broward County shelter information, contact NSU Public Safety at (954) 262-8981.

Hurricane Watch

In the event of a hurricane watch, the university president will confer with members of NSU administrative staff in preparation for hurricane protection activity.

Members of the university community may begin plans for evacuating the campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning

University Closing

If a hurricane warning is issued, the university president will decide if the university will be evacuated.

If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.

NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification.

Closing Preparation

Student Housing for On-Campus Residents

- ◆ Pull all furniture away from windows. Expect water damage and flooding. Place loose articles and electronic items away from windows and onto closet shelves and in dresser drawers; lock doors.
- ◆ Those students who reside in rooms that are equipped with bathtubs are requested to clean the tub and fill it halfway with water. Fill several small containers with clean, fresh water for drinking purposes
- ◆ All windows must be closed tightly. If window blinds are provided, the blinds should be down and closed.
- ◆ Do not tape window glass.
- ◆ Each student should provide his or her own flashlight and radio, with extra batteries.
- ◆ **Candles are not allowed.** Do not use candles because they are a fire hazard.
- ◆ Residents should provide themselves with an adequate supply of nonperishable foods and water to last two or three days.

Safety Procedures

- ◆ Follow instructions of Public Safety officers and emergency personnel.
- ◆ Residence hall students: follow the instructions of Residential Life staff.
- ◆ Stay indoors until advised to exit.
- ◆ Do not open windows or doors to see what is happening outside.
- ◆ Beware of the “eye” of the storm. The “eye” is the center of the hurricane, which may bring a temporary period when the air may be calmed. Do not leave your safety or shelter until advised by Public Safety or the local officials. Residential students will be notified by Residential Life staff.
- ◆ When the “all-clear” is given, exit your location with extreme care. Beware of electric wires, broken glass, and falling or fallen objects.
- ◆ Do not enter structures, vehicles, or areas that are damaged; many persons are killed after a storm by electrocution.

- ◆ For NSU opening information, call the NSU Hurricane Hotline at (954) 262-7300.
- ◆ Enter NSU property only after permitted, and follow safety instructions.

Broadcast Information

A voice mail broadcast message regarding the university closure will be instituted within the NSU phone system. The NSU telephone central switchboard will also be available for direct information.

Reopening Information

University staff members and students should tune into radio and television stations for a status report as to when the university will reopen.

Keep a portable radio and plenty of spare radio batteries.

Radio Stations

WNSU - FM 92.9
 WIOD - AM 610
 WINZ - AM 940
 WFTL - AM 1400
 WHYI - FM 100.7
 WBGG - FM 105.9
 WRMA - FM 106.7

Television Stations

WFOR- Channel 4
 WTVJ - Channel 6
 WSVN - Channel 7
 WPLG - Channel 10
 WLTV - Channel 23
 WYHS - Channel 69

Reopening Confirmation

For reopening information please call the NSU Hurricane Hotline at (954) 262-7300
 NOVALERT is part of NSU's Public Safety Program that includes safety, security, protection, and service.
 For other nonemergency information, services, or reporting, call the Public Safety Office at (954) 262-8981.

Identification Cards

Students are required to carry university identification cards at all times and to present their identification card when requested by authorized university personnel, who include but are not limited to staff members of the residence halls, food service, recreation and wellness, Nova Books, the library, Office of the Dean of Student Affairs, public safety, financial aid, registrar, business services, and the bursar's office.

University Identification Cards: Only the student whose name appears on the card may use it. Any alteration or illegal use of university identification cards is prohibited.

Other Identification Cards: Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited.

Making or having instruments and materials for counterfeiting of university identification cards, driver's licenses, or any form of identification is prohibited.

HPD students: See Center Specific Policies for identification requirements and fieldwork prerequisites.

Immunization Requirements

HPD students: See Center Specific Policies.

All residence hall students must satisfy the following requirements in order to reside on campus. If you were born after January 1, 1958, proof of two doses of measles (rubeola), and one dose of rubella (German measles) is required.

For measles (rubeola), you must show proof of two of the following:

- ◆ immunization with two doses of measles vaccine 0, 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
- ◆ a written, dated statement signed by a physician on his/her stationery stating the date you had the disease

For rubella (German measles), you must show proof of one of the below requirements:

- ◆ 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

Note: Having had the rubella disease is NOT acceptable proof.

Or, the MMR combined (measles, mumps, rubella). This 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

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

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

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

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

Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings such as those conducted by the Department of Public Safety, Office of the Dean of Student Affairs, Department of Residential Life, or any other university office authorized to conduct investigations or

disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

Jurisdiction of University Policies and Procedures

Students must adhere to university policies and procedures on the main campus, at any university site, or while participating in any university-sponsored program, event, or activity.

Lake Swimming

Swimming in any lake, canal, and/or body of water on the Nova Southeastern University campus is prohibited.

Legal Representation

Students utilizing or stating the intent to utilize legal representation during any situation will be immediately referred to university legal counsel.

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.

Misuse of Telephones

Students who misuse telephone lines or university accounts will be subject to disciplinary action and restitution.

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 Dean of Student Affairs or designee for a special event, is not allowed. Students are held responsible for the actions of their guests.

Off-Campus Violations

The university reserves the right to take disciplinary action for violations of the Code of Student Conduct and Academic Responsibility, university policies and procedures even when they occur off campus.

Parent/Legal Guardian Notification

University personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student under 21 years of age in writing and/or by phone when alcohol or drug violations of university policy occur.

Parking and Traffic Policies

- ◆ 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 members, staff members, students, and visitors must register vehicles to be driven or parked on campus.
- ◆ All administrators, faculty members, 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 making 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.
- ◆ Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.

Pets

No pets or animals, other than fish, are permitted on campus, with the exception of seeing-eye dogs.

Privacy of Records

The Family Educational Rights and Privacy Act of 1974 places certain limitations on the disclosure of personally identifiable information maintained by the university with respect to students and limits access to educational records, including the right to access, the right to obtain copies, the right to seek correction of such records through informal and formal internal procedures, and the right to place a statement in such educational records explaining any information that he or she believes to be inaccurate or misleading.

The university has adopted a policy with respect to its educational records consistent with the requirements of the Family Educational Rights and Privacy Act and the regulations promulgated under the act.

Nova Southeastern University maintains a system of records that includes application forms, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by current and former students upon written request to the Office of the University Registrar. However, the registrar will not release transcripts of students' academic records until all accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name, (b) address, (c) dates of attendance, and (d) degree and awards received. Requests for such information must be submitted in writing to the university. The university reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing before September 1 of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.

Parents or eligible students will be provided a hearing by the university if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

Publicity and Posting Policy

All public notices or publicity material posted on campus property must be sponsored by a recognized student organization or university department, or otherwise be approved in advance by the Office of the Dean of Student Affairs and/or specific individual academic centers (see Center Specific Policies and Procedures).

- ♦ Posting of flyers on campus, with the exception of the residence halls, is done so by the Office of the Dean of Student Affairs.
- ♦ Flyers not to exceed 20 may be dropped off at the Office of the Dean of Student Affairs between 8:30 a.m. and 5:00 p.m., Monday through Friday.
- ♦ For flyer distribution in residence halls, call the director of residential life at (954) 262-7052.
- ♦ Academic centers, colleges, and schools may have their own specific posting policies that are not governed by the Office of the Dean of Student Affairs. See center, college, or school specific policies and procedures.

For more information on posting materials on campus, contact the Office of the Dean of Student Affairs at (954) 262-7280.

Public Laws

Students are responsible for compliance with all public laws. Any act that could constitute a violation of public laws will establish cause for legal and/or disciplinary action by the university.

Reservation of Power

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures 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.

Sexual Assault Policy

It is the policy of Nova Southeastern University that no person, including a student or employee, may threaten the health and safety of a member of the university community, or any person on university property or at a university-sponsored or -supervised activity, through the commission of sexual assault, including acquaintance rape.

- ♦ **Definition:** The university recognizes the Florida State Statute, and any state statute or regulation as appropriate for the particular location. Additionally, Nova Southeastern University acknowledges acquaintance rape in its definition of sexual assault. Acquaintance rape is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance. It is an act of violence, aggression, and power, in which the victim, under protest or without consent, is forced to experience a sexual act through verbal coercion, threats, physical restraint, and/or physical violence.

Consideration and rights to be afforded to all campus community members regarding the type of sexual assault:

- a. The right to have all sexual assaults against them treated with seriousness; and the right, as victims, to be treated with dignity.
- b. The right to have sexual assaults committed against them investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- c. The right to be free from pressure that would suggest that the victim: (i) not report crimes committed against him/her to civil and criminal authorities or to the campus public safety and disciplinary official; or (ii) report crimes as lesser offenses than the victim perceives them to be.
- d. The right to be free from suggestions that sexual assault victims not report, or underreport, crimes because: (i) victims are somehow responsible for the commission of crimes against them; (ii) victims were contributorily negligent or assumed the risk of being assaulted; or (iii) by reporting crimes, they would incur unwanted personal publicity.
- e. The right to the full and prompt, reasonable cooperation from campus personnel in responding to the incident.
- f. The right to have access to counseling services established by the university or other victim-service entities.
- g. After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent unwanted contact with, or proximity to, alleged assailants.
- h. The right to be informed of disciplinary proceedings, as well as the outcome of such proceedings.
- i. The same right to assistance, or ability to have others present, that is afforded to the accused during any campus disciplinary proceedings.

Disciplinary Action: In addition to any criminal or civil actions that may be pending or in process, the university reserves the right to pursue separate disciplinary action.

- ◆ Persons found responsible for sexual assault may expect disciplinary actions that could include suspension or dismissal from the university.

Education and Information: The university, through the departments of the Office of the Dean of Student Affairs, residential life, recreation and wellness, and public safety, provides educational and informational programs and materials regarding awareness of rape, acquaintance rape, and other sex offenses. This information is provided through scheduled and on-demand programs.

Nova Southeastern University students are encouraged to report to the police (9-911 on campus and 911 off campus), public safety (extension 8999 on campus and (954) 262-8999 off campus), and a university administrator all occurrences of sexual assault, either violent assault or acquaintance (date) rape. Professional staff members in the Office of the Dean of Student Affairs, residential life, student counseling, and public safety are among those who are trained and willing to assist students who are victims of sexual assault.

If the victim then reports the crime to an administrator, the following procedure will prevail.

- ◆ **Third-Party Reports:** When there is a report of sexual assault, the person receiving the report whether a student, faculty member, or staff member is encouraged, in turn, to report the incident to a student life and/or residential life administrator. If the person reporting that assault is a third party (not the victim), the administrator will do the following:
 - a. Advise the reporter to counsel the victim to seek medical assistance.
 - b. Advise the reporter to encourage the victim to talk with a counselor from the Rape Center in Broward County, a staff counselor at the University Counseling Center, a student affairs and/or residential life administrator, the director of public safety, or some other university official.
 - c. Protect the confidentiality of the victim (if name is known).
- ◆ **Victim Reports:** If a student who is a victim of sexual assault reports the matter to a university administrator or any other university employee, the administrator and/or employee will encourage the victim to seek immediate medical attention and assist the victim in appropriate methods and avenues to receive medical care. In reporting a sexual assault, the victim controls the process. The administrator and/or employee will encourage the victim to authorize notification of the university Public Safety Office (PSO) of the occurrence of the crime, and then to cooperate with PSO and student life and/or residential life and housing in reporting the matter to the rape victim advocate in the state attorney's office and to local police. The victim will be assured of university support including reasonable confidentiality, full cooperation with any police investigation, and counseling through the University Counseling Center and the Rape Crisis Center. If the victim authorizes the notification of PSO, the administrator and/or employee will inform the Office of the Dean of Student Affairs, which will assist as liaison with PSO.

Sexual Harassment Policy

It is the intent of Nova Southeastern University to protect all students from sexual harassment. Sexual harassment is a violation of Title VII of the Civil Rights Act. Sexual harassment undermines the integrity of the academic environment, debilitates morale, and interferes with the effectiveness of students. At Nova Southeastern University, sexual harassment of students by employees/other students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- ◆ submission to such conduct appears to be a term or condition of enrollment, attendance, or participation in a class
- ◆ submission to or rejection of such conduct affects academic decisions
- ◆ such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, or creating an intimidating, hostile, or offensive academic environment

and can include

- ◆ unwelcome physical contact including, but not limited to, patting, pinching, or touching
- ◆ offensive or demeaning sexual remarks, jokes, or gestures

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure, or may report the conduct to the dean of the center, any other faculty member, the Office of the Dean of Student Affairs, or the director of human resources.

Smoking Policy

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers. This policy does not apply to living quarters (residence halls), which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

Solicitation Policy

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

Stalking

Stalking is prohibited. Stalking means to engage in a course of conduct directed at a specific person(s) that causes substantial emotional distress in such person(s) and serves no legitimate purpose. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose.

Student Publications

Nova Southeastern University, as publisher, bears the legal responsibility for the contents of student publications. In the delegation of editorial responsibility to students, the university provides sufficient editorial freedom for the student publications to maintain their integrity of purpose as vehicles of free inquiry and free expression in the Nova Southeastern University academic community.

The delegated editorial freedom of student editors and managers is subject to corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel; indecent, undocumented allegations; attacks on personal integrity; and the techniques of harassment and innuendo.

As safeguards for the delegated editorial freedom of student publications, the following provisions are made:

- ◆ The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.

- ♦ Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
- ♦ All university published and financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

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.

Travel

Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off of the main campus or any NSU sites.

Trespass Policy

Nova Southeastern University reserves the right to prohibit trespass onto its property. University employees whose duties include building or property supervision or the general safety and protection of persons or property may issue a trespass warning. A trespass warning may be issued to students or nonstudents and may apply to an individual's vehicle as well. The revocation of a person's privilege to be on the lands, within the buildings, or on the premises of the university may be restricted to time and place by the agent of the university issuing the trespass warning.

Unauthorized Entry

Any student who enters, attempts to enter, or remains in any room, building, motor vehicle, trailer, or machinery without proper authorization may be subject to university disciplinary action, as well as arrest and prosecution by legal authorities.

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.

Use of University Vehicles

All student use of university vehicles must be appropriately authorized. Student drivers must have completed the defensive driving course sponsored by public safety and have been approved to drive by university risk management. In addition, students are expected to adhere to the code of conduct, university policies and procedures, and all state and federal laws while operating a university vehicle.

Vandalism

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

Weapons

Weapons are prohibited on campus. A weapon includes

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

Firearms and ammunition are strictly prohibited from the campus under all circumstances.

Web Pages – Student Organizations

Only recognized student organizations verifiable through the Office of Student Activities and Leadership Development may establish Web pages.

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 pages(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 as 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/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 1997 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 2001 (your name). All rights reserved.
- ♦ Organization Web pages (examples):
Copyright 2001 Cornell Law Review. All Rights Reserved.
Copyright Nova Southeastern University. All Rights Reserved.
Copyright 2001 The School of Computer and Information Sciences. All Rights Reserved.

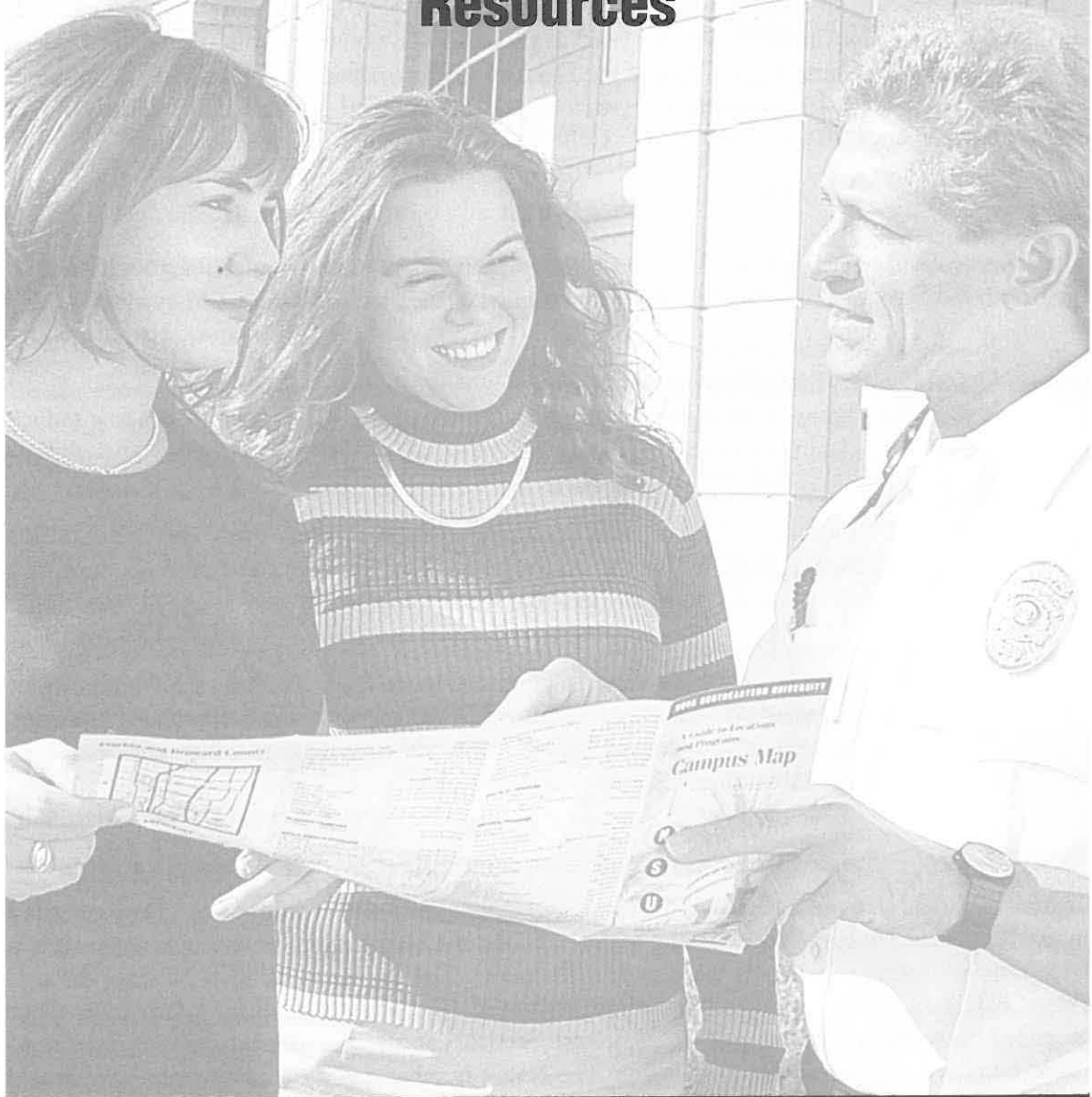
Related policies that also apply to Web pages are as follows:

1. General policies: Policy on Acceptable Use of Computing Resources, Copyright and Patent Policy, Computing Account Security Agreement
2. Student-related: Code of Student Conduct and Academic Responsibility
3. Faculty/administrator-related: *Faculty Policy Manual*
4. Staff-related: *Employee Handbook*

Worthless Checks

1. 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.
2. Students who make and/or deliver worthless checks in payment of tuition and fees shall be subject to cancellation of their registration and denial of admission to classes until full restitution is made.
3. In addition, students who make and/or deliver worthless checks to the university or any of its agents may be subject to criminal prosecution by legal authorities.

Nova Southeastern University Resources



NOVA SOUTHEASTERN UNIVERSITY RESOURCES

Alumni Association

More than 68,000 men and women, residing in all 50 states and in 53 foreign countries, are Nova Southeastern University graduates. Increasingly, these individuals are to be found in the top echelons of business, industry, medicine, government, and education. The NSU Alumni Association gives alumni opportunities to build relationships, receive special benefits, and extend a hand to recent NSU graduates. For more information on alumni programs, call (954) 262-2118 or 800-541-6682.

Assistantships

A limited number of graduate assistantships are available within Residential Life and Housing, Career Services, Student Activities and Leadership Development, and the Student Union. Graduate assistantships provide on-campus housing, a monthly stipend (\$500), meal plan/declining balance, and tuition waiver (maximum \$8,000 per year) in exchange for working within one of the Student Affairs departments. Contact the Office of the Dean of Student Affairs at (954) 262-7280 for more information. (Assistantship preference is given to students enrolled in the Conflict Analysis and Resolution Program with a specialization in College Student Personnel Administration.)

ATM

There are two ATM machines on Nova Southeastern University's main campus. They are located in the Rosenthal Student Center and at the Terry Building of the Health Professions Division.

Rosenthal Student Center

Union Planters Bank Customers:

If you are a Union Planters Bank cardholder, the use of the ATM machine is a free service to you.

Union Planters Bank Noncustomers:

If you are not a Union Planters Bank cardholder, Union Planters Bank, the owner of this ATM, may charge a \$1.50 fee for withdrawing cash. This fee is added to the amount of your withdrawal and is in addition to any fees that may be charged by your financial institution.

Health Professions Division

Heartland Cash Network, LLC, charges a terminal usage fee of \$1 for a cash withdrawal by a U.S. customer using an access card not issued by the owner of this terminal. This charge, which will be added to the withdrawal amount, is in addition to any fees that may be assessed by your financial institution.

