

1993

# Center for Hospitality Management 1993-1994 Catalog

Nova University

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CENTER FOR  
HOSPITALITY  
MANAGEMENT

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1993-1994 Catalog

The Center for Hospitality Management is planning the construction of the new Robert A. Beck Hospitality House on the Nova University campus. It is anticipated that construction will start early in 1994 with occupancy occurring later in the year. The house, which will be the administrative headquarters of the Hospitality Center, is planned to be 12,000 square feet, with 6,000 square feet to be built now and the remainder added in 1996-97.

The name Robert A. Beck has long been synonymous with hospitality education. He was the dean of the Hotel School at Cornell University from 1961 to 1981, appointed after serving ten years on the faculty. During Dr. Beck's two decades of leadership, Cornell became the global leader in hospitality continuing education, as well as its bachelor's, master's, and doctoral programs.

Dean Beck clearly had a global vision for the school, and it was not uncommon to have faculty members from Cornell conducting seminars in remote corners of the earth at any given time. Industry professionals flocked to the Cornell summer program, later known as the Center for Professional Development.

Upon Dean Beck's resignation from Cornell, he founded ESSEC in Paris, an affiliate program of Cornell at the graduate level. Still later, he served as Distinguished Professor at Florida International University. He was instrumental in encouraging Professor Dermody to move to Nova University from Cornell and start the Center for Hospitality Management.

It is with a deep sense of gratitude and respect that we call our campus home the Robert A. Beck Hospitality House.

## Robert A. Beck Hospitality House



# **NOVA**UNIVERSITY **CENTER FOR HOSPITALITY MANAGEMENT**



**Student participants of The Marriage of Wine and Food,  
The Fort Lauderdale Marriott North**



**Classroom at The Westin Hotel Cypress Creek**



**Chef Hamilton and students of Food Production Management,  
Bonaventure Resort and Spa**

## **An Innovative Approach to Quality Education**

**BACHELOR OF SCIENCE** degree program for the mature industry professional.

NOVA brings the classroom to the student. Courses are taught in local hotels.

**CONVENIENT** evening and weekend course schedules. Classes meet one day a week for eight weeks.

**FACULTY** members are uniquely qualified and actively working in the hospitality industry.

**PERSONAL** attention given to the student by both the faculty and administration. Class size is kept small to encourage individual participation and creativity.

### **CHOICE OF THREE MAJORS:**

- Hotel/Cruise Management
- Food Industry Management
- Travel Industry Management

**SENIOR EXECUTIVE PROGRAM** available for select, uniquely qualified hospitality general managers, division directors, regional managers, and heads of private hospitality organizations.

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# NOVA UNIVERSITY

Nova University was chartered by the state of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees and postgraduate education. The James M. Farquhar Center for Undergraduate Studies and the Center for Hospitality Management offer undergraduate education, and the University School, a demonstration school, serves children from early childhood through high school. In addition, nondegree, continuing education, and certificate programs are available.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

## MISSION STATEMENT

Nova University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

*Approved by the Board of Trustees, June 22, 1992*

# CENTER FOR HOSPITALITY MANAGEMENT

## MISSION STATEMENT

Nova University's Center for Hospitality Management is dedicated to serving industry professionals, including hotel, cruise line, food service, hospital, and travel industry personnel, by offering a uniquely designed bachelor of science degree program, as well as many continuing education opportunities. The Center for Hospitality Management is committed first and foremost to the student. By offering distinctive, high-quality educational offerings at a time and place convenient to each student, it offers the opportunity for hospitality professionals to further their education and career goals. From the many industry practitioners employed as adjunct professors, students receive knowledge that is timely, relevant, and practical, as well as the opportunity to expand their network of hospitality contacts. The Center is devoted to employing innovative methods to enhance the student's educational and industry experience.

## The Concept

Nova University has developed a reputation for delivering high-quality education in an innovative manner. Nova has pioneered the concept of taking education to the student and has done this with great success.