Bookstore

Textbooks should be purchased before the first day of classes and are available at Nova Books, located in the Rosenthal Student Center. Along with textbooks, the bookstore carries school supplies and a wide range of software available with student discounts. The bookstore is open Monday through Friday, 8:30 a.m. to 6:15 p.m., and Saturdays, 10:00 a.m. to 1:30 p.m. (Call for information about extended hours at the beginning of the semester). Students at off-campus locations may order textbooks by phone, fax, email, or via the Web. The course number and site location must be indicated when books are ordered or requested. Books are shipped via UPS, usually within 24 hours.

Nova Books may be contacted at:
Telephone: (954) 262-4750 or 800-509-2665
Fax: (954) 262-4759
Email: novabook@nova.edu
Web site: www.novabook.com
Correspondence: Nova Books, Rosenthal Student Center, 3301 College Avenue, Fort
Lauderdale, Florida 33314-7796

Returns Policy

- ◆ Undergraduate books are returnable during the first two weeks of classes only. Books purchased more than two weeks before classes start are not returnable.
- ◆ Graduate books (including law) are returnable during the first week of class only. Books purchased more than two weeks before classes start are not returnable.
- ◆ Health Professions Division books are returnable one week from the purchase date only.
- ◆ Books purchased after the return deadline for each program are not returnable.
- ◆ Only required textbooks are returnable. Optional or supplementary materials, trade reference books, supplies, and other nonbook items are not returnable.
- ◆ All items must be returned in original condition.
- ◆ All returns must be accompanied by a cash register receipt.

Campus Shuttle

To accommodate NSU students, a fleet of four shuttle buses has been added to service the permanent buildings on our 232-acre main campus. A fixed-route transit circulator system consisting of one two-directional route will be running on the NSU campus weekdays from 7:00 a.m. to 7:00 p.m. Although the buses will have a designated path to follow around the university, there are no set bus stops on campus. Rather, those wishing for a lift are encouraged to wave and ride as the buses make their respective rounds, or greet the buses in front of university buildings.

Career Services

Career Services is available to assist students and alumni in all aspects of career decision making and planning and in the job-search process. The mission is to support Nova Southeastern University undergraduate students, graduate students, and alumni in the implementation of successful career plans. Through counseling and career-related resources, the center strives to educate students and alumni by teaching them how to

- ◆ develop a career life plan, from choosing a major to conducting a job search
- ◆ explore career and/or graduate/professional school opportunities
- ◆ secure employment

Career Services encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future. For further information, please contact Career Services at (954) 262-7201.

Community Service

NSU offers more than 50 different services to the community. Students are encouraged to get involved in the following services:

- ◆ Academy of Dispute Resolution, (954) 262-4237
- ◆ Area Health Education Center Program
- ◆ Autism Consortium, (954) 262-7155
- ◆ Center for Autism and Related Disabilities, (954) 262-7111
- ◆ Family Center, (954) 262-6900
- ◆ Institute for Learning in Retirement, (954) 262-8471
- ◆ Shepard Broad Law Center Legal Clinics, (954) 262-6137/6138
- ◆ Family Therapy Associates, (954) 262-3030
- ◆ Nova Singers, (954) 262-2107
- ◆ NSU*Comm*unity, (954) 262-8697
- ◆ University Health Care Centers – Sanford L. Ziff Health Care Center, (954) 262-4100
 - Pharmacy, (954) 262-4450
 - Dental, (954) 262-7500
 - Optometry, (954) 262-4200
- ◆ Ralph J. Baudhuin Oral School, (954) 262-7100
- ◆ University School, (954) 262-4400–Davie, (954) 262-4560–Coral Springs
- ◆ VOICES Family Outreach, (954) 262-3060
- ◆ Women's Resource Institute, (954) 262-8451

Computing Facilities

The MicroLab offers and delivers high-quality and appropriate computer technology support of the university community. The MicroLab comprises 24 academic computing laboratories and electronic classrooms. All laboratories are networked to the university's online computer systems. Online connectivity provides access to the campuswide information system, the Electronic Library, and the World Wide Web. For further information, please contact the MicroLab at (954) 262-4949.

Food Service

Aramark provides a variety of campus dining options for the entire NSU community. It offers convenient, nutritionally balanced meals at a good value. Aramark's goal is to exceed what you expect. The following are the on-campus locations where you will find food service:

- ◆ Knights Court Cafe
This food court is located in the Rosenthal Student Center on the main campus. Featuring national and custom brands, this food court includes Sbarro's Italian Eatery, the Green Pickle Deli, Your Weigh Buffet, Guzzles, Gulps & Sips, Express Yourself, InNOVAtions, and a Dessert Island.

- ◆ **Jamaican Me Crazy Cafe**
The Parker Building hosts a themed Caribbean food and beverage bar featuring pizza, hot dogs, fresh fruit juices, espresso drinks, snacks, and Jamaican beef patties.
- ◆ **Supreme Court Cafe**
An open market within the Law Center Atrium Lobby featuring espresso and gourmet coffee, bottled juices, waters, sodas, deli sandwiches, and prepackaged desserts and salads.
- ◆ **Health Professions Division (HPD)**
Features a large dining area with comfortable seating and an outdoor patio. Entrees, deli sandwiches, grill items, salad bar, soup, beverages, desserts, and frozen yogurt are all available.
- ◆ **Espresso Cafe**
Located in HPD, a customized coffee cart offering a variety of Starbucks gourmet coffees, espresso, cappuccino, lattes, fresh-baked pastries, fresh fruits, and an assortment of novelty items.
- ◆ **East Side Cafe**
Located at the east campus, a kiosk providing grab-and-go breakfast and lunch items such as coffee, pastries, sandwiches, and salads.

For further information, please contact Aramark at (954) 262-5300.

Meal Plans

The university offers a choice of four different meal plans that are available to both graduate and undergraduate students. Undergraduate students living in Leo Goodwin Sr. Residence Hall are required to purchase a meal plan. The following are the available options:

- ◆ **19-meal plan**
Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and brunch and dinner on Saturday and Sunday
- ◆ **14-meal plan**
Any two meals per day
- ◆ **15-meal plan**
Three meals (breakfast, lunch, and dinner) per day, Monday through Friday, and no weekend meals
- ◆ **10-meal plan**
Any two meals per day Monday through Friday, no weekend meals

Note: Meal plan options are subject to change each academic year.

Declining Balance

The university offers a declining balance option to students who want the convenience of using their student ID as a debit card in the dining hall. This option is open to all graduate students, commuting undergraduates, or in addition to the meal plan for resident undergraduate students. Students can select to have the following amounts placed on their card. The student's account will be charged accordingly.

Rate	Bonus	Discount	Total Value
\$ 100	\$ 5	5 percent	\$ 105
\$ 150	\$ 15	10 percent	\$ 165
\$ 300	\$ 45	15 percent	\$ 345

Students may sign up for a meal plan or a declining balance account at the Office of Residential Life and Housing in the Leo Goodwin Sr. Residence Hall, (954) 262-7052.

Health Care Centers

The Health Professions Division Health Care Centers serve an important function and are an integral part of the HPD training programs. They provide a vital community function by bringing health care service to areas whose medical needs traditionally have gone unmet.

Sanford L. Ziff Health Care Center:

A primary care facility with state-of-the-art full-service radiologic-diagnostic capabilities. Contained here are family medicine, pediatrics, x-ray, occupational therapy, pharmacy, physical therapy, physical medicine and rehabilitation, optometric clinic and optical dispensary, cardiology, and other specialty practices (67,000 square feet). Complete dental service is available next door at the clinics operated by the NSU College of Dental Medicine. Ambulatory medical, optometric, and dental care is made available during regular business hours for the university community. When a student or a member of his or her immediate family (spouses and children) needs care, he or she may make an appointment with the University Health Service. For those unable to make appointments in advance, hours will be posted. For urgent situations, contact the University Health Service at (954) 262-4100.

Consultation with specialists, when needed, will be arranged by the University Health Service, and such specialty care will be the student's financial responsibility. Direct visits to specialists without referral by the University Health Service are strongly discouraged.

Campus Pharmacy:

Located adjacent to the Ziff Health Care Center is the pharmacy where prescriptions, over-the-counter remedies, herbal, and homeopathic remedies are available. The pharmacy Wellness Center addresses diabetes, high blood pressure, and other diseases.

Hours are as follows:

Monday–Friday, 9:00 a.m.–5:00 p.m.

Saturday, 9:00 a.m.–1:00 p.m.

For additional information, contact (954) 262-4550

Homecoming

Homecoming is a reunion weekend for alumni, students, faculty members, staff members, and friends of NSU. The social activities and athletic events organized by the Office of Student Life, the Alumni Office, and the Department of Athletics provide opportunities for the NSU community to celebrate shared experiences. For further information about homecoming events, please contact (954) 262-7280.

Intercollegiate Athletics

Athletic competition, which teaches discipline, cooperation, and persistence, is an important part of an NSU education. The athletics program at NSU has NCAA Division II/NAIA status and consists of the following sports:

- ◆ Men: baseball, basketball, golf, and soccer
- ◆ Women: basketball, cross-country, golf, soccer, softball, and volleyball

For further information, please contact athletics at (954) 262-8252.

International Student and Scholar Services (ISSS)

The goal of ISSS is to assist international students, visiting professors, researchers, and scholars with the immigration process. In addition, this office provides guidance for maintaining status with U.S. Immigration and Naturalization Services (INS). International student refers to any student who is not a permanent resident or naturalized alien of the United States or in other words, a nonresident alien. For further information, contact ISSS at (954) 262-7241.

Libraries

Projected to open during fall 2001 is a \$42.8 million Library, Research, and Information Technology Center, which forges a joint-use partnership with the Broward County Board of Commissioners. This new Library, Research, and Information Technology Center will have five levels upon complete build-out, 325,000 square feet, a 3,800-square-foot atrium lobby, 1,200 user seats (1,000 with Internet access), 100 reference computer workstations, space for 1.4 million volumes (books, journals, and periodicals), 1.2 million microform units, and a centralized circulation area. A multistory parking garage containing approximately 1,525 spaces is also being constructed near the library.

At the current time, the university library system is composed of the East Campus Branch Library, Einstein Library, Health Professions Division Library, Law Library, North Miami Beach Branch Media Union, Oceanographic Library, and four school libraries on the main campus. Also, branch libraries are located in the Bahamas, Jamaica, and Panama. Agreements have been signed with 19 academic libraries throughout the world to provide library support for NSU programs offered in specific geographical areas. The catalogs of all libraries are accessible to local and distance education students and faculty members, wherever they may be located, via computers using the Electronic Library. Overall, the university's libraries house approximately 360,000 volumes and 1,300,000 microform units. Online and CD-ROM databases complement the paper-based holdings and provide full-text resources. Interlibrary loan arrangements through networked organizations such as the Online Computer Library Center (OCLC), the Southeast Florida Library Information Network (SEFLIN), the Consortium of Southeastern Law Libraries (COSELL), and the National Library of Medicine (NLM) provide broad access to a wide range of materials.

To augment the libraries' print materials, the Office of Media Services has an extensive collection of more than 1,200 items of nonprint materials (principally audiovisual materials), and a video production studio to support classroom instruction. In addition, the center provides technical assistance for distance learning delivered by teleconferencing. The university's microcomputer laboratory resources include a growing inventory of instructional software for use by students and faculty members.

For further information on the campus libraries, please visit the library's Web site at www.nova.edu/library.

Miami Dolphins Training Facility

The Miami Dolphins Training Facility is located on NSU's main campus. During the summer months, the Miami Dolphins football practice and the Junior Training Camp are open to the public. The Pro Shop at the training facility is open year-round to the public. For further information, please call (954) 452-7000.

Newspapers

Undergraduate Student Newspaper – The Knight

The *Knight* serves Nova Southeastern University's Farquhar Center for Undergraduate Studies from its office in the Farquhar Center Annex, located on NSU's main campus. The *Knight* is NSU's established

vehicle for the transmission of student reporting, opinion, and arts. All community members are invited to contribute anything they desire to the *Knight*. The *Knight* is readily available at several sites around the main campus and local community, including the east campus, the Oceanographic Center in Dania Beach, and the Davie-Cooper City Chamber of Commerce. For further information, please call (954) 262-8455.

NSU Newspaper – The NSU View

The *NSU View*, a university-wide weekly newspaper, provides a centralized weekly communications medium to effectively distribute information to and about the entire NSU community. The Office of Student Activities and Leadership Development publishes the newspaper. Designed to further a sense of campus community, the *NSU View* covers news and information, people and their perspectives, and events and updates of the university community. For more information on the *NSU View*, contact (954) 262-7296.

Nova Singers of Nova Southeastern University

More than 125 men and women voluntarily perform unpaid choral engagements throughout the year. These musical ambassadors for the university give their time and talent to bring classical choral music to all of South Florida. For further information, please call (954) 262-2107.

Public Safety

The Public Safety Department provides protection and service for all students 24 hours a day. Students can reach the office at (954) 262-8981, Monday through Friday, 8:00 a.m. to 5:00 p.m., and after hours and on weekends at (954) 262-8999 (dial last four digits if on campus). Public safety should be called to report all emergencies, thefts, or suspicious persons or situations. Public safety also provides assistance in jump-starting vehicle batteries, giving vehicle owners access in case of lockouts and, when appropriate, giving NSU community members entry to locked buildings or offices. The NOVALERT emergency number is (954) 262-8999 (extension 8999 from on-campus phones).

Blue Light Telephones

Blue light telephones designate a public safety emergency telephone. There are a number of these push-button communications throughout the campus. These blue light phones allow you immediate communication with a public safety officer. If you have a concern or questions, please go to a blue light phone and push the button on the face of the unit. Public safety will respond immediately. Your communication need not be an emergency.

Radio Station – WNSU

WNSU was formed in August 1990 to provide an opportunity for Nova Southeastern University students to gain knowledge and experience in radio broadcasting. Under an agreement with the Broward County School Board, WNSU broadcasts on 88.5 FM after 7:00 p.m. NSU Radio X focuses on playing cutting-edge music, as well as featuring specialty shows seven days a week. Radio X is a voice in the community because along with introducing new music to listeners, it also provides local and world news, weather reports, sports updates, and NSU news. For further information, please call (954) 262-8457.

Recreation and Wellness

The Office of Recreation and Wellness provides formal and informal recreation and wellness programming for the students, faculty, and staff of NSU. A comprehensive recreation program provides intramural sports, outdoor adventures, special events, aerobic and fitness programs, recreation instruction, martial arts, and much more. Offerings currently include volleyball, football, basketball, soccer, softball, golf, tennis, horseback riding, scuba diving, kayaking, snorkeling, deep-sea fishing, swimming instruction, golf classes, tennis instruction, martial arts, step aerobic classes, aerobox/kickbox classes, body sculpting, and yoga classes. The wellness programs promote well-balanced healthy lifestyle choices for the NSU community. Programs and services offered include

- ◆ a health information resource center
- ◆ student health and dental insurance
- ◆ a self-care center that provides free condoms, over-the-counter medications, and basic first-aid supplies
- ◆ free and confidential student counseling services
- ◆ a free physician-referral network
- ◆ campus-wide health promotion programs
- ◆ a monthly newsletter

The Recreation and Wellness Department is housed in the university recreational sports complex known as the RecPlex. This facility boasts two tennis courts, three basketball courts, a 2,600-square-foot swimming pool, covered patio area, cardiovascular exercise equipment, and men's and women's locker/shower rooms. The facility is open approximately 100 hours each week and is available to all NSU faculty members, students, and staff members who have a valid NSU ID card. For further information, please contact the Office of Recreation and Wellness at (954) 262-7301.

Registrar

The Office of the University Registrar provides a variety of diverse services to the university community. Working closely with the academic centers, colleges, and schools, this office strives to be customer oriented and responsive to a variety of student and university needs. Services include, but are not limited to, course registration, transcript processing, VA benefits, international student counseling, data entry, photo IDs, and general university information. For further information, please contact 800-541-6682, ext. 7200, or (954) 262-7200 if local.

Residential Life and Housing

NSU offers a residential living program that is designed to meet a wide array of student needs. Students who live on campus have numerous opportunities to participate in a variety of programs and activities that maximize intellectual growth and personal development. The following are the types of facilities and amenities offered:

Goodwin Residence Hall:

At NSU, undergraduate students are housed in a state-of-the-art, four-story residence hall. This 296-bed facility offers double accommodations (two students) with a private bathroom. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and closets. Rooms are cable-TV ready and are wired for computer hookup. Air conditioning, heating, and local phone service are also included. Goodwin Residence Hall includes a spacious lobby area, a TV lounge, the Office of Residential Life

and Housing, laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor.

All undergraduate students with zero to 48 credits are required to live on campus and purchase a meal plan, unless one or both of the following criteria apply:

1. The student is married.
2. The student resides with his or her immediate family within the tri-county area (Broward, Miami-Dade, and Palm Beach). Verification must be provided.

Founders, Farquhar, and Vettel Halls:

These three residence halls currently house between 40 and 50 residents each. The oldest of NSU's residence halls with an opening date of 1968, each building has recently undergone major renovations, which include new doors, kitchens, tile, and paint. Founders Hall houses upperclass undergraduate students, while Farquhar and Vettel Halls house graduate students. Each apartment is furnished and features one or two bedrooms, a kitchen with a full refrigerator, a private bathroom, and a living area.

Cultural Living Center:

The Cultural Living Center (CLC), built in 1984, houses approximately 130 graduate students. Its unique balcony structure makes it a popular choice for returning students. Each apartment is furnished and features one or two bedrooms, a kitchen with full refrigerator, a private bathroom, and a living room.

For further information, please contact the Office of Residential Life and Housing at (954) 262-7052.

Student Counseling Services

Free and confidential student counseling services are available for all Nova Southeastern University students with the exception of Center for Psychological Studies students. Students seek counseling for a variety of reasons including stress, test anxiety, study skills, time management, relationship difficulties, substance abuse, and adjusting to school. Weekly counseling sessions are available. Evening sessions are also available. To schedule an appointment for student counseling call (954) 262-7040.

Student Employment

Nova Southeastern University participates in several types of student employment programs: the federally funded Federal Work-Study Program (FWS), the America Reads Program (also funded by FWS), the State of Florida-funded Florida Work Experience Program (FWEP), the institutionally funded Nova Southeastern University Student Employment Program (NSUSE), and the Job Location and Development Program (JLD).

The objectives of the student employment programs are

1. to offer jobs to students who need to earn funds to help pay for their educational expenses
2. to provide work experience that will enhance the student's educational and/or occupational goals
3. to provide services that would otherwise not exist for Nova Southeastern University or for other participating public or private profit and nonprofit organizations

NSU's student employment programs are administered without regard to race, color, religion, national origin, sex, disability, age, or political beliefs.

Questions concerning the student employment programs should be directed to the manager or assistant manager of student employment. The Student Employment Office is located in the Office of Student Financial Assistance, located in the Horvitz Administration Building. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. The manager or assistant manager of student employment can be reached at (954) 262-7452.

In addition, information regarding the student employment programs, the application process, and a listing of available positions is available online at our Web site:

www.nova.edu/cwis/finaid/stuemployment.html

Student Financial Assistance

The Office of Student Financial Assistance assists students in obtaining funds necessary to pursue their educational objectives. Financial assistance includes grants, loans, student employment, and scholarships. In order to be considered for federal and most state aid, students must complete the Free Application for Federal Student Aid (FAFSA) and meet specific eligibility criteria and be admitted into a degree-seeking program. For more information regarding the financial aid process, contacts, and other pertinent information, students should visit the NSU financial aid Web site at www.nova.edu/cwis/finaid. The fastest way to apply for the FAFSA is online either directly at www.fafsa.ed.gov or through the NSU financial aid Web site. An excellent source of free scholarship information is available at www.fastweb.com.

Office of Student Financial Assistance:

Hours of operation: Monday-Thursday, 8:30 a.m.-7:00 p.m.
Friday, 8:30 a.m.-6:00 p.m.
Saturday, 9:00 a.m.-12:00 p.m.
Sunday, closed

Telephone numbers: 800-806-3680
(954) 262-3380
Fax: (954) 262-3966

The Office of Student Financial Assistance staff is available to assist students in the completion of the FAFSA and answering questions concerning the financial aid process. Eligibility through student employment is also contingent on successful performance within a job.

Student Health Insurance

Student health and dental insurance plans are available through the Office of Recreation and Wellness for students and families interested in obtaining coverage. In addition, a physician referral network assists students in making more informed decisions about their health concerns and needs. Call (954) 262-7040 for a student health directory.

Residence Hall Student Insurance Requirement: Proof of health insurance is required for all students living on campus.

HPD students: See Center Specific Policies for insurance requirements.

Student Organizations

NSU students have an excellent opportunity to become involved in extracurricular programs. The Office of the Dean of Student Affairs encourages all students to get involved in the university

community. Involvement is one of the best ways to meet other students, faculty, and staff members, and gain valuable leadership skills. Nova Southeastern University has many student organizations on campus, including academic societies, fraternities, sororities, religious groups, service clubs, and special-interest groups. Current organizations include the following:

University Councils and Clubs

Interorganizational Council (IOC)
Interfraternity Council (IFC)
National Panhellenic Conference (NPC)
Best Buddies (volunteer/community service)
Computer Club
Caribbean Student Association (CSA)
NATURE (NSU's Adventure Toward Understanding and Researching Earth)
Alternative Break Organization (community service)
Indian Student Association (ISA)
PASA (Pan African Student Association)
SALSA (Spanish and Latin Student Association)
Hillel (Jewish culture organization)
Intervarsity Christian Fellowship (IVCF)
International Muslim Association (IMAN)
Alpha Phi Omega (service fraternity)
Phi Alpha Delta (legal fraternity) and NSU Mock Trial Association
Kappa Delta Pi (education fraternity)
Philosophy Club
Premed Society
Pre dental Society
Prepharmacy Society
Psychology Club
NSU Accounting Club (NSUAC)
NSU Theatrical Society (NUTS)
Students Reappraising AIDS (SRA)
Student Officials Association
Alpha Chi (honor society)
Order of Omega (Greek leadership honorary)

Registered Organizations

Beta Theta Pi Fraternity
Lambda Theta Phi Latin Fraternity, Inc.
Sigma Alpha Epsilon Fraternity
Sigma Alpha Mu Fraternity
Theta Delta Chi Fraternity
Alpha Kappa Alpha Sorority, Inc.
Delta Phi Epsilon Sorority
Phi Sigma Sigma Sorority
Zeta Pi Sorority

Student Organizations – Center for Psychological Studies

Center for Psychological Studies Student Government Association
Gay and Lesbian Student Association
Multicultural Association of Graduate Students

Student Organizations – Farquhar Center for Undergraduate Studies

Circle of Excellence

Resident Student Association (RSA)

Spanish Women Acting Together (SWAT)

Logos International Club

Student Organizations – Health Professions Division

NSUCOM

Student Academy of the American Academy of Physician Assistants (SAAAPA)

Florida Academy of Physician Assistants (FAPA)

Student Council of the Florida Academy of Physician Assistants

Ben Parvin Physician Assistant Student Society

Dental Medicine

Master's in Biomedical Science Program

College of Optometry

Student Physical Therapy Association

College of Pharmacy

American Pharmaceutical Association

Florida Society of Health Systems Pharmacists, student chapter

National Community Pharmacists Association, student chapter

American Society of Consultant Pharmacists, student chapter

Academy of Managed Care Pharmacy, student chapter

Phi Delta Chi

Kappa Psi

Class of 2002

Class of 2003

Class of 2004

Academy of Students of Pharmacy

Phi Lambda Sigma

Christian Pharmacist Fellowship

Rho Chi

American Optometry Association-Political Action Committee (AOA-PAC)

American Optometric Student Association (AOSA)

Beta Sigma Kappa

College of Optometrists in Vision Development (COVD)

Fellowship of Christian Optometrists (FCO)

Florida Optometric Student Association (FOSA)

Student Volunteer Optometric Service to Humanity (SVOSH)

Student Dermatological Association

DOCARE

Florida Osteopathic Medical Association (FOMA)

Jewish Association of Medical Students (JAMS)

National Osteopathic Women's Physician Association (NOWPA)

Sigma Sigma Phi National Honorary Osteopathic Service Fraternity

Student Osteopathic Internal Medicine Association (SOIMA)

Class of 2002

Class of 2001

Student Osteopathic Medical Association (SOMA)

American Medical Student Association (AMSA)

American College of Osteopathic Family Physicians (ACOFFP)
Obstetrics and Gynecology Club
Student Osteopathic Surgical Association
Student Occupational Therapy Association
Occupational Therapy Student Government
Phi Theta Epsilon
Public Health Student Association (PHSA)
Christian Medical and Dental Society (CMDS)
American College of Osteopathic Pediatricians (ACOP), student chapter
Undergraduate American Academy of Osteopathy (UAAO)
Association of Military Osteopathic Physicians and Surgeons (AMOPS)
Lambda Omicron Gamma (LOG)
Emergency Medicine Society
Journal Club
Student National Medical Association (SNMA)
Student Auxiliary Association (SAA)

Student Organizations – Wayne Huizenga Graduate School of Business and Entrepreneurship

Graduate Business Student Association

Student Organizations – Oceanographic Center

Oceanographic Student Association

Student Organizations – Graduate School of Humanities and Social Sciences

SHSS Student Association

Student Organizations – Shepard Broad Law Center

Student Bar Association

Association of Trial Lawyers of America (ATLA)

Black Law Students Association (BLSA)

Broadly Speaking

Criminal Law Society

Florida Association for Women Lawyers (FAWL)

Hispanic Law Students Association (HLSA)

International Law Students Association (ILSA)

ILSA Journal of Comparative and International Law

Jewish Law Students Association (JLSA)

Lambda Law Society

Nova Law Review

Moot Court

National Association for Public Interest Law (NAPIL)

NSU Cyberlaw Society

Phi Alpha Delta

Phi Delta Phi

Each student organization is assigned a faculty or staff member to serve as an adviser and supporter. For further information, please contact the Office of Student Activities and Leadership Development at (954) 262-7290.

Student Union and Flight Deck

The Student Union provides facilities, programs, and services that enhance the quality of campus life, and serves as a bridge bringing the NSU community together. This multiuse facility is intended to provide a relaxing environment for events and services benefiting the NSU community.

The Student Union is home to numerous programs, several departments, and meeting areas for students, faculty, and staff members. Departments housed in the Student Union include Aramark Dining Services, Nova Books, the Office of Student Life, the WNSU Radio Station, the Flight Deck, and the Undergraduate Student Government Association. Meeting space includes three meeting rooms and a 53-seat movie theater. Operating hours are from 10:00 a.m. until midnight, seven days a week.

The Flight Deck also provides eight televisions, two pool tables, a Ping-Pong table, and various magazines and board games for students to use free of charge. Additionally, the Flight Deck provides a common area for student programs, eating a meal, or meeting new friends. The Flight Deck can also be reserved on Saturday nights for private parties.

Sporting events are also provided through the Student Union. Featured sports include bowling, darts, pool, Ping-Pong, dominoes, card games, and the annual "Sports Quiz Bowl." During football season, the Student Union takes 20 students to every home football game of the Miami Dolphins, where transportation, prizes, and a free tailgate are provided.

To reserve a meeting room, please contact the Office of Student Life at (954) 262-7280. If you wish to have an event or private party in the Flight Deck, please contact the director of the student union at (954) 262-7284. Requests for meeting rooms and programming space should be made three weeks in advance of your meeting or event.

University Bursar

The Office of the University Bursar is responsible for collecting tuition and fees, residence hall charges, and meal plans charged to students' accounts. Refunds resulting from student loans, scholarships, and grants are handled by Loan Disbursing once there is a credit balance on the student account. Refunds are not issued until loan proceeds are received by Nova Southeastern University (NSU). It is the policy of NSU that payment is due within 30 days from the start of the term. If payment is not made within 30 days, the student's account will be assessed a \$50 late payment fee and a hold will be placed on the account preventing any additional registrations. Payment may be made by cash, check, and credit card. The term "check" includes money orders, traveler's checks, cashier's checks, loan checks, personal checks, international checks (in U.S. funds only), and certified checks. NSU accepts Discover, MasterCard, VISA, and American Express. Please contact the Bursar's Office at (954) 262-5212 for other payment arrangements, such as wiring funds from abroad.

Direct deposit is the fastest way to receive refunds. In order to be eligible for this service, students must complete the Direct Deposit Authorization Form. The authorization form appears on the student's monthly statement or may be printed from the NSU Bursar's Web site at www.nova.edu/cwis/bursar under Loan Disbursing and mailed or faxed to the Bursar's Office with a voided check (**required**). The student's direct deposit authorization will remain in effect until canceled in writing and received by the Bursar's Office. Students should notify the Bursar's Office if they move or change banks.

For further information, contact the Bursar's Office in the Horvitz Administration Building on the main campus. Office hours are as follows:

Monday-Thursday, 8:00 a.m.-7:00 p.m.

Friday, 8:00 a.m.-6:00 p.m.

Saturday, 9:00 a.m.-12:00 p.m.

General Bursar Information: 800-541-6682, ext. 5200

Student Accounts, Loan Disbursing Phone: (954) 262-5200

Collections and Perkins Phone: (954) 262-5260

Fax Number: (954) 262-5203

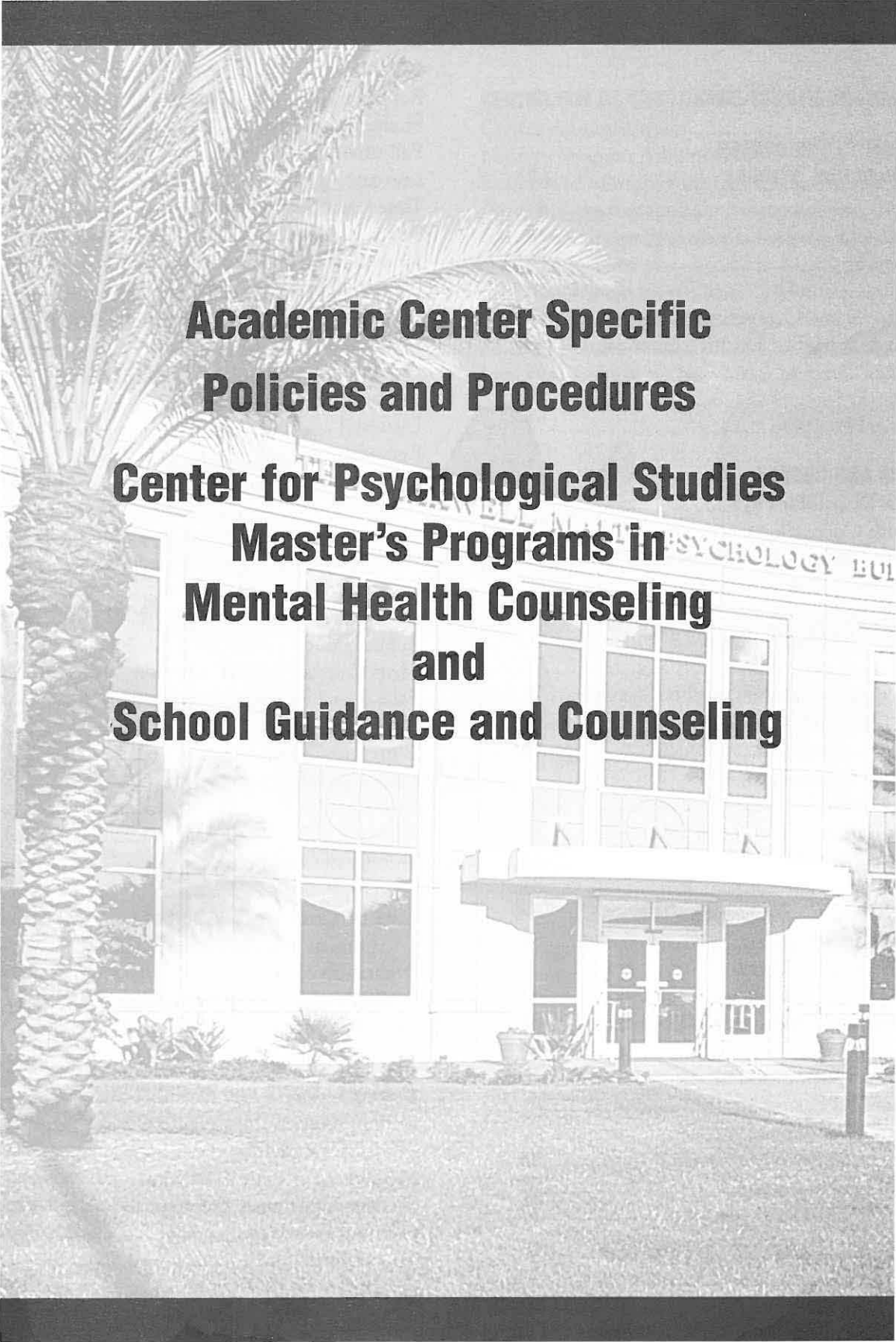
Direct Deposit Fax Number: (954) 262-4131

Veterans' Affairs

The Office of the University Registrar oversees the processing of veterans' benefits. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida, 33314-7796. For further information, please call (954) 262-7236 or (954) 262-7220. If you have any questions concerning eligibility, you may contact the Department of Veterans' Affairs at www.va.gov.

Women's Resource Institute (WRI)

The Women's Resource Institute is a program for all persons. The WRI provides information and referral services for problems that may be interfering with employee/student well-being, including domestic violence, substance abuse, career changes, financial crisis, or other issues. The WRI is located in House 4 on the northwest corner of SW 75th Avenue and SW 36th Street on the main campus. The WRI can be reached at (954) 262-8451.



**Academic Center Specific
Policies and Procedures
Center for Psychological Studies
Master's Programs in
Mental Health Counseling
and
School Guidance and Counseling**

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Academic Calendar Main Campus

The on-campus academic programs are offered during an academic year that is divided into semesters of 15 weeks each. Additionally, there are two summer sessions, each seven and a half weeks long. The following 2001-2002 calendar applies to all programs offered through the center except the field-based program.

Fall 2001

Mon., July 30	Orientation for new psychopharmacology students
Mon., Aug. 27	Orientation for new on-campus master's students
Tues., Aug. 28	Orientation for new on-campus specialist students
Wed., Aug. 29	Orientation for new doctoral students
Thurs., Aug. 30	Classes begin Last day for completing regular registration Late registration fee of \$30 will be charged after this date End of 100% refund
Mon., Sept. 3	Labor Day, university offices close
Thurs., Sept. 6	Last day for completing late registration
Mon., Sept. 10	Last day for adding classes
Thurs., Sept. 13	End of 80% refund
Tues., Sept. 18	Rosh Hashanah, university offices closed
Thurs., Sept. 20	End of 60% refund
Wed., Sept. 26	End of 40% refund
Thurs., Sept., 27	Yom Kippur, university offices closed
Thurs., Oct. 4	End of 20% refund. Last day for dropping classes with refund
Oct. 12,13,14	Master's on-campus intensive weekend format course
Oct. 12, 13,14	Specialist on-campus intensive weekend format course
Nov. 9,10,11	Master's on-campus intensive weekend format course
Nov. 16,17,18	Specialist on-campus intensive weekend format course
Thurs., Nov. 22—Fri., Nov. 23	Thanksgiving, university offices closed
Tues., Dec. 18	Fall semester ends
Fri., Dec. 21	Final grades due on-line; copy to program office
Mon., Dec. 24	Christmas Eve Holiday, university offices closed
Tue., Dec. 25	Christmas Holiday, university offices closed
Mon., Dec. 31	New Year's Eve Holiday, university offices closed
Tues., Jan. 1	New Year's Holiday, university offices closed

Winter 2002

Mon., Jan. 7	Orientation for new on-campus master's students Classes begin Last day for completing regular registration Late registration fee of \$30 will be charged after this date End of 100% refund
Jan. 11, 12, 13	Specialist on-campus intensive weekend format course
Tues., Jan. 15	Last day for completing late registration
Fri., Jan. 18	End of 80% refund. Last day for adding classes
Mon., Jan. 21	Martin L. King, Jr. Day, university offices closed
Fri., Jan. 25	End of 60% refund
Fri., Feb. 1	End of 40% refund
Feb. 1, 2, 3	Specialist on-campus intensive weekend format course
Fri., Feb. 8	End of 20% refund. Last day for dropping classes with refund
Feb. 15,16,17	Master's on-campus intensive weekend format course
Mon., Feb. 25—Fri., Mar. 1	Spring Break
Mar. 8, 9, 10	Specialist on-campus intensive weekend format course
Mar. 15,16,17	Master's on-campus intensive weekend format course
Fri., Mar. 29	Good Friday, university offices closed
Apr. 5, 6, 7	Specialist on-campus intensive weekend format course
Thurs., Apr. 25	Orientation for new on-campus master's students
Fri., Apr. 26	Winter semester ends
Thurs., May 2	Final grades due on-line; copy to program office

Summer 2002 – Term I	
Wed., May 1	Classes begin Last day for regular registration Late registration fee of \$30 will be charged after this date End of 100% refund
Tues., May 7	End of 75% refund Last day for completing late registration Last day for adding classes
May 10, 11, 12	Specialist on-campus intensive weekend format course
Tues., May 14	End of 50% refund
Fri., May 17	End of 25% refund. Last day for dropping classes with refund
Mon., May 27	Memorial Day, university offices closed
May 31, June 1, 2	Specialist on-campus intensive weekend format course
June 7, 8, 9	Master's on-campus intensive weekend format course
Fri., June 21	Summer I session ends
Thurs., June 27	Final grades due on-line, copy to program office
June 28, 29, 30	Master's on-campus intensive weekend format course
June 28, 29, 30	Specialist on-campus intensive weekend format course
Summer 2002 – Term II*	
Mon., June 24	Classes begin Last day for completing regular registration Late registration fee of \$30 will be charged after this date End of 100% refund
Mon., July 1	End of 75% refund Last day for completing late registration Last day for adding classes
Thurs., July 4	Independence Day, university offices closed
Mon., July 8	End of 50% refund
Fri., July 12	End of 25% refund. Last day for dropping classes with refund
July 19, 20, 21	Specialist on-campus intensive weekend format course
Fri., August 16	Summer II session ends
Wed., August 21	Final grades due on-line, copy to program office

*All master's classes officially begin one month before the first weekend of class. Syllabi, texts, and assignments are provided at that time. As this is a new program setup, dates are subject to change.

Academic Calendar
Field-Based
Master's Program in Mental Health Counseling and School Guidance Counseling

Courses in field-based academic programs are scheduled year round. Class meetings (except practicums) are scheduled Fridays (6:00 p.m.-10:00 p.m.), Saturdays (8:30 a.m.-6:00 p.m.) and on Sundays (8:30a.m.-5:30 p.m.). The following calendar of classes applies to all field-based programs for the 2001-2002 academic year.

Fall 2001

Mon., Aug. 13	First fall course begins Last day for regular registration Late registration fee of \$30 will be charged after this date
Fri., Sept. 14	End of 100% refund for first fall course
Sept. 14, 15, 16	First weekend of first fall course
Fri., Oct. 5	End of 50% refund
October 5, 6, 7	Second weekend of first fall course
Mon., Oct. 8	Second fall course begins
Fri., Nov. 2	End of 100% refund for second fall course
Nov. 2, 3, 4	First weekend of second fall course
Fri., Nov. 30	End of 50% refund
Nov. 30, Dec. 1, 2	Second weekend of second fall course
Tue., Sept. 4—Fri., Dec. 14	Fall practicum

*All classes officially begin one month before the first weekend of class. Field-based locations include Clearwater, Gainesville, Jacksonville, Miami, Ocala, Orlando, Palm Beach, and Tampa. The Master's Program in School Guidance and Counseling is offered on the main campus in this format.

Winter 2002

Mon., Dec. 3, 2001	First winter course begins Last day for regular registration Late registration fee of \$30 will be charged after this date
Fri., Jan. 4, 2002	End of 100% refund for first winter course
Jan. 4, 5, 6	First weekend of first winter course
Fri., Jan. 25	End of 50% refund
Jan. 25, 26, 27	Second weekend of first winter course
Fri., Feb. 22	End of 100% refund for second winter course
Feb. 22, 23, 24	First weekend of second winter course
Fri., Mar. 15	End of 50% refund
Mar. 15, 16, 17	Second weekend of second winter course
Mon., Jan. 7—Fri., Apr. 19	Winter practicum

Summer I 2002	
Mon., March 18	First summer I course begins Last day for regular registration Late registration fee of \$30 will be charged after this date
Fri., Apr. 12	End of 100% refund for first summer I course
Apr. 12, 13, 14	First weekend of first summer I course
Fri., May 3	End of 50% refund
May 3, 4, 5	Second weekend of first summer I course
Fri., May 31	End of 100% refund for second summer I course
May 31, June 1, 2	First weekend of second summer I course
Fri., June 21	End of 50% refund
June 21, 22, 23	Second weekend of second summer I course
Summer II 2002	
For Mental Health Counseling Winter 2001 start-up sites ONLY	
Fri., July 19	End of 100% refund for summer II course
July 19, 20, 21	First weekend of summer II course
Fri., Aug. 9	End of 50% refund
Aug. 9, 10, 11	Second weekend of summer II course
School Guidance and Counseling (computer technology course)	
Sat., July 20	End of 100% refund for summer II course
July 20, 21	First weekend of summer II course
Sat., Aug. 10	End of 50% refund
Aug. 10, 11	Second weekend of summer II course

**Master's Program in
School Guidance Counseling and Mental Health Counseling
Field-Based Class Meeting Dates**

Fall 2001
September 14, 15, 16 October 5, 6, 7
November 2, 3, 4 November 30, December 1, 2
Winter 2002
January 4, 5, 6 January 25, 26, 27
February 22, 23, 24 March 15, 16, 17
Summer 2002
April 12, 13, 14 May 3, 4, 5
May 31, June 1, 2 June 21, 22, 23
<u>Mental Health Counseling Winter 2001 start-up sites ONLY</u> July 19, 20, 21 August 9, 10, 11
School Guidance & Counseling – computer technology course July 20, 21 August 10, 11

* Field-based locations include Clearwater, Fort Lauderdale, Gainesville, Jacksonville, Las Vegas, Miami, Ocala, Palm Beach, and Tampa.

I. INTRODUCTION TO THE CENTER FOR PSYCHOLOGICAL STUDIES

The Center for Psychological Studies welcomes you to graduate study at Nova Southeastern University. The Center for Psychological Studies, first organized in 1967 as the Behavioral Sciences Center, is concerned with graduate training, research, and service in psychology and counseling. You have been accepted to study in the Master's Programs in Mental Health Counseling or School Guidance and Counseling. These programs are designed to provide education and continued professional development to persons who currently serve or who will serve in a variety of professional counseling capacities. The master's programs provide education and training for persons who will seek employment in settings such as mental health clinics and agencies, social agencies, hospitals, schools, and personnel offices.