Classes are taught in hotels in Broward, Dade, and Palm Beach counties. The curriculum and faculty are constantly monitored to ensure that student needs as well as industry demands are addressed.

For the convenience of the student, textbooks may be purchased in class, and students may register for future terms in the classroom as well.

## The Students

The curriculum of the Bachelor of Science in Hospitality Management Program has been specially designed for the professional who is actively working in the hospitality industry.

Our students are employed by hotels, cruise lines, restaurants, travel agencies, transportation establishments, or in other hospitality fields. The vast majority of our students are in management positions.

Many students transfer credits from other colleges or universities. Credit for life experience is also available for qualified candidates.

## The Faculty

The finest faculty has been assembled to ensure the quality of the courses. Our faculty are industry professionals who contribute academic as well as hands-on, practical experience to the education of the students.

Our faculty are employed in many facets of the hospitality industry, including human resources, hotel sales, accounting, catering, food and beverage, marketing, advertising, designing, engineering, law, and economics. Our students truly have a unique opportunity to learn from experienced professionals.

# THE CURRICULUM

Three curricula are offered for fulfillment of the bachelor of science in hospitality management. Each requires a total of 132 credit hours, including 36 credit hours of general education requirements.

### Hotel/Cruise Management

The hotel/cruise management curriculum is designed for the student who desires advanced skills in management of all areas in the hospitality field, including administration, marketing, human resources, food and beverage, front office, housekeeping, and accounting operations.

### Food Industry Management

The food industry management curriculum is designed to train students to excel in management skills with a concentration on the diversity of food industry establishments. It is ideal for individuals who are now or have a desire to be involved in restaurant, cruise, hospital, school, or contract food operations.

### Travel Industry Management

The travel industry management curriculum is designed for the student who is active in travel agencies, the transportation industry, or tourism marketing fields. This course concentrates on management, marketing, and customer service techniques that are unique to these worldwide hospitality fields.



# CURRICULUM FOR BACHELOR OF SCIENCE DEGREE HOTEL/CRUISE MANAGEMENT

## GENERAL EDUCATION REQUIREMENTS

LAN 111	Critical Reading and Writing I	3 Hrs	PSY 102	Introduction to Psychology	3 Hrs
LAN 112	Critical Reading and Writing II	3 Hrs		Microeconomics	3 Hrs
LAN 201	Fundamentals of Public Speaking	3 Hrs		Macroeconomics	3 Hrs
MAT 133	Mathematical Way of Thinking	3 Hrs		Humanities Electives	6 Hrs
CAP 111	Computer Literacy	3 Hrs		General Education Electives	<u>6 Hrs</u>
<b>Total General Education Requirements</b>					<b>36 Hrs</b>

## MAJOR REQUIREMENTS

### Administration

HMGT 104	Informal Logic/Critical Thinking	3 Hrs
HMGT 201	Total Quality Management	3 Hrs
HMGT 206	Hospitality Information Systems	3 Hrs
HMGT 306	Hospitality and Business Law	3 Hrs
HMGT 402	Ethics in Hospitality Management	3 Hrs
HMGT 404	Strategic Planning and Management	3 Hrs
HMGT 406	Travel and Cruise Industry Law	<u>3 Hrs</u>
		<b>21 Hrs</b>

### Human Resources

HMGT 211	Human Resource Management	3 Hrs
HMGT 313	Training and Development	3 Hrs
Hospitality Human Resource Electives		<u>6 Hrs</u>
		<b>12 Hrs</b>

### Accounting and Finance

HMGT 121	Hospitality Financial Accounting I	3 Hrs
HMGT 122	Hospitality Financial Accounting II	3 Hrs
HMGT 221	Hospitality Managerial Accounting	3 Hrs
HMGT 321	Financial Management	3 Hrs
HMGT 425	Statement Interpretation and Internal Controls	<u>3 Hrs</u>
		<b>15 Hrs</b>

### Food and Beverage Management

HMGT 130	Food and Beverage Management	3 Hrs
HMGT 231	Food Production Management	3 Hrs
HMGT 431	Restaurant Management Seminar	3 Hrs
Food and Beverage Elective		<u>3 Hrs</u>
		<b>12 Hrs</b>