The center has many resources available to you during your training years. In addition to the faculty and your fellow graduate students, you will have access to libraries, computer labs, schools, hospitals, clinics, and professional organizations. It is important that you remember, however, that the successful completion of your graduate training rests with you more than anyone else.

This *Policies and Procedures Handbook* was designed to familiarize you with the specific policies and procedures governing the master's clinical psychology programs. Knowledge of the contents of this handbook and of the *Center for Psychological Studies Catalog* is essential to ensure the smooth functioning of your graduate training. You are urged to read this handbook at the start of your program and to make frequent reference to it. **Ignorance of policies and procedures in this handbook is not an acceptable defense for failing to abide by them.** The graduate programs continue to evolve, and periodically there may be changes in curriculum, practicums, or other requirements. Because these changes occur to improve the training of psychologists, changes will become part of the requirements for graduation for all students at the discretion of the dean, regardless of the student's status in the program (see also Reservation of Power).

ACCREDITATION

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. The university is chartered by the State of Florida. The Center for Psychological Studies' doctoral programs are accredited by the American Psychological Association (APA), 750 First Street, NE, Washington, DC, 20002-4242. Additionally, the Center for Psychological Studies sponsors two pre-doctoral internship programs. The CPS Community Mental Health Center internship program is accredited by the APA and the Consortium Internship Program is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

CENTER PHILOSOPHY

The Center for Psychological Studies is committed to providing the highest quality educational experience to current and future psychologists and counseling professionals. It provides quality education and training in psychology. It encourages the advancement of knowledge through research. Finally, it provides high-level psychological services to a variety of individuals with varying needs.

The center further provides for a variety of professional needs simultaneously. There is a strong commitment to the advancement of psychological knowledge. Faculty is active in its research

pursuits. The clinical Ph.D. program provides training for doctoral candidates pursuing careers as applied researchers. Equally strong is the commitment to provide training for the practitioner-oriented psychologist. The Psy.D. program in clinical psychology provides quality training for doctoral candidates committed to the practice of psychology. In response to recent changes in the delivery of health care and the profession of psychology, the center has developed concentrations at the doctoral level. The school psychology specialist degree (Psy.S.) provides training for students intending to practice psychology in educational settings. The postdoctoral master's program in clinical psychopharmacology provides practicing psychologists with a knowledge base in psychopharmacology that will enable them to discuss medication requirements knowledgeably with their patient's physician. The master's programs in mental health counseling and school guidance and counseling provide quality training for individuals engaging in service delivery within agencies and schools. The center offers two predoctoral internships, one APA-accredited and the other an APPIC member. The center also provides educational experiences for the professional community through the Continuing Education Program Series.

We at the center believe that training should encourage critical thinking, creative analysis, and an openness to new ideas and opinions. A wide range of points of view within psychology is represented as it relates to the breadth of societal needs.

MASTER'S PROGRAMS

The **Master's Program in Mental Health Counseling** is designed for the continued professional development of persons who presently serve or will serve their community in a variety of counseling capacities. Master's training is based on a developmental model that emphasizes interdisciplinary collaboration, prevention of dysfunction, and direct service. The field of mental health counseling, which has experienced a great deal of growth over the past decade, now has professionals placed in mental health settings, business and industry, substance abuse clinics, hospices, hospitals, educational settings, and private practices. The Center for Psychological Studies is firmly committed to the mission of training competent professionals who will design and implement prevention and treatment programs and provide direct counseling services. The course work provides broad-based training designed to equip individuals with the skills necessary to confront a wide variety of contemporary issues.

The **Master's Program in School Guidance and Counseling**, also based on a developmental model, prepares students to function as guidance counselors in school systems. While the role of the school counselor varies within and across schools, districts, and states, counselors increasingly serve in multiple roles, interacting and consulting with parents, teachers, school psychologists, agencies, etc. to provide effective services to students (pre-K through 12). Counselors will be called upon to respond to students of varying backgrounds and ethnic diversity and to interact with students in both a remedial and developmental way. In addition to the traditional responsibilities of the school counselor, a variety of contemporary issues will face the counselor, including dropout prevention, teenage pregnancy, reduction of truancy, personal issues and crises, drug and alcohol abuse, etc.

Course work is designed for the competent training of professionals who will ultimately have an impact on both the individual student and the school climate. Varying techniques and strategies will need to be employed by the school counselor including individual and group counseling, assessment, vocational and career guidance, consultation, and program development. Based in psychological and developmental theory, counselor training, therefore, will need to encompass a broad base of techniques, strategies, and interventions.

NSU COMMUNITY MENTAL HEALTH CENTER

The Center for Psychological Studies operates a nonprofit outpatient community mental health facility funded cooperatively by the Florida Department of Children and Families, the Department of Housing and Urban Development, Broward County, and Nova Southeastern University. Services are available to all residents of Broward County including adults, children, adolescents, and elderly clients, regardless of race, color, sex, age, nondisqualifying disability, religion or creed, sexual orientation, or national or ethnic origin. Over 4,000 unduplicated clients are served per year. The services offered by the Community Mental Health Center include the following:

Behavioral modification	Parenting skills training
Biofeedback	Psychiatric evaluation
Case management	Psychodynamic psychotherapy
Community support services	Psychological consultation
Consultation and education	Psychological testing
Crisis assessment and intervention	Skills Treatment and Enhancement Program (STEP)
Day treatment	Stress management
Discharge planning	Student counseling
Dual Diagnosis residential treatment	Trauma resolution
Family and multifamily therapy	Treatment of alcohol and other drug abuse
Forensic evaluation and testimony	Treatment of anxiety disorders
Geriatric residential treatment	Treatment of child and adolescent traumatic stress and depression
Group therapy	Treatment of depression
Information and referral	Treatment of interpersonal violence
Intensive and limited case management	Treatment of older adults
Medication management	Treatment of serious emotional disturbance
Multilingual services	
Neuropsychological assessment and evaluation	
Pain management	

The clinical staff consists of professionals in psychology, psychiatry, social work, mental health counseling, nursing, and education. The Community Mental Health Center maintains clinic sites on the main campus and in Lauderdale Lakes, a Dual Diagnosis residential treatment facility in Lauderhill and a Dual Diagnosis day treatment facility in Lauderdale Lakes. The Community Mental Health Center Geriatric Institute maintains a residential and Enrichment Program facility in Lauderhill and an additional Enrichment Center in Lauderdale Lakes.

Within the Community Mental Health Center, students receive practicum training. More than 100 doctoral and master's practicum placements are provided for students in the clinics. In addition, doctoral students may be hired to provide clinical services on a part-time basis. Supervision is provided by faculty and clinic staff.

Special Clinical Services

Adolescent Drug Abuse Prevention and Treatment Program. This program provides comprehensive assessment and treatment to adolescents who have been arrested for minor offenses, have substance abuse problems, or are at-risk for developing such problems. Services include individual, group, and family therapy. Treatment components include social skills training, parent-child relationship enhancement, anger management, communication skills training, and behavioral contracting. Training in cognitive-behavioral, family systems, experiential, and social-learning theory approaches is provided.

Child and Adolescent Traumatic Stress Program. The Child and Adolescent Traumatic Stress Program provides psychological services to pediatric patients and their families. These services are provided when the child or adolescent experiencing acute, chronic, and/or genetic medical disorders is exhibiting a psychological reaction directly related to the medical problem; physical symptoms as a function of behavioral and psychological problems; and psychological problems and physical complaints due to a trauma such as child abuse. Assessment and treatment services are available for depression and anxiety; adjustment disorders; medical noncompliance; elimination disorders; eating disorders; and psychosomatic illness.

Clinical Biofeedback Program. This program was established to provide treatment to individuals with a variety of somatic and tension-related disorders. Treatment is applicable to a broad spectrum of complaints, including tension and migraine headaches, ADHD, TMJ, anxiety, phobias, bruxism, chronic and acute pain, Raynaud's disorder, and essential hypertension. The equipment utilized is computer-based, state-of-the-art physiological monitoring systems. Biofeedback-facilitated relaxation training is often used as an adjunctive technique to other conventional therapies. Training in these techniques is offered to students through courses, practicum, and research opportunities.

Guided Self-Change Program. This program provides services to individuals who have alcohol, cocaine, or marijuana problems that are not severe. Smoking cessation services are also available. Guided Self Change treatment is a motivational intervention involving an assessment, four sessions, and two aftercare contacts, with additional sessions available. This program is based on evidence showing that many persons meeting the above criteria prefer and are able to take responsibility for dealing effectively with their alcohol or drug abuse.

Intensive Psychodynamic Psychotherapy Program. This program provides diagnostic and in-depth treatment services to adults and adolescents with moderate to severe characterological disorders who would benefit optimally from more intensive treatment. Treatment emphasizes the use of a variety of techniques including ego-psychology, self-psychology, object relations, and others.

Interpersonal Violence Program. The specialized Interpersonal Violence Clinical Research Program provides clinical training experience to graduate students in the area of interpersonal violence. Clinical requirements of practicum students include conducting standardized assessment procedures and providing crisis, short-term, and longer-term intervention. Although the practicum experience focuses on the problem of interpersonal violence, intervention procedures address a broad base of individual, couple, and family clinical issues.

Neuropsychology Assessment Center. The goals of the Neuropsychology Assessment Center are to diagnose disorders of the central nervous system; to provide consultation on the etiology, rate of progression, and prognosis of known or suspected cerebral pathology; and to offer recommendation or referral for the patient's treatment. Examples of typical referrals include differential diagnosis of organic vs. functional psychiatric symptoms; differential diagnosis of dementia vs. depression; evaluation to determine cognitive, emotional, or behavioral symptoms subsequent to head injury; diagnosis of learning disability, attention deficit hyperactivity disorder, or mental retardation; determination of mental competence; diagnosis of Alzheimer's disease, seizure disorders, multiple sclerosis, stroke, and organic mood syndrome; evaluation of headache; determination of appropriate school placement; and identification of malingering or symptom exaggeration. Referrals generally come from physicians, mental health professionals, educators, and attorneys.

Nova Southeastern University Community Clinic for Older Adults (NCCOA). This program provides outpatient psychotherapy to residents in the community who are 55 and over and to visually impaired individuals through the NCCOA Outreach Program at the Fort Lauderdale Lighthouse for the Blind, and carries out clinical research that identifies the unique features of psychological

disorders. Client services include treatment of anxiety, depression, insomnia, psychosexual dysfunction, interpersonal difficulties, substance abuse, or some other form of psychopathology. Treatment consists of individual, group, family, and/or marital therapy.

Nova Southeastern University Student Counseling Services. The Student Counseling Program offers psychological support services for students of Nova College, the Shepard Broad Law Center, the Health Professions Division, and other graduate-level students who exhibit a wide range of problems such as depression, anxiety, interpersonal problems, substance abuse, eating disorders, etc. Counseling on academic issues is also offered and psychological testing is available. A stress inoculation program designed to assist students in managing anxiety related to examinations is also offered. Practicum placements and opportunities for research endeavors are available.

Program for the Seriously Emotionally Disturbed. The Program for the Seriously Emotionally Disturbed offers treatment and assessment for children, adolescents, and adults who have psychotic disorders. These patients have a range of psychotic sequelae such as hallucinations, delusions, isolation, regressive and/or bizarre behavior, poor social and daily living skills, and restricted, inappropriate or labile affect. Psychotic diagnosis may include schizophrenia, schizophreniform disorder, bipolar disorder, affective disorders, etc. Treatment comparison research with these special patients is being conducted.

Trauma Resolution Integration Program. The Trauma Resolution Integration Program (formerly the Sexual Abuse Survivors Program) provides clinical services at both locations of Nova Southeastern University's Community Mental Health Center. The program serves men and women ages 18 and above who: 1) are experiencing adjustment problems resulting from childhood sexual or physical abuse; 2) have posttraumatic stress disorder in response to a single event trauma (e.g., crime, natural disaster, serious injury) in adulthood; or 3) manifest serious dissociative symptoms.

GENERAL CLINICAL SERVICES

Child Outpatient Program. This program provides a full range of services to children ages 4 through 18 years with a broad range of diagnoses from mild to severe pathology. From the initial intake, the child is assessed to determine treatment needs and is referred to individual, group, or family psychotherapy.

Program for Adult Services. The following programs fall under the umbrella of the Program for Adult Services (PAS). Students participate in case conferences, training seminars, and face-to-face supervision is provided from an eclectic, integrative conceptual framework representing a variety of orientations including dynamic, cognitive, and psychoeducational.

Outpatient Adult Services Program. The Outpatient Adult Services Program addresses a broad spectrum of adult clients ranging from mild-moderately impaired outpatients with both Axis I and II pathology to seriously mentally ill clients suffering from debilitating, chronic illness. The treatment model is a biopsychosocial approach, using individual, group, and family psychotherapy as well as psychosocial rehabilitative and case management interventions.

Adult Case Management Program. This program assists clients in accessing medical, social, educational, and other services, which will improve their quality of life. The goal of this program is to foster self-reliance within the community.

Crisis and Intake Program. The Crisis and Intake Program provides services to all individuals seeking mental health services. Special attention is given to those with serious and persistent mental illness. Attempts are made to find the most appropriate services for mental health consumers seeking help within the CMHC. This program also provides crisis services for those in acute need.

Skills Training and Enhancement Program (STEP). The STEP offers each client a variety of learning opportunities in a supportive, caring and therapeutic environment. Attempts are made to help clients maintain or restore the skills necessary which will allow them to function better in the community, and to have a better understanding of their illness.

Special Clinical Programs

Geriatric Residential and Skills Training and Enhancement Program (STEP). The Geriatric Institute, a program within Nova Southeastern University's Community Mental Health Center, is publicly funded by the Department of Children and Families and the U.S. Department of Housing and Urban Development. It provides comprehensive services to adults 55 or older who are experiencing a mental or emotional disorder or concurrent psychiatric and substance abuse problems (dually diagnosed).

The Geriatric Residence, a 44-bed facility located in Lauderhill, offers a continuum of inpatient/residential services that are available depending on the needs of the client. All the residences are designed and operated to provide a warm, family atmosphere where daily living and interpersonal skills are learned and practiced. The Enrichment Program, located at the residence in Lauderhill, and an additional Enrichment center in Lauderdale Lakes, together serve more than 200 clients annually. Here, clients participate in groups and classes, including art, music, and movement therapy, current events, coping and self-esteem skills, and adult living skills geared to their individual needs. Medical needs are addressed through a team that includes a psychiatrist, an internist, and nurses.

Dual Diagnosis Residential and Day Treatment Programs. Nova Southeastern University's Dual Diagnosis Program provides a wide variety of therapeutic, psychosocial, vocational, and educational services to address the needs of clients 18 years and older with psychiatric and substance abuse problems. Treatment is individualized and based upon the needs of each client. The ultimate goal for all clients is to learn a variety of skills necessary to live a satisfying and successful life in the community. The program is divided into two major components, day treatment and residential. The residential program, located in Lauderhill, provides therapeutic services to clients who are unable to achieve their goals in a less restricted setting. The day treatment program, located in Lauderdale Lakes, provides clients in the community an opportunity to attend a structured program designed to keep them stable mentally and to help them establish abstinence.

II. CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

A master's program may be taken on a full-time or part-time basis. A student is expected to complete all requirements for the degree and graduate within five years of the date of first enrollment (see Time Limit Requirements).

A student must complete all courses for the degree with a grade point average of at least 3.0. **The master of science degree program in mental health counseling requires 60 semester hours of graduate credit. The master of science degree program in school guidance and counseling requires 46 semester hours of graduate credit.** All students will be required to pass the comprehensive examination as part of their degree requirements. A candidate is expected to complete and graduate from the Master's program within five years from the date of first enrollment.

In both programs, students must satisfactorily complete all curriculum requirements, including practicums and the comprehensive examination. The components of each program are the following:

1. Required Curriculum
2. Practicums
3. Comprehensive Final Examination

COURSE WORK

The curriculum of each master's program is designed to provide the knowledge and training necessary for the student to develop as a mental health or school guidance counselor. As state licensure or certification requirements vary and/or are subject to change, it is recommended that students examine these requirements in the state to which they may make application to determine if educational requirements of that state are met.

The curriculum of each program is presented in the next pages. Course work is not necessarily offered in this sequence. The student should exercise care to ensure that all prerequisites are met and should seek advisement from the appropriate administrator or faculty member as needed.

MENTAL HEALTH COUNSELING

Master's Degree Curriculum Sixty (60) Semester Hours

Required Courses

PSY 502	Counseling Theories & Practice
PSY 507	Research & Evaluation for Counselors
PSY 511	Foundations of Mental Health Counseling
PSY 512	Human Growth and Development
PSY 570	Ethical, Legal, & Professional Issues for Counselors
PSY 582	Human Sexuality
PSY 584	Diagnosis and Treatment of Adult Psychopathology
PSY 586	Diagnosis and Treatment of Child & Adolescent Psychopathology
PSY 608	Psychological Testing for Individual Evaluation
PSY 612	Substance Abuse
PSY 631	Career & Lifestyle Assessment
PSY 632	Social & Cultural Foundations of Counseling
PSY 635	Group Theory & Practice
PSY 645	Couples and Family Counseling Strategies
PSY 660	Community Mental Health
PSY 666	Case Conceptualization & Treatment Strategies
PSY 669	Advanced Treatment Interventions
PSY 680	Counseling Practicum I
PSY 681	Counseling Practicum II
PSY 682	Counseling Practicum III

MENTAL HEALTH COUNSELING

Main Campus Model Course Sequence

The schedule below is presented as a model course sequence only. Enrollment in specific course/s during any semester may vary based on individual student schedules and needs as well as class availability.

1st Year

Fall		Credits
*PSY 502	Counseling Theories & Practice	3
*PSY 507	Research & Evaluation for Counselors	3
PSY 512	Human Growth & Development	3
*PSY 584	Diagnosis and Treatment of Adult Psychopathology	3
Winter		
*PSY 511	Foundations of Mental Health Counseling	3
PSY 570	Ethical, Legal, & Professional Issues for Counselors	3
PSY 582	Human Sexuality	3
*PSY 586	Diagnosis and Treatment of Child and Adolescent Psychopathology	3
Summer I		
*PSY 666	Case Conceptualization & Treatment Strategies	3
*PSY 635	Group Theory & Practice	3

2nd Year

Fall		
PSY 680	Counseling Practicum I	3
PSY 645	Couples & Family Counseling Strategies	3
PSY 660	Community Mental Health	3
PSY 669	Advanced Treatment Interventions	3
Winter		
PSY 681	Counseling Practicum II	3
PSY 612	Substance Abuse	3
PSY 608	Psychological Testing for Individual Evaluation	3
PSY 632	Social & Cultural Foundations of Counseling	3
Summer I		
PSY 681	Counseling Practicum III	3
PSY 631	Career and Lifestyle Assessment	3

Total Degree Credits60

*This course work, some of which have prerequisite requirements, must be completed prior to applying for practicum. Please refer to course descriptions for prerequisite requirements which are important to course sequencing. The minimum number of semesters required to complete course requirements is six if the above model course sequence is followed.

MENTAL HEALTH COUNSELING

Field-Based

Model Course Sequence—Fall Start-Up

The schedule below is presented as a model course sequence only. The scheduling of courses during any semester may vary.

1st Year

Fall Credits

*PSY 502	Counseling Theories & Practice	3
*PSY 584	Diagnosis & Treatment of Adult Psychopathology	3

Winter

*PSY 507	Research & Evaluation for Counselors	3
*PSY 511	Foundations of Mental Health Counseling	3

Summer I

*PSY 586	Diagnosis & Treatment of Child and Adolescent Psychopathology	3
PSY 512	Human Growth & Development	3

2nd Year

Fall

PSY 660	Community Mental Health	3
*PSY 666	Case Conceptualization & Treatment Strategies	3

Winter

*PSY 635	Group Theory & Practice	3
PSY 645	Couples & Family Counseling Strategies	3

Summer I

PSY 669	Advanced Treatment Interventions	3
PSY 570	Ethical, Legal, & Professional Issues for Counselors	3

3rd Year

Fall

PSY 680	Counseling Practicum I	3
PSY 631	Career & Lifestyle Assessment	3
PSY 612	Substance Abuse	3

Winter

PSY 681	Counseling Practicum II	3
PSY 632	Social & Cultural Foundations of Counseling	3
PSY 608	Psychological Testing for Individual Evaluation	3

Summer I

PSY 682	Counseling Practicum III	3
PSY 582	Human Sexuality	3

Total Degree Credits60

*This course work, some of which have prerequisite requirements, must be completed prior to applying for practicum. Please refer to course descriptions for prerequisite requirements which are important to course sequencing. The minimum number of semesters required to complete course requirements is nine.

MENTAL HEALTH COUNSELING

Field-Based

Model Course Sequence—Winter Start-Up

The schedule below is presented as a model course sequence only. The scheduling of courses during any semester may vary.

1st Year

Winter	Credits	
*PSY 502	Counseling Theories & Practice	3
*PSY 584	Diagnosis and Treatment of Adult Psychopathology	3
Summer I		
*PSY 507	Research and Evaluation for Counselors	3
*PSY 511	Foundations of Mental Health Counseling	3
Fall		
*PSY 586	Diagnosis and Treatment of Child and Adolescent Psychopathology	3
PSY 512	Human Growth and Development	3

2nd Year

Winter		
PSY 660	Community Mental Health	3
*PSY 666	Case Conceptualization & Treatment Strategies	3
Summer I		
*PSY 635	Group Theory & Practice	3
PSY 645	Couples & Family Counseling Strategies	3
Summer II		
PSY 669	Advanced Treatment Interventions	3
Fall		
PSY 680	Counseling Practicum I	3
PSY 570	Ethical, Legal & Professional Issues for Counselors	3
PSY 631	Career & Lifestyle Assessment	3

3rd Year

Winter		
PSY 681	Counseling Practicum II	3
PSY 612	Substance Abuse	3
PSY 632	Social and Cultural Foundations of Counseling	3
Summer I		
PSY 682	Counseling Practicum III	3
PSY 608	Psychological Testing for Individual Evaluation	3
PSY 582	Human Sexuality	3

Total Degree Credits60

*This course work, some of which have prerequisite requirements, must be completed prior to applying for practicum. Please refer to course descriptions for prerequisite requirements which are important to course sequencing. The minimum number of semesters required to complete course requirements is nine.

MENTAL HEALTH COUNSELING COURSE DESCRIPTIONS

PSY 502 Counseling Theories and Practice (3 credits)

This course surveys the field of counseling. It considers the various theories of counseling and issues in the practice of mental health counseling as well as the personality theories, which are the underpinnings of many counseling approaches.

PSY 507 Research and Evaluation for Counselors (3 credits)

This course seeks to prepare counselors to be informed consumers of research and evaluation. It covers basic statistics, basic research designs, and program evaluation. It provides experience in reading research and evaluation reports.

PSY 511 Foundations of Mental Health Counseling (3 credits)

This course is an overview of the field of mental health counseling. Students will address professional roles, functions, credentialing, and general ethics of mental health counselors. The major focus will be on the development of fundamental counseling skills, including listening, empathy training, and basic interviewing. Issues regarding the development of the therapeutic relationship, cultural diversity, and mental status assessment will be covered. **Prerequisite: PSY 502.**

PSY 512 Human Growth and Development (3 credits)

This course covers how developmental maturation and social learning shape personality, both in childhood and adulthood. Theory and research in social development and learning are covered in topics such as attachment, aggression, sexuality, morality and self-regulation, and self-concept.

PSY 570 Ethical, Legal, and Professional Issues for Counselors (3 credits)

This course covers standards for professional conduct in counseling. It considers ethical and legal decisions that counselors must make, such as scope of professional competence, confidentiality, duty to warn and protect, and value differences with clients. Case examples, current statutes, and counseling culturally diverse clients are discussed.

PSY 582 Human Sexuality (3 credits)

This course is an overview of the basics of sexual anatomy, physiology, and development. The student will acquire an understanding of human sexual response, concepts of sex therapies, and human sexual dysfunction. Also included are methods of contraception, sex and family planning, variations of sexual behavior, and the importance of the counselor in the role of the educator.

PSY 584 Diagnosis and Treatment of Adult Psychopathology (3 credits)

This course provides an introduction to the definition and study of abnormal or maladaptive behavior, including a broad range of psychopathology relevant to the adult and aged populations. Emphasis will be placed on a descriptive review of the major DSM-IV disorders, supplemented with theoretical considerations of etiology and treatment approaches.

PSY 586 Diagnosis and Treatment of Child and Adolescent Psychopathology (3 credits)

This course provides an introduction to the specific disorders and problematic psychological states manifested during childhood and adolescence. It will also provide an overview of currently used interventions with psychologically troubled youths.

PSY 608 Psychological Testing for Individual Evaluation (3 credits)

This course surveys frequently used tests of aptitude, interest, and personality. Test content, purpose, psychometric properties, administration, and scoring procedures are compared and evaluated. Issues of test use with culturally diverse populations are addressed. **Prerequisite: PSY 507.**

PSY 612 Substance Abuse (3 credits)

This course investigates the etiology of alcoholism and drug dependency. Attention is given to assessment and treatment in both individual and family therapy approaches. **Prerequisites:** PSY 502; PSY 511.

PSY 631 Career and Lifestyle Assessment (3 credits)

This course surveys the major theories of career choice, planning, and development as well as standardized methods of assessing vocational interests and aptitudes. Social, psychological, and economic factors influencing career choice are examined. Emphasis will be placed on individual and group career counseling skills.

PSY 632 Social and Cultural Foundations of Counseling (3 credits)

This course addresses cultural diversity and its implications for counseling. It considers the psychological impact of factors such as sex, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation, and physical disability. It explores common stereotypes and out-group prejudices and how to overcome them in counseling. Finally, it reviews counseling issues and strategies for diverse clients.

PSY 635 Group Theory and Practice (3 credits)

This course overviews various group theories and basic aspects of group therapy. Topics covered include group therapy as a laboratory for interpersonal learning, therapist facilitative techniques, group dynamics, the development and role of group cohesiveness, selection and composition of groups, and stages of group therapy. **Prerequisites:** PSY 502; PSY 511.

PSY 645 Couples and Family Counseling Strategies (3 credits)

This skills course surveys current approaches to couples and family counseling with an emphasis on a systemic conceptual model of family functioning and therapeutic intervention. It is designed to develop specific intervention competencies. **Prerequisites:** PSY 502; PSY 511; PSY 584 or consent of adviser.

PSY 660 Community Mental Health (3 credits)

The brief history of community psychology is reviewed with a focus on those events that led to the development of a "community point of view." The course also acquaints students with the various approaches (preventative model, consultative role, etc.) and techniques (needs assessment, program evaluation) used by community psychologists. Distinctions between traditional clinical interventions and community intervention are highlighted.

PSY 666 Case Conceptualization and Treatment Strategies (3 credits)

This course focuses on the processes of conceptualizing clinical cases from a variety of theoretical orientations and translating them into effective treatment strategies. Video and audiotape clinical interviews, case studies, and role-plays will be utilized to assist students in formulating hypotheses about client difficulties and developing appropriate clinical interventions, which address those difficulties. **Prerequisites:** PSY 502; PSY 511; PSY 584 or consent of adviser.

PSY 669 Advanced Treatment Interventions (3 credits)

This course will present advanced training in one or two major approaches to individual psychotherapy. Students will have the opportunity to explore in depth theoretical and technical applications of the approaches, issues related to the therapeutic alliance, goal-setting, and outcome evaluation. Videotaped presentations, role-playing, and case studies will be utilized. **Prerequisites:** PSY 502; PSY 511; PSY 584; PSY 666.

PSY 680 Counseling Practicum I (3 credits)

The student is required to spend a specified number of hours per week at a selected agency working under supervision with clients. During that time, the student is expected to increase his or her

competence in the areas of basic interviewing, assessment, and counseling skills. Furthermore, the student will be made more aware of the ethical, legal, and professional issues inherent in the counseling process. **Prerequisites:** PSY 502; PSY 507; PSY 511; PSY 584; PSY 586; PSY 635; PSY 666 with a grade of B or better.

PSY 681 Counseling Practicum II (3 credits)

This practicum is a continuation of Practicum I. The student will be expected to develop more advanced skills in interviewing, assessment, and intervention. Simultaneously, continued emphasis will be placed upon ethical, legal, and professional issues. **Prerequisite:** PSY 680 with a grade of B or better.

PSY 682 Counseling Practicum III (3 credits)

This practicum is a continuation of Practicum II. **Prerequisite:** PSY 681 with a grade of B or better.

Mental Health Counseling Practicum

Practicum is conceived to be that phase of the Master's in Mental Health Counseling Program in which a counselor-trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor to function effectively in a future employment situation. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the Mental Health Counseling Program.

Three consecutive semesters of practicum are required to afford students the opportunity of working with a variety of client populations over time. **Some students may need to take a leave of absence from their employment or reduce their workload during this portion of the program.**

For main campus students, each practicum in the fall and winter terms spans a full 15-week semester. The student will spend a minimum of 150 hours (10 hrs/week) in a community agency setting and participate in a three-hour weekly practicum seminar class. Main campus practicums scheduled during summer term I will span 12 weeks and require a minimum of 12.5 hrs/week on site. **If an agency where an individual would like to complete practicum does not appear on the main campus approved list, the associate director of clinical training must be contacted at least three months prior to any semester, so that the possibility of arranging a new placement can be determined.** The seminar class schedule will be announced prior to the start of each semester.

For field-based students, practicum schedules are a departure from the weekend format. Each practicum spans approximately a 15-week period. The student will spend a minimum of 150 hours (10 hrs/week) in a community agency setting and participate in practicum seminars, **which may be held on evenings during the week.** Specific details on practicum are provided to students at the appropriate time in their program or upon request. In the field-based format, practicums are scheduled only once during the curriculum for each cluster, and typically after a minimum of 10 courses have been scheduled. Currently, Practicum I is scheduled to begin in the fall semester, with Practicum II following in the winter semester and Practicum III following in the summer semester. Each site has a local practicum coordinator who assists in all arrangements for site placements. **Please be advised that during practicums, students may also be enrolled in regularly scheduled weekend classes.**

Further practicum instructions will be provided to students prior to practicum registration.

Those students wishing to fulfill State of Florida requirements for licensure (effective January 1, 2001) may elect the option to fulfill the additional required practicum hours (total 1000 hours) as required by Chapter 491, Florida Statutes. Students should meet with an academic adviser to discuss this option.

Mental Health Counseling Practicum Prerequisites

To be eligible for PSY 680 - Counseling Practicum I, students must have been matriculated and must have successfully completed a minimum of 21 semester hours which includes the following course work:

1. PSY 502 Counseling Theories and Practice
2. PSY 507 Research and Evaluation for Counselors
3. PSY 511 Foundations of Mental Health Counseling
4. PSY 584 Diagnosis and Treatment of Adult Psychopathology
5. PSY 586 Diagnosis and Treatment of Child and Adolescent Psychopathology
6. PSY 635 Group Theory & Practice
7. PSY 666 Case Conceptualization & Treatment Strategies*

***Must be completed with a grade of B or better.**

The student must file an application for practicum and receive approval prior to registering for a practicum.

STATE OF FLORIDA LICENSURE FOR MENTAL HEALTH COUNSELORS

Students interested in licensure should request in writing a copy of licensure requirements from the:

Department of Health
Board of Clinical Social Work, Marriage and Family Therapy,
and Mental Health Counseling
Medical Quality Assurance
4052 Bald Cypress Way
Bin # C08
Tallahassee, Florida 32399-3258
(850) 245-4474
Or visit their Web site at: www.doh.state.fl.us/mqa

Individual eligibility should be verified periodically through careful review of the state licensure regulations, which are subject to change.

SCHOOL GUIDANCE AND COUNSELING

Master's Degree Curriculum Forty-Six (46) Semester Hours

Required Courses

CGPY 502	Counseling Theories and Techniques
CGPY 507	Research and Evaluation for School Counselors
CGPY 510	Career Development
CGPY 512	Learning & Human Development
CGPY 515	Principles of Counseling & Guidance
CGPY 550	Contemporary Clinical Interventions
CGPY 575	Ethical, Legal, & Professional Issues for School Counselors
CGPY 585	Psychology of Exceptional & At-Risk Children
CGPY 595	Application of Technology in School Guidance and Counseling
CGPY 608	Appraisal & Evaluation in School Counseling
CGPY 630	Counseling the Culturally Different Student
CGPY 636	Group Counseling
CGPY 665	School Consultation Skills
CGPY 685	School Guidance Pre-Practicum Seminar
CGPY 688	Practicum: School Guidance
CGPY 689	Practicum: School Guidance

SCHOOL GUIDANCE AND COUNSELING

Field-Based

Model Course Sequence—Fall Start-Up

The schedule below is presented as a **model course sequence only**. The scheduling of courses during any semester may vary.

1st Year

Fall Credits

*CGPY 502	Counseling Theories and Techniques	3
*CGPY 512	Learning & Human Development	3

Winter

*CGPY 515	Principles of Counseling & Guidance	3
CGPY 507	Research & Evaluation for School Counselors	3

Summer

*CGPY 636	Group Counseling	3
*CGPY 575	Ethical, Legal, & Professional Issues for School Counselors	3

2nd Year

Fall

*CGPY 665	School Consultation Skills	3
CGPY 510	Career Development	3

Winter

*CGPY 550	Contemporary Clinical Interventions	3
CGPY 585	Psychology of Exceptional & At-Risk Children	3
*CGPY 685	School Guidance Pre-Practicum Seminar	2

Summer

CGPY 630	Counseling the Culturally Different Student	3
*CGPY 595	Application of Technology in School Guidance & Counseling	2

3rd Year

Fall

CGPY 688	Practicum: School Guidance	3
CGPY 608	Appraisal & Evaluation in School Counseling	3

Winter

CGPY 689	Practicum: School Guidance	3
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Total Degree Credits46

*This course work, some of which have prerequisite requirements, must be completed prior to applying for practicum. Please refer to course descriptions for prerequisite requirements which are important to course sequencing. The minimum number of semesters required to complete course requirements is eight.

**This hands on course will be offered only on the main campus, in Ft. Lauderdale during July/August format. Student may access during any summer when available.

SCHOOL GUIDANCE AND COUNSELING

Field-Based

Model Course Sequence—Winter Start-Up

The schedule below is presented as a model course sequence only. The scheduling of courses during any semester may vary.

1st Year

Winter	Credits	
*CGPY 502	Counseling Theories and Techniques	3
*CGPY 512	Learning & Human Development	3
Summer		
*CGPY 515	Principles of Counseling & Guidance	3
CGPY 507	Research & Evaluation for School Counselors	3
Fall		
*CGPY 636	Group Counseling	3
*CGPY 575	Ethical, Legal, & Professional Issues for School Counselors	3

2nd Year

Winter		
*CGPY 665	School Consultation Skills	3
CGPY 510	Career Development	3
*CGPY 685	School Guidance Pre-Practicum Seminar	2
Summer		
*CGPY 550	Contemporary Clinical Interventions	3
CGPY 585	Psychology of Exceptional & At-Risk Children	3
**CGPY 595	Application of Technology in School Guidance & Counseling	2
Fall		
CGPY 688	Practicum: School Guidance	3
CGPY 630	Counseling the Culturally Different Student	3
CGPY 608	Appraisal & Evaluation in School Counseling	3

3rd Year

Winter		
CGPY 689	Practicum: School Guidance	3

Total Degree Credits46

*This course work, some of which have prerequisite requirements, must be completed prior to applying for practicum. Please refer to course descriptions for prerequisite requirements which are important to course sequencing. The minimum number of semesters required to complete course requirements is seven.

**This hands on course will be offered only on the main campus, in Ft. Lauderdale during July/August format. Student may access during any summer when available.

SCHOOL GUIDANCE AND COUNSELING COURSE DESCRIPTIONS

CGPY 502 Counseling Theories and Techniques (3 credits)

This course surveys the field of counseling. It considers the various theories of counseling and issues of counseling in school settings and focuses on the development of school counseling skills including basic interviewing and other assessment skills, with an emphasis on therapeutic listening skills. Stress will also be placed upon the acquisition of skills related to empathy, the counselor-counselee relationship, and the establishment of a therapeutic alliance in the context of cultural diversity. Teaching methods will include modeling and role-playing, along with didactic presentations and readings.

CGPY 507 Research and Evaluation for School Counselors (3 credits)

This course seeks to prepare school counselors to be informed consumers of research and evaluation within educational settings. It covers basic statistics, research designs, and program evaluation. In addition, it reviews procedures of accountability for guidance departments.

CGPY 510 Career Development (3 credits)

Theories of occupational choice, career development, and social mobility are reviewed within the context of national, state, or regional economic development. Occupational information is considered from the point of view of the individual, as well as from the standpoint of manpower needs for industrial and economic development.

CGPY 512 Learning and Human Development (3 credits)

This course covers how developmental maturation and social learning shape personality, both in childhood and adulthood. Theory and research in social development and learning are covered in topics such as attachment, aggression, sexuality, morality and self-regulation, and self-concept. Applications to the school setting are examined.

CGPY 515 Principles of Counseling and Guidance (3 credits)

This course covers the philosophy, functions, management, and operation of a counseling and guidance program in elementary and secondary schools.

CGPY 550 Contemporary Clinical Interventions (3 credits)

This course focuses on an understanding of critical psychological issues when dealing with children, adolescents and adults in school settings. Topics covered include substance abuse, suicide, violence, divorce, HIV/AIDS, and other contemporary clinical issues. Primary and secondary prevention strategies will be examined for suitable school-based interventions. **Prerequisite:** CGPY 502

CGPY 575 Ethical, Legal, and Professional Issues for School Counselors (3 credits)

This course covers standards for professional conduct in school counseling. It considers ethical and legal decisions that school counselors must make, such as scope of professional competence, confidentiality, legal rights of students, duty to warn and protect, and value differences with students. Case examples, current regulations, and standards on utilizing assessment data and issues in counseling culturally diverse students are discussed.

CGPY 585 Psychology of Exceptional and At-Risk Children (3 credits)

This course covers the etiology and characteristics of exceptionalities and children at risk for underachievement and dropping out. Also covered is the role of the guidance counselor in identifying such problems, drawing on available resources, and making appropriate referrals.

CGPY 595 Application of Technology in School Guidance and Counseling (2 credits)

This course focuses on the application of computer-based technology in education with particular emphasis on school guidance functions. Strategies to enhance curriculum effectiveness, improving the learning environment, and improving guidance delivery services will be stressed.

CGPY 608 Appraisal and Evaluation in School Counseling (3 credits)

This course covers basic measurement concepts, test content and purpose, psychometric properties, administration, and scoring procedures. Frequently used tests of aptitude, interest, and personality are reviewed. Issues involved with standardized and nonstandardized assessment of achievement, educational diagnostic tests and vocational interest tests are examined from school guidance perspectives. Issues of test use with culturally diverse populations are addressed. **Prerequisite:** CGPY 507

CGPY 630 Counseling the Culturally Different Student (3 credits)

This course covers issues involved in the assessment and placement of minority students and overviews issues in the selection of techniques for counseling. An essential goal is to affect the awareness, knowledge base, and application of techniques. Methods used include group interaction, self-disclosure, in-depth examination of attitudes and prejudices, case studies, and role-playing.

CGPY 636 Group Counseling (3 credits)

This course overviews various group theories and basic aspects of group process. Topics covered include group counseling as a laboratory for interpersonal learning, counselors' facilitative techniques, group dynamics, the development and role of group cohesiveness, selection and composition of groups, and stages of group counseling. **Prerequisite:** CGPY 502

CGPY 665 School Consultation Skills (3 credits)

This course focuses on developing specific techniques in consultation. It integrates the various aspects of a school guidance program with particular reference to problem solving and the utilization of available data. Case examples specific to the school setting are discussed, and opportunities for skill development are provided through role-playing.

CGPY 685 School Guidance Pre-Practicum Seminar (2 credits)

This course provides exposure to school and community professionals and requires an in-school pre-practicum experience.

CGPY 688 & 689 Practicum: School Guidance (6 credits)

Supervised guidance practicum in an elementary, middle, or secondary school setting. **Prerequisites:** CGPY 502; CGPY 512; CGPY 515; CGPY 550; CGPY 575; CGPY 636; CGPY 665; CGPY 685; and consent of adviser.

School Guidance and Counseling Practicum

Practicum is conceived to be that phase of the Master's in School Guidance and Counseling Program in which a counselor-trainee is able to crystallize his or her educational experiences by translating theoretical constructs into practice. This type of supervised practice in counseling is generally viewed as an experience that assists the prospective counselor to function effectively in a future employment situation. It serves as a bridge between the theoretical and the real. It is the first opportunity for the counselor-trainee to apply what he or she has learned from the more didactic portion of the School Guidance and Counseling Program.

Practicum responsibilities may include individual and small-group counseling, classroom guidance presentations, consultation, teacher in-service, parent conferencing, individual and large group testing, involvement in the exceptional student education process, and other experiences relevant to the practicum setting. **Students employed by the school system will be required to obtain permission from their principal or designated school official for release time to pursue their practicum. Students may be required to take a leave of absence or make other necessary arrangements to fulfill this requirement. Please be advised that waiver of the practicum experience for any reason will not be permitted.**

For field-based students, the practicum schedule is a departure from the weekend format. The practicum experience typically begins in the fall semester. In addition to the in-school work, the student will participate in a biweekly two-hour seminar class. **Seminars may be held on evenings during the week.** Specific details on the practicums are provided to students at the appropriate time in their program or upon request. In the field-based format, practicum is scheduled only once during the curriculum, typically after a minimum of 10-12 weekend courses have been scheduled. The site has a local practicum coordinator who assists in all arrangements for school placements. **Please be advised that during practicum, students may also be enrolled in regularly scheduled weekend classes.**

The six semester hours of practicum afford students an opportunity to work with a variety of students, parents or teachers over time. Students may select from the following two scheduling options to fulfill the six semester hours of practicum experience:

1. Completion of two fifteen-week semesters of practicum. The student will be required to complete a minimum of 10 hours per week in a school setting.
2. Completion of one fifteen-week semester of practicum. The student will be required to complete a minimum of 30 hours per week in a school setting.

School Guidance and Counseling Practicum Prerequisites

To be eligible for practicum, students must have been matriculated and must have successfully completed the following course work:

1. CGPY 502 Counseling Theories and Techniques
2. CGPY 512 Learning & Human Development
3. CGPY 515 Principles of Counseling & Guidance
4. CGPY 550 Contemporary Clinical Interventions
5. CGPY 575 Ethical, Legal, & Professional Issues for School Counselors
6. CGPY 636 Group Counseling
7. CGPY 665 School Consultation Skills
8. CGPY 685 School Guidance Pre-Practicum Seminar

The student must file an application for practicum and receive approval prior to registering for practicum.