### Rooms Division Management

HMGT 140	Yield Management/Front Office Operations	3 Hrs
HMGT 141	Managing Housekeeping and Laundry Operations	<u>3 Hrs</u>
		<b>6 Hrs</b>

### Marketing and Sales

HMGT 251	Principles of Hospitality Marketing	3 Hrs
HMGT 252	Strategic Marketing	3 Hrs
Hospitality Marketing Electives		<u>6 Hrs</u>

12 Hrs

<b>Total General Education Requirements</b>	<b>36 Hrs</b>
<b>Total Major Requirements</b>	<b>78 Hrs</b>
<b>Free Electives</b>	<b><u>18 Hrs</u></b>
<b>TOTAL CREDITS</b>	<b>132 Hrs</b>

# CURRICULUM FOR BACHELOR OF SCIENCE DEGREE FOOD INDUSTRY MANAGEMENT

## GENERAL EDUCATION REQUIREMENTS

LAN 111	Critical Reading and Writing I	3 Hrs	PSY 102	Introduction to Psychology	3 Hrs
LAN 112	Critical Reading and Writing II	3 Hrs		Microeconomics	3 Hrs
LAN 201	Fundamentals of Public Speaking	3 Hrs		Macroeconomics	3 Hrs
MAT 133	Mathematical Way of Thinking	3 Hrs		Humanities Electives	6 Hrs
CAP 111	Computer Literacy	3 Hrs		General Education Electives	<u>6 Hrs</u>

**Total General Education Requirements      36 Hrs**

## MAJOR REQUIREMENTS

### Administration

HMGT 104	Informal Logic/Critical Thinking	3 Hrs		
HMGT 201	Total Quality Management	3 Hrs		
HMGT 208	Food Industry Information Systems	3 Hrs		
HMGT 306	Hospitality and Business Law	3 Hrs		
HMGT 402	Ethics in Hospitality Management	3 Hrs		
HMGT 404	Strategic Planning and Management	3 Hrs		
HMGT 406	Travel and Cruise Industry Law	<u>3 Hrs</u>		
		<b>21 Hrs</b>		

### Human Resources

HMGT 211	Human Resource Management	3 Hrs		
HMGT 313	Training and Development	3 Hrs		
	Hospitality Human Resource Electives	<u>6 Hrs</u>		
		<b>12 Hrs</b>		

### Accounting and Finance

HMGT 121	Hospitality Financial Accounting I	3 Hrs		
HMGT 122	Hospitality Financial Accounting II	3 Hrs		
HMGT 221	Hospitality Managerial Accounting	3 Hrs		
HMGT 321	Financial Management	3 Hrs		
HMGT 325	Food and Beverage Control	<u>3 Hrs</u>		
		<b>15 Hrs</b>		

### Food and Beverage Management

HMGT 130	Food and Beverage Management	3 Hrs		
HMGT 231	Food Production Management	3 Hrs		
HMGT 335	Volume Food Management	3 Hrs		
HMGT 431	Restaurant Management Seminar	3 Hrs		
	Food and Beverage Management Electives	<u>6 Hrs</u>		
		<b>18 Hrs</b>		

### Marketing and Sales

HMGT 251	Principles of Hospitality Marketing	3 Hrs		
HMGT 252	Strategic Marketing	3 Hrs		
HMGT 450	Catering	3 Hrs		
	Hospitality Marketing Elective	<u>3 Hrs</u>		
		<b>12 Hrs</b>		

<b>Total General Education Requirements</b>	<b>36 Hrs</b>
<b>Total Major Requirements</b>	<b>78 Hrs</b>
<b>Free Electives</b>	<b><u>18 Hrs</u></b>
<b>TOTAL CREDITS</b>	<b>132 Hrs</b>