STATE OF FLORIDA CERTIFICATION IN GUIDANCE AND COUNSELING

For state of Florida certification in Guidance and Counseling (Pre-k through 12), course work in the Master's Program in School Guidance and Counseling is approved by the Florida Department of Education under Plan 2, Rule 6A-4.0181, *Florida Statutes* (course by course basis). Students are responsible for verifying requirements for certification in guidance and counseling with their local school board certification office or with the Department of Education. State of Florida approval for certification does not necessarily apply to certification requirements in other states. Certification requirements are subject to change.

SCHOOL GUIDANCE AND COUNSELING- CERTIFICATION/ENDORSEMENT OPTION

Those teachers/educators that have an eligible master's degree in an area other than school guidance and counseling, and hold a current Florida teaching certificate or Nevada teaching license, may apply for admission as a "special (non-degree) student" for the purpose of taking those courses in the master's program in school guidance and counseling curriculum that meet the requirements for Florida certification as a guidance counselor under Plan 2, Rule 6A-4.0181, *Florida Statutes* (course by course basis) or state of Nevada school counselor endorsement.

For Florida Certification, the ten courses/content areas are as follows:

- CGPY 502 Counseling Theories and Techniques
- CGPY 510 Career Development
- CGPY 512 Learning & Human Development
- CGPY 515 Principles of Counseling & Guidance
- CGPY 575 Ethical, Legal, & Professional Issues for School Counselors
- CGPY 608 Appraisal & Evaluation in School Counseling
- CGPY 630 Counseling the Culturally Different Student
- CGPY 636 Group Counseling
- CGPY 665 School Consultation Skills
- CGPY 688 Practicum: School Guidance

For Nevada endorsement, the completion of 36 graduate credits, including courses in each of the following areas of study are required: (1) the process of individual counseling; (2) the process of group counseling; (3) individual and group assessment; (4) the structuring and management of comprehensive programs for guidance and counseling; (5) developmental group guidance; (6) child and family guidance; (7) counseling on the abuse of controlled substances; (8) developing careers and choosing occupations; (9) a practicum, provided at the appropriate grade level in the setting of a school, for individual counseling; and (10) any two of the following: (I) crisis intervention; (II) exceptional children; (III) counseling persons from different cultures; (IV) advanced human growth and development; (V) educational research.

Persons interested in this option should indicate so on the application form and provide a copy of their current Florida teaching certificate or Nevada teaching license as part of the supporting documentation in their application. **State certification requirements are subject to change.**

Professional Liability Insurance

All master's students entering practicum will be required to carry professional liability insurance coverage provided through the university. Students are required to enroll in the plan at the time of registration.

The center/student professional liability insurance policy provides coverage while the student is attending Nova Southeastern University and while he or she is functioning in approved center activities. This policy does not provide coverage for non-approved or non-center related activities.

The term during which practicums are to be scheduled is determined by the Center for Psychological Studies in accordance with the program schedule. The administrators of the Master's Programs in Mental Health Counseling and School Guidance and Counseling will approve the student's readiness for practicum and will provide the student a list of approved practicum sites.

Comprehensive Final Examination

Students will be required to pass a final written comprehensive examination. In order to be eligible to sit for the examination, students, at minimum, must be enrolled in the last semester of their program. Students are responsible for verifying their eligibility. Information concerning exam format and content will be provided to students at the appropriate time in their curriculum.

III. ACADEMIC REGULATIONS AND INFORMATION

CALENDAR AND CLASSES

Academic Year

The academic year for main campus students is divided into two semesters. Additionally, there are one or two summer semesters, equivalent to the regular semester in contact hours, but shortened in length. Registration in summer session is optional. Course work in the field-based master's programs is scheduled year round.

Students are expected to register for classes at the designated time and place and in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section below on Student Enrollment).

Attendance

Students are expected to attend all scheduled learning activities including classes, lectures, and seminars. Anticipated absences should be cleared in advance with the instructor. Excessive absences may result in a lower grade at the instructor's discretion or may necessitate a withdrawal from the course.

Religious Holidays

It is the policy of the university to excuse, without penalty, absences due to religious observances and to allow the make-up of work missed. Special required out-of-class activities are ordinarily not scheduled on days of religious observances. The university is closed on many commonly observed religious holidays.

STUDENT ENROLLMENT

All degree-seeking students are considered full-time students when they register for two or more courses per semester, excluding the main campus summer semester. This requirement is independent of the number of transfer credits the student may receive.

In order to maintain an active student status, all students are to be in continuous registration until they receive their degree unless prior approval is received from the Master's Program Office. **Failure to remain in continuous registration will be considered formal withdrawal from the program. Students who do not complete courses for two consecutive semesters will be considered not in continuous enrollment and will be reviewed by the program office.**

Full-Time Status

Students are considered to be full-time if they complete six credit hours each semester. A student on financial aid considering completing less than the scheduled credit hours in any given semester should discuss this with the Master's Program Office and the Office of Student Financial Planning prior to the time of registration. **It is the responsibility of the student to seek advisement of options available for completing the Master's Program.**

Leave of Absence

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the Master's Program Office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior

to registration for each semester. Time spent on an approved leave of absence is not charged against the five-year time limit.

Students who interrupt their studies without a leave of absence or register in absentia will be assumed to have terminated their studies. Such students must make formal application for readmission if they wish to continue the program at a later date.

Time Limits

Students must complete their program within five years from the date of first enrollment. This means that students are expected to graduate with the master's degree within this time period. In the event that a matriculated student who has been in continuous enrollment does not complete all requirements within the five-year time limit, he or she must enroll in the Master's Program and:

1. Maintain full-time status (minimum six credits per semester, excluding summer sessions).
2. Complete remaining degree requirements, which will include any course, work that is more than five years old.

In order to remain an active and matriculated student, registration is required in every semester, excluding summer sessions, until the completion of degree requirements unless a leave of absence has been granted. **Failure to remain in continuous registration will be deemed the student's formal withdrawal from the program.** All other program, center, and university requirements will be in effect.

Failure to Register

Students who fail to register for a regular semester without a leave of absence are considered to have withdrawn from their program. Such students must make formal application and go through the entire admission process if they wish to reenter the program at a later date.

MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

Mental Health Counseling Program

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after completion of the designated four courses (12 credits) which must be completed within the first six courses (18 credits) or two semesters for which the student is enrolled.

These four designated courses require demonstration of written, quantitative, and interpersonal skills, as well as overall professional functioning. The designated four courses for matriculation are:

1. PSY 502 Counseling Theories and Practice
2. PSY 511 Foundations of Mental Health Counseling
3. PSY 507 Research and Evaluation for Counselors
4. PSY 584 Diagnosis and Treatment of Adult Psychopathology or
5. PSY 586 Diagnosis and Treatment of Child and Adolescent Psychopathology

During the formal review for matriculation, students' academic performance in the four designated courses listed above will be examined. Students need a grade point average of 3.0 or above in the four designated courses to be matriculated. **Students who receive two grades below a B or a grade of F in any of the four designated courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a second grade below B or a grade of F, the student will automatically be withdrawn from graduate study. Under no circumstances will students who achieve a grade point average of 2.5 or below in the four designated courses be permitted to take graduate level courses in a Center for Psychological Studies Program.

Students with a grade point average greater than 2.5 but less than 3.0 for the four designated courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

School Guidance and Counseling Program

Students are admitted into graduate study at the master's level and are reviewed for degree candidacy (matriculation) after the completion of the first four courses (12 credits) for which the student is enrolled.

During the formal review for matriculation, students' academic performance and professional functioning in the first four courses will be examined. Students need a grade point average of 3.0 or above in the first four courses to be matriculated. **Students with a grade of F in any one of the first four courses will not be matriculated and will be withdrawn from graduate study.**

Prior to the formal matriculation review, should a student receive a grade of F, the student will automatically be withdrawn from graduate study. Under no circumstances will students who achieve a grade point average of 2.5 or below in the first four courses be permitted to take graduate level courses in a Center for Psychological Studies Program.

Students with a grade point average greater than 2.5 but less than 3.0 for the first four courses will be maintained in a non-matriculated status. No more than four additional courses may be taken without achieving an overall grade point average of 3.0.

ADVISING

The center offers academic advisement to students. A staff of qualified advisers in the program office is assigned to students from the beginning of their studies. Advisers are accessible to students to assist with course planning and selections, appraisal of their academic standing, review of university policies and procedures, respond to individual circumstances, etc. A formal orientation program will be available to all students to familiarize them with the academic program and requirements, registration procedures, library information, student rights and responsibilities, etc.

Advisement about specific course content, etc. is available from the faculty and individual general advisement is offered through the main campus program office. Students may meet with an adviser regularly during registration or at any time upon request.

All matters pertaining to a student's record, scheduling of classes, leaves of absence, class absences, etc. should be directed to the program administration on the main campus in Fort Lauderdale.

ACADEMIC STANDING (FOLLOWING MATRICULATION)

The grading policy for all graduate programs in the Center for Psychological Studies requires students to maintain a minimum cumulative grade point average of 3.0. In addition, other minimum requirements are in existence. Failure to meet these requirements will result either in academic probation or dismissal as detailed below.

Probation

Academic probation will occur automatically when any of the following conditions exist:

1. The cumulative grade point average falls below 3.0.
2. A grade of F is received.
3. Three concurrent incompletes (I) appear on the transcript.

The student, the Master's Program Office, the dean of the Center for Psychological Studies, and the Office of Student Financial Planning will be notified in writing of the student's probationary status. A student is allowed one year (two full semesters, excluding summer sessions and leaves of absence) to remove probationary status.

Dismissal

Automatic dismissal from any graduate program in the Center for Psychological Studies will occur when any of the following conditions exist:

1. Academic probation extends beyond one year.
2. More than 2 grades below B are received.
3. Two grades of F are received.

REMEDIATION POLICY

A student receiving a grade of F in any course must repeat and successfully complete the course within one year (two full semesters, excluding summer sessions and leaves of absence). Both grades shall remain on the student's record and shall count toward an accumulation of below B grades; however, only the higher of the two grades will be counted toward the student's grade point average.

A grade lower than B in the following courses: PSY 666 Case Conceptualization and Treatment Strategies, PSY 680 Counseling Practicum I, PSY 681 Counseling Practicum II, and PSY 682 Counseling Practicum III, reflects inadequate performance and does not satisfy curriculum requirements. The student must repeat the course and a minimum grade of B must be achieved. Both grades shall remain on the student's record and shall count toward an accumulation of below B grades; however, only the higher of the two grades will be counted toward the student's grade point average.

READMISSION

Students dismissed from the program may petition for readmission after one academic year. Such students will have their records examined by the Master's Program Office. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses within the past five years with grades of B or that are equivalent will be applied toward the master's degree.

REGISTRATION

All enrolled students are expected to be in continuous enrollment every semester until they receive their degree (see section on Student Enrollment). Arrangement with the comptroller regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance.

Main Campus Policies and Procedures

Students register directly on the university system: <http://webstar.nova.edu>. Personal Identification Numbers (PIN), used as a password to gain entry into the system, are assigned at the beginning of a student's enrollment. Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Field-Based Policies and Procedures

Students register directly on the university system: <http://webstar.nova.edu>. Personal Identification Numbers (PIN) used as a password to gain entry into the system, are assigned at the beginning of a student's enrollment. Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Priority for registration in a specific course at a field-based site is given to individuals admitted as degree-seeking students at that site. When space permits, main campus and special students will be allowed to register for field-based courses through the program office.

Payment of Tuition and Fees

Arrangement with the Comptroller regarding payment of tuition and fees is part of the registration process and **registration is a prerequisite to class attendance**. Students who register late will be assessed a \$30 late registration fee. The academic calendar stipulates the last day for completing late registration.

Tuition and Fees

Master's tuition for 2001–2002 will be charged at the rate of \$450 per credit hour. **Students should anticipate an annual review of fees by the university and possible increases.** Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Once a loan check is disbursed, students will be responsible for making all appropriate payments.

Tuition	\$450 per credit hour
Application Fee	\$ 50 (non-refundable)
Registration Fee	\$ 25 per semester
Late Registration Penalty	\$ 30 per semester
Textbooks	\$ 80–200 per course (approximate cost)
Professional Liability Insurance	\$ 6 per semester of practicum
Student Government Association	\$ 10 per semester (fall and winter, main campus students only)
Comprehensive Final Examination	no fee
Application for Degree Fee	\$ 75
Transcript Fee	\$ 5 per transcript

Some courses may require additional fees for laboratory and/or equipment (e.g. calculator, testing materials) and supplemental course materials. Students are provided NSU Unix computer accounts at no charge. Students may need to make arrangements for Internet access and pay the corresponding fee.

*** Please note that all above fees are subject to change without notice.**

Refund Policy

Students have three working days from the date of signing an enrollment contract or financial agreement with the university to cancel the contract and receive a full refund of any tuition fees paid. Furthermore, a student shall receive a full refund of tuition fees paid by the student **prior** to the commencement of instruction if the student submits a written request to the institution within three working days of the payment. Refund schedules for tuition fees after the commencement of instruction may be found in the appropriate center or program catalogs.

Fees other than tuition are not refundable. Students who wish a tuition refund must notify the program office in writing of their request and their reason for withdrawal. Unless written notification is on file, students are assumed to be active participants and are responsible for tuition payments.

Main Campus Refund Schedule

The following schedule applies to refunds for each main campus semester class:

Fall Semester

For 100% refund:	drop by Thursday, August 30, 2001
For 80% refund:	drop by Thursday, September 13, 2001
For 60% refund:	drop by Thursday, September 20, 2001
For 40% refund:	drop by Wednesday, September 26, 2001
For 20% refund:	drop by Thursday, October 4, 2001

Winter Semester

For 100% refund:	drop by Monday, January 7, 2002
For 80% refund:	drop by Friday, January 18, 2002
For 60% refund:	drop by Friday, January 25, 2002
For 40% refund:	drop by Friday, February 1, 2002
For 20% refund:	drop by Friday, February 8, 2002

Summer Session I

For 100% refund:	drop by Wednesday, May 1, 2002
For 75% refund:	drop by Tuesday, May 7, 2002
For 50% refund:	drop by Tuesday, May 14, 2002
For 25% refund:	drop by Friday, May 17, 2002

Summer Session II

For 100% refund:	drop by Monday, June 24, 2002
For 75% refund:	drop by Monday, July 1, 2002
For 50% refund:	drop by Monday, July 8, 2002
For 25% refund:	drop by Friday, July 12, 2002

The following schedule applies to payments for each Main Campus intensive weekend class:

For 100% refund:	withdrawal prior to the first weekend of class
For 50% refund:	withdrawal prior to the second weekend of class

Call the program office and/or notify the instructor concerning unanticipated withdrawals (e.g., sudden illness) or class absences. For advisement on withdrawals and refunds, contact the program office.

Field-Based Refund Schedule

The following schedule applies to payments for each field-based class:

For 100% refund:	withdrawal prior to the first weekend of class
For 50% refund:	withdrawal prior to the second weekend of class

Call the program office and/or notify the instructor concerning unanticipated withdrawals (e.g., sudden illness) or class absences. For advisement on withdrawals and refunds, contact the program office in Fort Lauderdale.

Drop/Add

The academic calendar outlines the dates and refund schedule for courses dropped or added. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript.

Withdrawal From A Course

Main Campus

When the student withdraws from a course prior to the first class, the course is deleted from the student's record. A *W* grade is assigned when a student withdraws from a course after the "last day to drop courses" indicated in the academic calendar and prior to the 11th scheduled class. After the start of the 11th scheduled class, the student will be assigned a grade of *F*.

Field-Based

When a student withdraws from a course prior to the first weekend, the course is deleted from the student's record. A *W* grade is assigned when a student officially withdraws from a course after the first weekend of class but prior to the second weekend of class. Failure to report your withdrawal from a class prior to the second weekend will result in a grade of *F*.

Auditing a Course

Under special circumstances and with permission of the instructor and program administration, students will be permitted to audit a course. Space in the class must be available. Fees for auditing will be charged at one half the rate of regular tuition. No credit is given, but courses will appear on the transcript as "audit."

Transfer of Credit

Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the Master's Program Office. Sufficient documentation should be presented to allow for evaluation by the Office of Academic Affairs, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may include syllabi, course notes, or other material as requested.

The number of transfer credits that will be credited towards graduation is six. Transfer of credits will be awarded when the course being evaluated meets all of the following criteria:

1. It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed or an APA professional school. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five years prior to the student's first enrollment in the program; and
4. A grade of *B* or higher was received. A grade of *P* (Pass) or *CR* (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

It will be the responsibility of the student to satisfactorily demonstrate the equivalence of the course(s) proposed in order for credits to be awarded. Course work submitted from a foreign institution will be evaluated for equivalency in accordance with accreditation standards.

Courses completed at other institutions after the student has enrolled in the Master's Program will be considered only if there has been prior approval by the Office of Academic Affairs. Typically, such transfer credit is granted only under special circumstances. Transfer credits are not taken into account when computing the student's grade point average.

No transfer credit may be applied to practicums or for portfolio-based experiential learning.

Federal Regulations require that veteran students **MUST** report all prior credit and training, and that the school **MUST** evaluate such and grant credit as appropriate, with training time and tuition reduced proportionately and with the VA and student so notified.

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

IT IS THE STUDENT'S RESPONSIBILITY TO VERIFY WITH THE STATE OF FLORIDA OR STATE OF NEVADA (LAS VEGAS), DEPARTMENT OF EDUCATION, THAT COURSES TRANSFERRED ARE APPLICABLE TOWARD THE EDUCATIONAL REQUIREMENTS FOR FLORIDA CERTIFICATION IN SCHOOL GUIDANCE AND COUNSELING (PK-12) OR NEVADA SCHOOL COUNSELOR ENDORSEMENT.

GRADING POLICY

The following policies apply to all academic programs in the Center for Psychological Studies. All degree programs in the Center for Psychological Studies assign grades to course work according to the following system:

Grade	Achievement Rating	Quality Points
A	Excellent	4
B	Satisfactory	3
C	Marginal Pass	2
F	Failure	0
P	Pass	—
I	Incomplete	—
W	Withdraw	—

In all courses, a grade of A, B, C, or F will be assigned based upon the individual instructor's assessment and evaluation of the student's work.

Prior to the first class session, dropped courses will be deleted from the student's record. A W grade is assigned when a student withdraws from a course *after* the "last day to drop courses," indicated in the academic calendar and *prior* to the 11th scheduled class. A grade of W will appear on the student's official transcript. Students who stop attending class but who fail to officially withdraw prior to the 11th scheduled class (main campus) or start of the final weekend of class (field-based or main campus), will be subject to grading as described in the course syllabus.

An I (incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An I grade is not assigned by faculty when students fail to complete the course requirements.

A student must request an incomplete from the instructor. If the instructor approves an incomplete, a contract form is signed by the instructor and the student and submitted to the Master's Program Office. The contract must specify the following:

1. The requirements to be completed by the student to remove the incomplete.
2. The time period within which the student must satisfy the incomplete, not to exceed 10 weeks from the end of the semester.
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work completed.

A student will not be permitted to register for a sequential course when a grade of I (incomplete) or F (failure) has been received in a prerequisite course.

Core Performance Standards for Admission and Progress

The standards required for admission keep in mind the safety and well being of clients whom its graduates will eventually serve in clinical situations. Candidates for the degree must possess with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; and intrapersonal, communication, behavioral, and personal attributes including empathy, emotional self-awareness, and emotional maturity.

EVALUATION OF MASTER'S STUDENTS

Each student is evaluated on an ongoing basis while enrolled in the program, including during the practicum experience. In addition to course evaluations, matriculation and evaluation of readiness for practicum is coordinated by the Master's Program Office. The purpose of evaluation is to provide students with relevant feedback concerning their performance and to serve as a screening process in order to ensure high standards for the profession. Relevant information including practicum evaluations is coordinated through the program administration.

If, for any reason, a faculty member has reason to question the satisfactory progress of any student in the program, he/she will discuss the problem with the student. If the problem persists, the faculty member may bring the issue to the attention of the program administration and the Center for Psychological Studies faculty. Appropriate faculty will be asked for additional review and comment.

While it is difficult to operationally define all characteristics associated with quality professionalism, students and faculty have targeted several observable behavioral categories that they consider to be an integral and necessary part of professional functioning. These broad areas include the following:

1. Academic Achievement
 - a. Academic standing as discussed in this handbook.
 - b. Ability to communicate orally and in writing.
 - c. Management of practicum experiences.
2. Responsible Behavior
 - a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with clients, etc.).

- b. Accepts responsibility for own work.
 - c. Carries through and completes tasks.
 - d. Seeks needed guidance from appropriate sources.
3. Ethical Behavior
- a. Abides by the ethical standards of the profession as delineated in the American Counseling Association Publication, *Ethical Standards*.
 - b. Abides by university requirements as outlined in this handbook and in other published university and center documents.
4. Intrapersonal Behavior
- a. Displays mature and appropriate behavior.
 - b. Demonstrates ability to function independently.
 - c. Exhibits usual and customary judgment and discretion in both student and professional activities.
 - d. Presents a generally respectful and non-hostile attitude.
 - e. Participates in activities that are pursuant to professional development.
 - f. Develops intrinsic criteria to evaluate own performance.
5. Interpersonal Behavior
- a. Cooperative with and respectful of others.
 - b. Ability to give, accept, and utilize constructive criticism.
 - c. Develops and maintains positive relationships with peers and faculty.
 - d. Develops satisfactory working relationships with supervisors and advisers.

PROFESSIONAL STANDING COMMITTEE

The Professional Standing Committee of the Center for Psychological Studies is appointed by the dean of the center and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, a student representative and other members as appointed by the dean.

The committee may be asked to review alleged violations of the university Student Code of Conduct, including academic standards and ethical standards of the field. In addition, the committee may conduct reviews concerning emotional, behavioral problems serious enough to suggest interference with professional functioning, academic performance, or performance in a clinical practicum or internship setting.

The purpose of the committee's review and recommendations are not limited to disciplinary actions; but may encompass efforts to remediate a deficiency or problems so that the student can continue their education and function competently as a professional. committee activities are designed to insure a process by which all relevant facts can be determined, including providing the student with full opportunity to present important information. Actions the committee may recommend to the dean could include, but are not limited to, remediation, referral, warning or sanctions up to suspension or termination.

In instances of complaints regarding violations of Student Conduct and Academic Responsibility, the dean may charge the committee with conducting a formal investigation into the facts pertaining to allegations of misconduct. In such cases the committee will adhere to professional standing committee guidelines that ensure a timely and complete review of the facts. The process will insure that the student and involved parties have the opportunity to present relevant information.

DEGREE CONFERRAL

Students who have completed all requirements for the master's degree must submit an application for degree. Forms are available from the Office of the University Registrar. A fee is required upon submission of the degree application form.

These offices verify that applications require approval by the Office of the Dean, University Comptroller, Registrar, and Library. These offices verify that requirements are met and that the student's accounts, records, etc. are in good standing.

Upon approval, the application is presented to the University Board of Trustees for conferral. Following the official conferral of the degree, which is noted on the transcript, a diploma is mailed to the student.

GRADUATION

Graduation exercises for Nova Southeastern University take place each summer. Eligibility is determined by having completed all requirements prior to the graduation date or by the end of the summer term. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

ETHICAL ISSUES IN THE CENTER FOR PSYCHOLOGICAL STUDIES

All students and graduates are expected to be knowledgeable about and conform to both the letter and spirit of the July 1, 1995 revision of *Ethical Standards* as approved and adopted by the Executive Committee and Board of Directors of the American Counseling Association. In addition, students should review the *ACA Code of Ethics for Mental Health Counselors*, the American School Counselor's Association, *Ethical Standards for School Counselors*, and the provisions of the American Psychological Association's *Ethical Principles of Psychologists*. A copy of the full text of materials to which students and graduates are expected to conform will be made available in the course Ethical, Legal, and Professional Issues for Counselors. From time to time these materials are amended. Students and graduates are expected to review these materials periodically to ensure that they have an understanding of current guidelines.

In particular, attention is drawn to the following points, which are illustrative rather than exhaustive or comprehensive:

1. Students have an obligation to disclose if they have been convicted of a criminal offense, been found not guilty, or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication. The disclosure obligation is a continuing one. All students must report to the Center for Psychological Studies any such event that occurs after filing their application. The Center for Psychological Studies will consider new information submitted and, in appropriate circumstances, may change the status of an applicant or student. Students at application give permission to make any necessary inquiries and voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents or any other person or entity making a written or oral request for such information.
2. No student should represent him/herself as being in possession of the master's degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the Board of Trustees has met and conferred the degree.
3. It is misleading and inappropriate to append "master's student", or some similar designation, after your name.
4. A student should guard against being in a position of having final clinical responsibility for clinical work. This is most important both ethically and legally.
5. When a student is in practicum, the student will verbally identify him/herself to his/her supervisor, the agency or school staff and each client as a graduate student "trainee" in mental health counseling or school guidance and counseling.
6. In Florida, new graduates are legally ineligible to represent themselves as "mental health counselor" or to offer or advertise independent services until the Florida license is awarded.
7. Any academic, professional, or personal difficulty, which results in action being taken by the Center for Psychological Studies regarding a student, will be brought to the attention of a program administrator. Depending upon the particular type of difficulty identified, a number of processes are available to the program administrator.
8. Students should familiarize themselves with Chapter 491, *Florida Statutes*, the Florida State Law for licensure as a Mental Health Counselor.

9. Students should familiarize themselves with Plan 2, Rule 6A-4.0181, State of Florida Department of Education, specialization requirements on certification in Guidance and Counseling, PK-12, effective July, 1990.

The Master's Programs are concerned with the welfare of the public, the educational experience of the student, and the development and maintenance of high standards of ethics and practice in the profession and in the program. All students therefore are advised that they are expected to abide by the American Counseling Association's *Ethical Standards*.

The provision of psychological services by faculty to students is discouraged. Extenuating circumstances may exist, such as when some unusual expertise is possessed by a faculty member or when a student was in treatment with a faculty member prior to becoming a student. In such cases, the dean must approve the provision of psychological services to a student. Adjunct faculty members who expect no further instructional or supervisory relationship with a student may provide services without this reporting requirement.

No Direct Payment to Faculty

Direct student payment to faculty for educational or professional services is not permissible. That is, no student is to make private arrangements to reimburse any faculty member for psychotherapy, tutoring, supervision, or other educational assistance. Students are encouraged to seek whatever educational help they need from faculty members and to seek professional services (such as psychotherapy) outside of the program.

STUDENT GRIEVANCES AND APPEALS

The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action.

Course and competency examination evaluations reside within the expertise of faculty members who are uniquely qualified by their training and experience. Such evaluations and grades are the prerogative of the instructor and are not subject to formal appeal unless there is compelling evidence of discrimination, arbitrary or capricious action, differential treatment, or procedural irregularities.

Informal Procedure

Prior to initiating a formal appeal, the student must first meet with the party against whom the complaint is being made and present supporting information in an attempt to resolve the matter informally. If this does not result in an acceptable resolution the student shall bring all academic matters to the attention of the director of academic affairs within 30 working days of its occurrence, where informal resolution will continue. Should the director find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the dean of the Center for Psychological Studies.

Formal Procedure

1. A student wishing to proceed with the grievance must file a written appeal with the dean. This document should contain a concise statement of the particular manner of harm, along with all relevant facts and compelling supporting evidence.
2. Upon receipt of a written appeal, the dean shall review the document to determine if the complaint warrants further review.

- a. If the dean decides that no further action should be taken, the appeal will be terminated and a brief written explanation will be submitted to the student.
 - b. If the dean decides that a further review should occur, the appeal should be referred to the center's standing Appeals Committee. The committee will conduct a substantive review of all facts it deems pertinent to the appeal. The committee, at its discretion, may interview the student or any other pertinent person, which it judges has information relevant to the review. No persons may have legal counsel accompany them or appear in their behalf.
3. The Appeals Committee will file a written recommendation, with justification, to the dean, including whether sufficient evidence exists to uphold or overturn the action being grieved. The dean will notify the student of a determination in writing within a reasonable period following the filing of the appeal.
 4. If the student has evidence that there have been any procedural irregularities within the appeals process, such irregularities must be presented in writing to the dean within 5 days of the notification of determination. The dean will review the document and notify the student of a decision. Should any irregularities have occurred, the dean will return the appeal to the Appeals Committee for consideration consistent with the process described in this policies and procedures handbook.
 5. Following a review of the committee's report, the dean's decision shall be final. Students acknowledge upon their acceptance into this program that the above procedure provides for adequate review of university action by any other outside parties or jurisdictions. Further, the jurisdiction for all grievance issues related to policies, procedures, and/or administrative action shall be Broward County, Florida.

STUDENTS WITH DISABILITIES

Any student who wishes a copy of the center's procedures or who would like assistance with special needs should contact Joyce H. Silverman, M.S., the ADA Coordinator for the Center for Psychological Studies, at (954) 262-5780.

V. OTHER POLICIES AND INFORMATION

PROTECTION OF HUMAN SUBJECTS IN RESEARCH

Any research that involves human subjects conducted by NSU faculty, staff, or students, whether funded or unfunded must be submitted to CPS representative for decision about possible IRB review.

PROCEDURES FOR BOTH FUNDED AND UNFUNDED RESEARCH

The principal investigator will be responsible for completing the IRB Submission Form and Protocol for all unfunded research involving human subjects to the IRB member or alternate in CPS. The designated CPS IRB member is responsible for reviewing this documentation for completeness and determining if the research warrants review by the IRB. Research that is regarded as not having potential risk to subjects will be exempted from review by the IRB following review by the CPS IRB member/alternate.

If the IRB member/alternate determines that the proposed research poses potential risk to subjects the principal investigator will be directed to submit one copy of the submission form and 22 copies of the protocol, including all consent forms and research instruments to be used in the study to the Office of Contracts and Grants. The CPS IRB representative informs the Office of Contracts and Grants that an applicant is sending a protocol. Upon receipt of all required paperwork, the Office of Contracts and Grants will assign a protocol number and forward all copies to the IRB members. The IRB chair or the chair's designees, in consultation with the Office of Contracts and Grants will determine if the research can be reviewed through expedited review. After IRB review the Office of Grants and Contracts will notify the principal investigator of any changes that must be made and about decisions of approval or disapproval.

Remember that all research including that done with clinic clients, students, or volunteers must be submitted to the Center for Psychological Studies IRB representative. Policies and procedures can be accessed at the IRB Web site www.nova.edu/cwis/ogc/irb.html.

CENTER FOR PSYCHOLOGICAL STUDIES STUDENT AID PROGRAMS

Emergency Loan Funds: The center maintains an emergency loan fund for students with short-term financial emergencies. Loans are limited to a maximum of \$500 and must be repaid within 90 days. For information contact the Office of the Dean.

CENTER FOR PSYCHOLOGICAL STUDIES STUDENT EMPLOYMENT

Student employment opportunities are available within the Center for Psychological Studies or its affiliates. These positions are generally awarded on a competitive basis and usually require a 10 to 20 hour time commitment per week.

Assistantships: Graduate Assistantships are available for CPS students through the center. Contact the director of employee services for information regarding the availability of assistantships.

STUDENT FACILITIES

CPS Testing Library and Statistical Consulting Lab

The center maintains its own library of testing instruments and kits for assessment courses. Loan arrangements may vary according to the course and equipment involved. The course instructor will explain conditions.

Statistical consulting is also available through the faculty member and advanced graduate students who staff the testing library. Methodological, statistical, and computing consultation are provided to faculty and students engaged in research.

Main Campus Mailboxes and Notice Boards

All main campus students are assigned personal mailboxes. These mailboxes provide for communication between the center and students. Therefore, it is imperative that students check their mailboxes routinely. Students should have regular mail sent to their home addresses.

Notice boards are located in various locations in the Maltz Psychology Building. These boards are a valuable source of information regarding class schedules, typing services, student meetings, continuing education seminars, apartments for rent, etc.

CPS Computer Account

Students are encouraged to access their NSU email accounts on a regular basis. Email is often used to communicate important information to students.

FIELD-BASED FACILITIES/RESOURCES

Field-Based Site Facility Regulations

Field-based facilities are contracted for by the Center for Psychological Studies. Nova Southeastern University students and faculty are guests of the facility. As guests, students are required to adhere to the following rules and regulations as specified in our contract:

1. There will be no eating of any food or snacks nor drinking of any beverage in the classroom. Please restrict eating and drinking to designated areas at the facility.
2. All trash is to be deposited in appropriate receptacles.
3. Classrooms are to be left as they were found with chairs and tables in place and blackboards erased.
4. Park in designated areas only. Failure to do so may result in the towing and/or fining of your vehicle.
5. Smoking is not allowed in any classroom or building. Please restrict smoking to designated areas outside of the building and dispose of cigarettes in proper receptacles.
6. In case of emergencies at the facility (i.e., air-conditioning breakdown, plumbing problems) contact the instructor who will notify the site coordinator and/or on-site staff.
7. In case of medical or fire emergencies, locate the nearest phone and dial 911 for assistance, or call the designated on-site security guard.

Failure of a student to abide by the on-site regulations could result in a student's withdrawal from the program at that site.

Field-Based Programs Important Telephone Numbers

Main Campus Master's Programs Office 1-800-541-6682 x5780
954-262-5780

Office hours are: Monday - Thursday 8:30am - 7:30pm
Friday 8:30am - 5:00pm

Site Coordinators

Clearwater	Kate Davids, Psy.D.	(H) 813-994-2387
Gainesville	Cynthia Lasley, M.S.	(H) 352-376-0270
Jacksonville	Irene Toto, M.S.	(W) 904-276-4911 (H) 904-387-5000
Main Campus	Gloria Reasons, M.S.	(W) 954-262-5780
Miami	Nancy Morales, M.S.	(H) 305-386-9355 (W) 305-730-1373
Ocala (S.G. & C.)	Wesley Burton	(W) 352-629-8711 (H) 352-629-7840
Orlando	Jude Porter, M.S.	(H) 407-366-0728
Palm Beach	Kim Black, M.S.	(W) 561-654-4080 (H) 561-272-0409
Tampa	Barbara Anderson, M.S.	(H) 813-792-1471

Practicum Coordinators

Clearwater & Tampa	Carmine Pecoraro, Psy.D., CAP	(W) 954-829-4645
Miami, Palm Beach &	Carol Forrey, M.S.	(W) 954-441-0740
Main Campus (S.G. & C.)		(W) 954-441-0740
Gainesville	W.J. Tootie Richey, LCSW	(H) 352-332-0561
Jacksonville	Irene Toto, M.S.	(W) 904-276-4911 (H) 904-387-5000
Ocala (S.G. & C.)	Matthew P. Lane, Ed.S.	(W) 352-694-0025
Orlando	Jude Porter, M.S.	(H) 407-366-0728

Hurricane Information

In the event of a pending hurricane, the president of the university will determine whether the university will close. Information on the closing of the university will be available from the 24 hour "Hurricane Hotline" at (954) 262-7300. Off-campus students should contact the program office or where applicable the off-campus student service center for updated information.

VI. Center for Psychological Studies Organization

Center Administration

Ronald F. Levant, Ed.D., M.B.A., ABPP	Dean
A. Eugene Shapiro, Ph.D., ABPP	Associate Dean
Karen S. Grosby, M.Ed.	Associate Dean
John E. Lewis, Ph.D.	Director of Academic Affairs
Alan D. Katell, Ph.D.	Director of Clinical Training
Stephen Campbell, Ph.D.	Director of Community Mental Health Center
Ronald Korec, M.B.A.	Director of Finance
Maria Pinto, M.Ed.	Director of Employee Services
Diane Karol	Center Administrator

Master's Program Administration

Karen S. Grosby, M.Ed	Associate Dean
Joyce H. Silverman, M.S.	Program Administrator
Gloria Reasons, M.S.	Program Administrator
Michael Mattox, M.S.	Program Coordinator
Alan D. Katell, Ph.D.	Director of Clinical Training
William I. Dorfman, Ph.D., ABPP	Associate Director of Clinical Training
Donna Brodsky	Operations Manager
Suzanne O'Sullivan, B.A.	Administrative Assistant

Field-Based Master's Program Site Coordinators

Clearwater	Kate Davids, Psy.D.
Gainesville	Cynthia Lasley, M.S.
Jacksonville	Irene Toto, M.S.
Las Vegas	TBA
Main Campus (S.G.&C.)	Gloria Reasons, M.S.
Miami	Nancy Morales, M.S.
Ocala	Wesley Burton
Orlando	Jude Porter, M.S.
Palm Beach	Kim Black, M.S.
Tampa	Barbara Anderson, M.S.

Master's Practicum Coordinators

Main Campus

William I. Dorfman, Ph.D., ABPP,
Associate Director of Clinical Training

Clearwater and Tampa

Carmine Pecoraro, Psy.D., CAP

Gainesville

Tootie Richey, M.S.

Jacksonville

Irene Toto, M.S.

Las Vegas

TBA

Miami, Palm Beach and Main
Campus (S.G.&C.)

Carol Forrey, M.S.

Ocala

Matthew P. Lane, Ed.S.

Orlando

Jude Porter, M.S.

Faculty Professional Interests

Full-Time Faculty

2001–2002

Nathan H. Azrin, Ph.D., ABPP, Harvard University, professor. Conduct disorder; oppositional defiant disorder (ODD); youth; drug addiction; behavior therapy; depression; marital and couple counseling; muscular tics; self-injurious behavior; vocational counseling and placement; alcoholism; retardation; rehabilitation of the brain injured; insomnia.

W. Joseph Burns, Ph.D., ABPP, University of North Dakota, professor. Lifespan developmental neuropsychology; developmental neuropsychology; neuropsychological effects of toxins, infections, and head injury in children; neuropsychiatric disorders in the elderly; pediatric neurorehabilitation.

Frank A. De Piano, Ph.D., University of South Carolina, professor, joint appointment with Health Professions Division. Hypnosis; neuropsychology; community psychology; health and medicine; development of models for professional training of psychologists.

William Dorfman, Ph.D., ABPP, Ohio State University, professor. Community mental health; short-term approaches to psychotherapy; eclectic approaches to individual and marital psychotherapy; psychodiagnosis; objective personality measurement with the MMPI-2 and MMPI-A; role of families and primary caretakers in the treatment and rehabilitation of the chronically and severely mentally ill.

Jan Faust, Ph.D., University of Georgia, professor. Child-clinical and pediatric psychology: child abuse (sexual and physical) and neglect; child treatment outcome research; PTSD in children and adolescents; child adjustment to acute and chronic medical conditions; lifespan psychosis.

Ana Imia Fins, Ph.D., University of Miami, assistant professor. Health psychology; sleep medicine; insomnia; chronic fatigue syndrome; posttraumatic stress disorder; periodic limb movement disorder.

Steven N. Gold, Ph.D., Michigan State University, professor. Adult survivors of childhood sexual abuse; dissociative disorders; psychological trauma and post-traumatic stress disorder; sexual addiction; doctoral level clinical training; hypnotherapy; interpersonal, family, and systems theory and intervention; psychotherapy case conceptualization and treatment planning.

Charles Golden, Ph.D., ABPP/ABCN, University of Hawaii, professor. Neuropsychology of head injury, stroke, and multiple sclerosis; neuropsychological and personality assessment; rehabilitation and community reintegration following brain injury; neuropsychology in childhood and in school settings; learning disabilities; hyperactivity; general assessment.

Alan D. Katell, Ph.D., West Virginia University, professor. Assessment and treatment of eating disorders; psychological factors in cardiac rehabilitation; exercise promotion and maintenance; health psychology; coping with chronic illnesses and other physical challenges.

William Kelleher, Ph.D., University of Georgia, professor. Cognitive behavior therapy; behavioral health psychology; chronic pain/illness management; geropsychology; psychoeducational intervention approaches; biofeedback; stress management; weight control; treatment and assessment.

Stacey Lambert, Psy.D., Nova Southeastern University, assistant professor. Community mental health; schizophrenia; the impact of social factors on serious mental illness; recovery; empowerment; psychosocial rehabilitation for people with serious psychiatric disabilities; behavior therapy.

Robert Lane, Ph.D., ABPP, New York University, resident psychoanalytic scholar. Psychopathology; diagnosis; difficult patients; psychoanalysis; psychotherapy; and supervision.

Ronald F. Levant, Ed.D., M.B.A., ABPP, Harvard University, professor. Clinical psychology; family psychology; the new psychology of men; men's changing family and work roles; redesigning psychotherapy for men; advancing professional psychology.

John E. Lewis, Ph.D., Syracuse University, associate professor. Intercultural psychotherapy and assessment; counseling and psychotherapy with prison populations; educational and vocational assessment and counseling; school psychology; international perspectives.

Wiley Mittenberg, Ph.D., ABPP/ABCN, Chicago Medical School, professor. Neuropsychology of head injury in adults and children; malingering; forensic neuropsychology; neuropsychology of cortical and subcortical dementias; professional issues in clinical neuropsychology.

Doil D. Montgomery, Ph.D., West Virginia University, professor. Clinical health psychology; applied psychophysiology; clinical applications of biofeedback; psychological intervention; self-regulation of dysfunctional physiological systems; professional development of biofeedback therapists.

Timothy R. Moragne, Psy.D., Wright State University, professor. Minority issues; health psychology; community psychology; human sexuality; psychological aspects of AIDS; AIDS and minorities.

Helen Orvaschel, Ph.D., New School for Social Research, professor. Mood disorders; genetic contributions to psychopathology; risk factors for child psychiatric disorders; psychiatric epidemiology; differential diagnostic assessment of child and adolescent psychopathology.

Bady Quintar, Ph.D., ABPP, University of Kentucky, professor. Projective techniques; psychoanalytic psychotherapy; ego psychology; postdoctoral training.

David Reitman, Ph.D., University of Mississippi, associate professor. Cross-setting (home and school) problems involving children and adolescents. Emphasis on disruptive behavior (i.e., attention deficit/hyperactivity disorder, oppositional defiant disorder, conduct disorder). Interventions are behaviorally based, empirical, and focused on parent disciplinary practices, problem solving, and skills building.

Ronald J. Samuda, Ph.D., Ottawa University, professor (part-year). Psychological assessment of ethnic minorities; cross-cultural counseling and psychotherapy; psychodiagnosis; vocational guidance and career development; nontraditional and dynamic methods for the assessment of culturally different clients.

Barry A. Schneider, Ph.D., Columbia University, professor. Psychodiagnosis and personality evaluation; integrated psychotherapy; medical psychotherapy; rare neurological disorders.

Alfred H. Sellers, Ph.D., Nova Southeastern University, assistant professor. Applied statistics; research design and consultation.