# CURRICULUM FOR BACHELOR OF SCIENCE DEGREE TRAVEL INDUSTRY MANAGEMENT

## GENERAL EDUCATION REQUIREMENTS

LAN 111	Critical Reading and Writing I	3 Hrs	PSY 102	Introduction to Psychology	3 Hrs
LAN 112	Critical Reading and Writing II	3 Hrs		Microeconomics	3 Hrs
LAN 201	Fundamentals of Public Speaking	3 Hrs		Macroeconomics	3 Hrs
MAT 133	Mathematical Way of Thinking	3 Hrs		Humanities Electives	6 Hrs
CAP 111	Computer Literacy	3 Hrs		General Education Electives	<u>6 Hrs</u>
<b>Total General Education Requirements</b>					<b>36 Hrs</b>

## MAJOR REQUIREMENTS

### Administration

HMGT 104	Informal Logic/Critical Thinking	3 Hrs
HMGT 201	Total Quality Management	3 Hrs
HMGT 209	Travel Industry Information Systems	3 Hrs
HMGT 306	Hospitality and Business Law	3 Hrs
HMGT 402	Ethics in Hospitality Management	3 Hrs
HMGT 404	Strategic Planning and Management	3 Hrs
HMGT 406	Travel and Cruise Industry Law	<u>3 Hrs</u>
		<b>21 Hrs</b>

### Human Resources

HMGT 211	Human Resource Management	3 Hrs
HMGT 313	Training and Development	3 Hrs
Hospitality Human Resource Electives		<u>6 Hrs</u>
		<b>12 Hrs</b>

### Accounting and Finance

HMGT 121	Hospitality Financial Accounting I	3 Hrs
HMGT 122	Hospitality Financial Accounting II	3 Hrs
HMGT 221	Hospitality Managerial Accounting	3 Hrs
HMGT 321	Financial Management	3 Hrs
HMGT 428	Travel Industry Financial Issues	<u>3 Hrs</u>
		<b>15 Hrs</b>

### Marketing and Sales

HMGT 251	Principles of Hospitality Marketing	3 Hrs
HMGT 252	Strategic Marketing	3 Hrs
Hospitality Marketing Electives		<u>6 Hrs</u>
		<b>12 Hrs</b>

### Tourism and Travel Operations

HMGT 180	Foundations of Travel Industry Management	3 Hrs
HMGT 280	Travel Industry Product Development And Cost Analysis	3 Hrs
HMGT 380	Public Tourism Development, Strategic Analysis, and Forecasting	3 Hrs
Travel Industry Electives		<u>9 Hrs</u>
		<b>18 Hrs</b>

<b>Total General Education Requirements</b>	<b>36 Hrs</b>
<b>Total Major Requirements</b>	<b>78 Hrs</b>
<b>Free Electives</b>	<u><b>18 Hrs</b></u>
<b>TOTAL CREDITS</b>	<b>132 Hrs</b>

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# CURRICULUM FOR BACHELOR OF SCIENCE DEGREE SENIOR EXECUTIVE PROGRAM

## GENERAL EDUCATION REQUIREMENTS

LAN 111	Critical Reading and Writing I	3 Hrs	PSY 102	Introduction to Psychology	3 Hrs
LAN 112	Critical Reading and Writing II	3 Hrs		Microeconomics	3 Hrs
LAN 201	Fundamentals of Public Speaking	3 Hrs		Macroeconomics	3 Hrs
MAT 133	Mathematical Way of Thinking	3 Hrs		Humanities Electives	6 Hrs
CAP 111	Computer Literacy	3 Hrs		General Education Electives	<u>6 Hrs</u>
<b>Total General Education Requirements</b>					<b>36 Hrs</b>

## MAJOR REQUIREMENTS

Human Resource Management Course of Studies	12 Hrs
Financial Management Course of Studies	12 Hrs
Marketing Course of Studies	12 Hrs
Administrative Issues Course of Studies	12 Hrs
Monograph/Electives	6 Hrs

<b>Total General Education Requirements</b>	<b>36 Hrs</b>
<b>Total Major Requirements</b>	<b>54 Hrs</b>
<b>Life Experience</b>	<b><u>30 Hrs</u></b>
<b>TOTAL CREDITS</b>	<b>120 Hrs</b>

Each major field of study—Human Resource Management, Financial Management, Marketing, and Administrative Issues—will meet every other Friday and Saturday for 15 weeks. Each class will meet for eight hours in a conveniently located hotel.

In addition, a monograph or minithesis is required of each student. The monograph will be completed under the direction of a faculty member and will address an issue or issues of specific concern to the senior executive.

Clusters will form each year, and classes commence in May, September, and January. Hospitality requirements will be completed in 64 weeks.

Additional entrance requirements apply to the Senior Executive Program. Interested applicants must submit a letter of interest, along with a complete resume, to the director of hospitality management in order to be considered for admission into this program.

## **MEMBERSHIP**

Nova University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

## **ACCREDITATION**

Nova University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin. Courses in education have program approval by the Florida Department of Education.

## **ADMISSION REQUIREMENTS**

All applicants are required to:

- Submit a completed and signed application form.
- Include a nonrefundable \$40 application fee.
- Submit official high school or college transcripts.  
Proof of high school graduation is required.
- Speak with a counselor in person or by telephone.

Applicants must be industry professionals. Students not currently employed in the hospitality industry must agree to serve at least one year at half-time employment status in an approved internship. Exceptions to this policy must be approved by the hospitality committee for academic affairs. Applicants for the Senior Executive Program must also submit a letter of interest, along with a complete resume, to be considered for admission to this program.

### **Acceptance**

Admission to the Center for Hospitality Management may be obtained at any time during the year, and students may begin taking courses at the beginning of any term. Provisional acceptance may be extended to students upon receipt of the application and application fee, pending receipt of the remainder of the required documentation. Students may register for classes while provisionally accepted. Upon receipt of all required documentation, official acceptance will be granted. Students are notified in writing of both provisional and official acceptance, and these letters may be used as proof of admission.

## Identification Cards

Once a student is accepted and registered for courses, he or she may obtain an identification card at the registrar's office located in the Parker Building on the main campus. This card will enable the student to use Nova's libraries.

## International Students

International students who intend to reside in the United States and who are required to obtain an I-20 **must** be full-time, degree-seeking students and **must** attend the main campus in Fort Lauderdale, Florida. For further information, contact the international student adviser in the Office of the University Registrar, Nova University, 3301 College Avenue, Fort Lauderdale, Florida, 33314, telephone (305) 370-5695 or toll free (800) 541-6682.

International students must obtain an I-20 form to apply for an F-1 visa. The following requirements must be satisfied before an I-20 form can be issued:

1. The student must submit a completed application form along with the U.S. \$40 nonrefundable application fee. A nonrefundable deposit of \$200 must be paid to Nova University. The deposit will be applied toward the student's tuition.
2. Credits from foreign institutions must be evaluated on a course-by-course basis by an authorized organization. A copy of all secondary and postsecondary transcripts must be submitted to the organization. If the transcripts are not in English, they must be accompanied by an official English translation. A copy of the evaluation must be forwarded directly to Nova University. Applications for this service are available from the international student adviser. The student is responsible for all related fees.
3. The student must be able to demonstrate adequate English skills to participate in the desired degree program. This requirement may be satisfied by submitting a score of at least 500 on the Test of English as a Foreign Language (TOEFL).
4. The student must provide proof of financial backing to pay for living and tuition expenses while attending Nova University. If the student has personal funds, he or she may submit a letter from the financial institution stating how much in U.S. currency is available to pay for living and tuition expenses while at Nova University. A notarized letter from a sponsor stating that the sponsor will pay for the student's living and tuition expenses while attending Nova University and a letter from the sponsor's financial institution stating how much in U.S. currency is available to pay for the student's living and tuition expenses are also acceptable. Financial letters of support must also include provisions for any dependents who will be residing in the United States.

Only after the above conditions have been met will an I-20 form be issued.

Students are advised not to enter the United States on a visitor (B-2) visa unless "prospective student" is stamped on the passport or I-94 (arrival-departure record). Without this stamp, the U.S. Immigration and Naturalization Service may deny a request for change of visa status.