A. Eugene Shapiro, Ph.D., ABPP, New York University, professor. Psychodynamic psychotherapy; health services delivery systems; third-party reimbursement for mental health services; communicative processes in psychotherapy; professional issues.

David Shapiro, Ph.D., University of Michigan, associate professor. Forensic psychology; mental health law; forensic and clinical assessment; expert witness testimony; malingering; legal and ethical issues.

Edward R. Simco, Ph.D., Nova Southeastern University, professor. Applied and computational statistics; research design and evaluation; cluster analysis; psychometrics.

Linda C. Sobell, Ph.D., ABPP, University of California, Irvine, professor. Alcohol, tobacco, and other drug use disorders; cognitive-behavior therapy; research dissemination; assessment and treatment evaluation; natural recovery; motivational interventions; professional issues.

Mark B. Sobell, Ph.D., ABPP, University of California at Riverside, professor. Substance use disorders, especially alcohol use disorders; behavior therapy; motivational interventions; treatment outcome evaluation; public health approach; processes of persuasion and behavior change; philosophy of science.

Sarah Valley-Gray, Psy.D., Nova University, assistant professor. Neuropsychological, psychological, and psychoeducational assessment; pediatric neuropsychological disorders; psychological services within the schools; infancy and child development (interaction with caregiver); issues of professional development including training and supervision.

Vincent B. Van Hasselt, Ph.D., University of Pittsburgh, professor. Interpersonal violence; police psychology; criminal investigative analysis (psychological profiling) and apprehension; interviewing and interrogation techniques; cognitive behavioral interventions with juvenile offenders; behavioral criminology.

Angela Waguespack, Ph.D., Louisiana State University, assistant professor. Psychological, psychoeducational and functional behavior assessments; school-based consultation; psychological services within schools; behavioral interventions with children and adolescents.

Lenore Walker, Ed.D., ABPP, Rutgers, The State University of New Jersey, professor. Forensic psychology; expert witness testimony; battered women syndrome; violence against women; family and interpersonal violence; sexual harassment; impact of trauma; post-traumatic stress disorder; feminist theory.

Professors Emeriti

Bernard Eingold, Ph.D., University of Florida. Individual psychotherapy; marital and couple therapy; psychodiagnosis.

Leo J. Reyna, Ph.D., University of Iowa. Behavior analysis, therapy and theory; social skills training; anxiety, depression, and anger management; research on common factors in therapy, e.g., trust, hope, warmth, empathy, and other relationship issues; the role of verbal events in therapy and theory; research on iatrogenic vs. motivational features in maintaining client involvement in therapy.

Robert Weitz, Ph.D., ABPP, New York University. Hypnotherapy with psychophysiological disorders, anxiety, and phobic states; development of professional education for practicing health psychologists.

Full-Time Faculty From Other NSU Centers

Stan Cohen, Ed.D. Temple University, professor. Medical ethics, adolescent, midlife, and right to life issues; stress and pain management; personality assessment; learning assessment and modalities; hypnotic regression; post-op recovery.

Jose A. Rey, Pharm.D., BCPP, University of Florida, associate professor. Psychopharmacology, pharmacoeconomics, pain management.

Part-Time Core Faculty

Fran Fassman, Psy.D., Nova University. Existential/humanistic psychotherapy; individual, group, marital and family therapy; women in transition; alternative lifestyles; early development; supervision and training; program consultation and design; anxiety disorders.

Scott Simon Fehr, Psy.D., Nova University. Group and individual psychotherapy; marriage counseling, corporate consultation and expert witness testimony.

Mitchell Gordon, Ph.D., University of Mississippi. Family marital therapy; group psychotherapy; child and adolescent therapy, dually diagnosed (emotionally disturbed/mentally handicapped); relaxation training; assertiveness training; treatment program design and implementation; staff development; psychological assessment.

James J. Kaikobad, Psy.D., Nova University. Individual, group and family therapy; neuropsychology; rehabilitation psychology; behavioral medicine; biofeedback; forensic neuropsychology.

Richard Levine, Ph.D., Northwestern University. Individual and family therapy; children of divorce; cross-cultural issues; ethics.

Eugene May, Ph.D., University of Illinois. Humanistic and existential psychology; individual and group psychotherapy; psychology in fiction; diversity issues; therapy relationship, and post-traumatic stress disorder.

Ana Martinez, Psy.D., Nova Southeastern University. Cognitive-behavioral therapy; child, adolescent, adult, and family therapy; specialty anxiety disorders, cross-cultural issues.

Diann Dee Michael, Ph.D., University of Akron. Life span developmental psychology; humanistic developmental theory and parenting; managed mental health; brief psychotherapy; neuropsychology; general therapy on outpatient basis.

Veronica Salcedo, Psy.D., Baylor University, licensed psychologist. Individual psychotherapy for adult population; group psychotherapy for geriatric population; child psychological/ psychoeducational evaluations.

M. Ross Seligson, Ph.D., California School of Professional Psychology. Forensic psychology; HIV/AIDS related issues.

Isabel Streisand, Ph.D., Nova University. Interpersonal/humanistic psychotherapy for adults; couples and family counseling; group therapy for therapists; group therapy for couples; women's issues groups.

Adjunct Faculty

Betty Badger, Ed.D., Nova University. Depression and anxiety conditions of adults; marital, couple, and family counseling; short-term crisis counseling; assessment and treatment for depressions of older adults; confidence building therapies for women; mental health information and education for community groups.

Sandy Bernstein, Ph.D. University of Georgia. Depression, family and marital therapy; anxiety disorders; co-dependence issues; forensic psychology and psychological evaluation.

Stephen I. Bloomfield, Ed.D. University of Massachusetts. Psychological, personality, neuropsychology, forensic, custody, parenting and family assessment and evaluation; trauma treatment and assessment; chemical dependency/addictions; oppression as a contributing factor to psychological distress.

William Bracker, Psy.D., Illinois School of Professional Psychology. Individual, couples, and family therapy to HIV/AIDS infected and affected; hypnotherapy, biofeedback.

Alan L. Braunstein, Ph.D. University of Miami. Private practice - adolescents, children, men's issues & rehabilitation psychology; teaching and consulting.

Andrea Corn, Psy.D., Nova Southeastern University. Child and family psychotherapy; anorexia nervosa issues; court appointed family mediator.

Arthur Cox, DSW. Columbia University. Community mental health; mental health policy and programming; mental health evaluation; mental health practice with persons with co-occurring mental and substance use disorders; mental health administration.

K. Robert Crandall, Ed.D. Florida Atlantic University. Psychoeducational Assessment; Biofeedback; Educational Consulting Services and Mediation Counseling.

John A. Crocitto, Ed.D. George Washington University. Career assessment and counseling; college placement; counseling theory; consulting and life span human development.

Donna F. Davies, Psy.D. Nova University. Children; adolescents; abuse and abuse related issues; parenting and relationship issues.

William L. Day, Ph.D. Florida State University. Mood disorders; infertility, stress & use of assisted reproduction; private practice administration; organizational development/consultation; marital therapy; training & supervision; biological basis of emotional behavior/psychopharmacology.

Karen Estill, Ph.D. Nova University. Traumatic brain injuries; behavioral medicine issues; chronic pain; individual, group, and family therapy; psychological and neuropsychological assessments; cognitive retraining; subspecialty; children; autism; mental retardation; staff training.

Sarajo Bunny Falk, Psy.D. Nova Southeastern University. Cognitive/behavioral medicine issues; chronic pain; individual, group, and family therapy; psychological and neuropsychological assessments; cognitive retraining; subspecialty; children; autism; mental retardation; staff training.

Daniel P. Franco, Ph.D. Nova Southeastern University. Assessment and treatment of stereotypic behaviors; Tourette's Syndrome; attention deficit disorders; child behavior problems; program evaluation; learning disabilities; obsessive compulsive disorders.

Bob Frazier, M.A. Eastern Michigan University. Professional organization presentations; middle and high school career development and matriculation programs; cultural diversity and cross-cultural counseling.

Douglas P. Gibson, Psy.D. Nova Southeastern University. Rehabilitation psychology; consultation-liaison; chronic pain management; clinical neuropsychology; medical family therapy.

Martin J. Greengrass, Ph.D. University of Connecticut. Evaluation of programs for the homeless; sexual dysfunctions and paraphilias; attention deficit hyperactivity disorder; obsessive compulsive disorders and other panic disorders; effective treatment for borderline personality disorders; empirically validated psychological treatments.

Bruce A. Hartley, Ph.D. University of Florida. Etiology of adolescent suicide and crisis intervention techniques, including lethality assessment strategies in school settings; neuropsychological assessment of learning disabilities in children and adults; treatment strategies for adolescent drug abuse including "crack" cocaine (outpatient follow-up in school settings); cognitive-behavioral psychotherapeutic strategies for treatment of depression in gerontologic patients (outpatient).

Edward B. Heyden, Ed.D. University of Virginia. Forensic psychology; child custody evaluation, structural family therapy; hypnosis; police evaluation and consultation; school and counseling psychology.

Dale Kadlecck, Ed.D. Illinois State University. Technology and ethics.

Kathryn Kominars, Ph.D. Temple University. Substance abuse prevention and treatment; cultural diversity and cross-cultural counseling; group counseling; personality theories; and assessment and consultation.

Karen Larkey, Psy.D. Miami Institute of Psychology. Individual and group therapy; psychological testing and evaluation; crisis intervention services; eating disorders; sexual and physical abuse; chronic illness issues; change of life issues.

Tom Mabee, Ph.D. Florida State University. Systems issues; depression; phobias; obsession-compulsion; alcoholism; outcome studies; development of client self-help aids.

Fran Mabee, Ph.D. Florida State University. Counseling psychology and school psychology; individual, couple, family, group therapy; parenting, child/adolescent psychology; women's issues; psychological evaluation; psycho-educational interventions; crisis counseling; suicide assessment and prevention; professional training and supervision.

Sally Maxwell, Ph.D., Boston College. Biopsychosocial effects of learning style, language development and information processing upon personality development; eclectic therapies for special populations; individual, family, and group psychotherapy; school adjustment counseling and school phobia; psychological and psychoeducational assessment and academic planning; community mental health.

Mark Middlebrooks, Ph.D., Nova University. Behavioral medicine; biofeedback; death and dying; older adults; meditation and transpersonal psychology.

Andres Nazario, Jr., Ph.D. University of Florida. Supervision of Psychotherapy; Couples and Family Therapy; Issues of Social Justice in Psychotherapy; Gay, Lesbian and Bisexual Issues; Oppression Sensitive Psychotherapy; Racial, Ethnic and Cultural Diversity; Postmodern and narrative approaches.

Anne Pesacov, Ph.D. The Union Institute. Marital counseling; sex therapy; hypnotherapy; child and adolescent psychotherapy; divorce mediation; peer mediation; parent-child mediation; step parenting; family life education; school performance and assessment; attention deficit disorder.

Michael Reiter, Ph.D. Nova Southeastern University. Individual and family therapy, counseling children and adolescents and couples; postmodern therapy including solution-focused and narrative therapies.

Janet Riley, M.A. University of South Florida. Professional organization presentations; peer mediation; student development plans for guidance counselors.

Adam Schulman, Ph.D. Nova Southeastern University. Individual and group therapy with adults; marital and family therapy; parenting issues.

Susan Schwartz, Ed.S. University of Florida. School guidance counseling; individual and classroom behavioral management; school related problems; developmental guidance programs; specific learning disabilities; emotional handicaps; mental retardation; exceptional student identification and educational programming; staff development.

Stephen M. Stillman, Ph.D., Ohio State University. Executive assessment; psychological evaluation; police psychology; career assessment and counseling; executive career development.

Larry E. Thompson, Ed.D. West Virginia University. Cognitive-behavioral therapies with phobias; multiple personalities; generalized anxiety and depressive disorders; mental health/substance abuse service delivery.

George Wallace-Barnhill, Ph.D., University of Maryland. Private practice; adults, marital, adults with childhood abuse, PTSD, dissociative disorders, and group therapy.

Natalie Winters, Ed.D., Rutgers University. Psychotherapy; teaching; leading workshops and seminars; hosting radio and TV areas; psychodrama; sources of creativity; hypnotherapy; psychology and spirituality; E.M.D.R.; assertiveness training.

Bonnie Wolf, Psy. D. Nova University. Private practice; adolescents; adults; mood disorders; relationship issues; gender issues.

Important Telephone Numbers

Dean's Office	Ronald F. Levant, Ed.D., M.B.A., ABPP Diane Karol	(954) 262-5701
Associate Deans' Offices	A. Eugene Shapiro, Ph.D., ABPP Karen Grosby, M.Ed. Isolda Galvao	(954) 262-5745 (954) 262-5712 (954) 262-5712
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Clinical Training Office	Alan Katell, Ph.D. Wendy Stone William I. Dorfman, Ph.D.	(954) 262-5749 (954) 262-5749 (954) 262-5710
Clinics	Campus Lauderdale Lakes	(954) 262-5730 (954) 262-5663
Accounts Receivable		(954) 262-5200
Financial Aid		(954) 262-3380
Registrar's Office		(954) 262-7200
	Degree Applications	(954) 262-7226/7
	Grades	(954) 262-7235
	International Students	(954) 262-7240
	Veterans Affairs	(954) 262-7241
	Transcripts	(954) 262-7225
	Loan Deferrals	(954) 262-7251
Loan Disbursal		(954) 262-5200
Student Employment	Maria Pinto, M.Ed.	(954) 262-5753
Student Government Association		(954) 262-5909
Testing Library/Consulting Lab		(954) 262-5940
Nova Books		(954) 262-4750
Einstein Library		(954) 262-4601



Appendix

Appendix I

Controlled Substances – Uses and Effects

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
NARCOTICS										
Opium/II, III, V	Dover's Powder, Paregoric, Parepectolin	Analgesic, antidiarrheal	High	High	Yes	3–6	Oral, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating
Morphine/II, III	Morphine, MS-Contin, Roxanol, Roxanol-SR	Analgesic, antitussive	High	High	Yes	3–6	Oral, smoked, injected	see above	see above	see above
Codeine/II, III, V	Tylenol with codeine, Empirin with codeine, Robitussin A-C, Fiorinal with codeine	Analgesic, antitussive	Moderate	Moderate	Yes	3–6	Oral, injected	see above	see above	see above
Heroin/I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3–6	Injected, sniffed, smoked	see above	see above	see above
Hydromorphone /II	Dilaudid	Analgesic	High	High	Yes	3–6	Oral, injected	see above	see above	see above
Meperidine (Pethidine)/II	Demerol, Mepergan	Analgesic	High	High	Yes	3–6	Oral, injected	see above	see above	see above
Methadone/II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12–24	Oral, injected	see above	see above	see above
Other Narcotics/ I, II, III, IV, V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin*	Analgesic, antidiarrheal antitussive	High-Low	High-Low	Yes	Variable	Oral, injected	see above	see above	see above

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
DEPRESSANTS										
Chloral Hydrate/IV	Noctec	Hypnotic	Moderate	Moderate	Yes	5-8	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Barbiturates/ II, III, IV	Anytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral	see above	see above	see above
Benzodiazepines /IV	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxex, Verstran, Versed, Halcion, Paxipam, Restoril	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral	see above	see above	see above
Methaqualone/I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral	see above	see above	see above
Glutethimide/III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral	see above	see above	see above
Other Depressants/III	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral	see above	see above	see above

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
STIMULANTS										
Cocaine/II**	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines/I	Biphetamine, Delcobese, Desoxy, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Phenmetrazine/I	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above
Methylphenidate/II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected	see above	see above	see above
Other Stimulants/III, IV	Adipex, Cylert, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Papanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected	see above	see above	see above

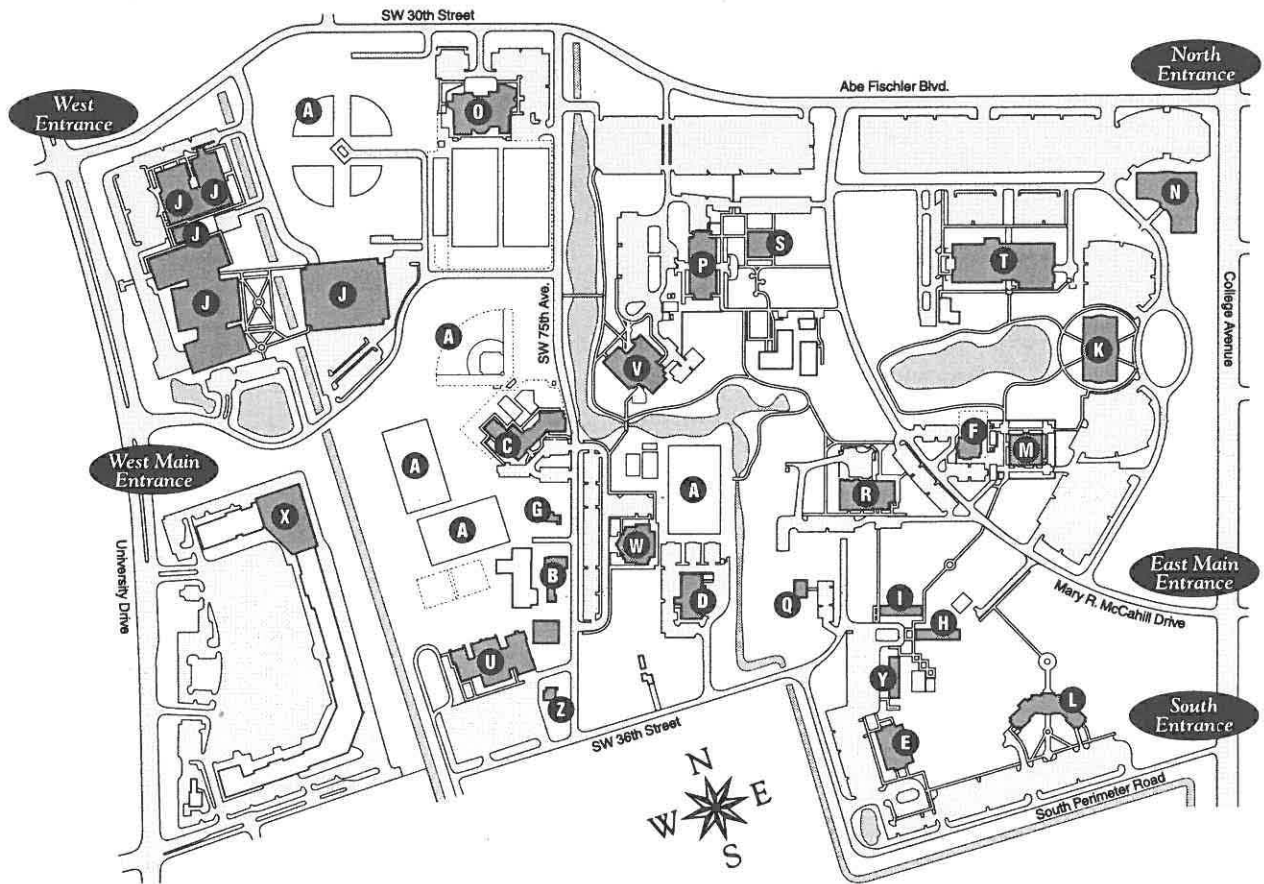
Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
HALLUCINOGENS										
LSD/I	Acid, Microdot	None	None	Unknown	Yes	8–12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer and more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Mescaline and Peyote/I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8–12	Oral	see above	see above	see above
Amphetamine Variants/I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected	see above	see above	see above
Phencyclidine/II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Phencyclidine Analogues/I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected	see above	see above	see above
Other Hallucinogens/I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed	see above	see above	see above

Drugs/CSA Schedules	Trade or Other Names	Medical Uses	Physical Dependence	Psychological Dependence	Tolerance	Duration (Hours)	Usual Methods of Administration	Possible Effects	Effects of Overdose	Withdrawal Syndrome
CANNABIS										
Marijuana/I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	None	Unknown	Moderate	Yes	2–4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported
Tetrahydrocannabinol/I,II	THC, Marinol	Cancer chemotherapy, antinauseant	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish/I	Hash	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above
Hashish Oil/I	Hash Oil	None	Unknown	Moderate	Yes	2–4	Smoked, oral	see above	see above	see above

* Not designated a narcotic under the CSA.

** Designated a narcotic under the CSA.

NOVA SOUTHEASTERN UNIVERSITY MAIN CAMPUS MAP



Campus Locations

Entrance

A	Athletics Fields	West
B	Athletics House	West
C	Baudhuin Oral School/LaBonte Institute	West
D	Central Services Building	South
E	Cultural Living Center	South
F	Family Center	Main
G	Family Center Bungalow	West
H	Farquhar Residence Hall	South
I	Founders Hall	South
J	Health Professions Division Complex	West
K	Horvitz Administration Building	Main
L	Leo Goodwin Sr. Residence Hall	South
M	Mailman-Hollywood Building	Main
N	Maltz Psychology Building	North
O	Miami Dolphins Training Facility	West
P	Parker Building	North/West
Q	Recreation Complex (RECPLEX)	South
R	Rosenthal Student Center	Main
S	Science Laboratory Annex	North/West
T	Shepard Broad Law Center	North
U	University School (Lower School)	South
V	University School (Sonken Building, Middle/Upper School)	North/West
W	University School Sports Center	West
X	University Park Plaza	University Drive
Y	Vettel Hall	South
Z	Women's Resource Institute	South



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