## **Special Students**

A student may enroll in the Center for Hospitality Management without seeking a bachelor of science degree. In this case, the "Special Student" category on the application should be indicated. Students may take as many or as few courses as they choose under this status.

## **Noncredit Students**

Students who desire to expand their knowledge in a specific area may register for courses on a noncredit basis. Such courses will not be entered on the student's transcript and will not be applicable toward a degree, should the student apply as a degree-seeking candidate in the future. Students may take as many or as few courses on a noncredit basis as they choose.

## **Undergraduate Degree**

Nova University awards two undergraduate degrees, the bachelor of arts and the bachelor of science degree. The diploma indicates that the student has earned a bachelor of arts or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova University, indicates degree earned, major field of study, and specialty, if any.

## **Second Bachelor's Degree**

Students who have attained a bachelor's degree from another regionally accredited institution may earn a second bachelor's degree from Nova University by completing all Center for Hospitality Management curriculum requirements. A minimum of 25% of the credits required in a student's curriculum must be earned at Nova.

## **Special Circumstances**

It is the sincere desire of the Center for Hospitality Management to assist a student in any way possible toward a student's educational goals. If special circumstances exist, including physical or learning disabilities, that require additional or unusual accommodations, it is the student's responsibility to contact the coordinator of records and registrations at (305) 370-5679 so that provisions can be made.

# **TRANSFER OF CREDITS**

The Center for Hospitality Management welcomes students who have earned college credits at other regionally accredited colleges and universities. Transfer students must provide official

transcripts from their previous colleges *within 60 days of acceptance*. All previous course work will be evaluated on a course-by-course basis to determine transferability.

A maximum of 75 percent of the credits required in a student's curriculum may be transferred toward the bachelor of science degree, including College Level Examination Program (CLEP) and life experience credits. All remaining credits must be earned at Nova.

Under exceptional circumstances, a student may be permitted to take courses at another college while enrolled at Nova. However, credit will be transferred only if there is prior written approval from the dean of hospitality management and a grade of C or better is earned. A student taking courses at more than one center within Nova University must also receive written approval from a counselor.

Credits from foreign institutions must be evaluated on a course-by-course basis by an authorized organization. All related fees are the responsibility of the student.

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

## **Credit by Examination**

Since our students are professionals actively employed in the hospitality industry, we recognize that many have gained knowledge in a given field that is equivalent to the course content. We do not require, nor do we desire, that such students enroll in a course for which they already possess adequate knowledge.

A student may earn credit by examination for courses that are required in a student's curriculum by submitting the following:

- a. A letter to the dean of hospitality management stating the course(s) for which the student is requesting credit by examination.
- b. An expanded resume detailing the employment or learning experience that the student feels qualifies him or her for credit for the course(s).

Based on the information in the resume, if the student appears to be eligible for credit by examination, he or she will be notified in writing of the faculty member to contact for each course for which credit has been requested. The student is responsible for contacting that faculty member to demonstrate that he or she is qualified to receive credit for the course. The student must pass a comprehensive exam of all the information normally covered in the course.

There is a \$50 fee for each course for which the student attempts to receive credit by examination, payable prior to the date the test is administered. However, the student will not be charged the normal tuition for the course.

Credit by examination will be granted for required courses within the student's curriculum only; no credit is available for elective courses. A student may earn no more than 25 percent of the



total credits required for graduation through credit by examination and/or life experience.

## Life Experience Credits

Students in the Senior Executive Program may receive life experience credits by submitting a complete portfolio detailing the specific courses for which they have gained knowledge through prior experience. Instructions for completion of the portfolio will be issued to applicable students by the dean of hospitality management. A student may earn no more than 25 percent of the total credits required for graduation through credit by examination and/or life experience.

## Testing Credits

Students may earn college credit through CLEP, the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP).

The following CLEP tests administered at Nova University are transferable to the Center for Hospitality Management's curricula. To receive credit through CLEP exams at Nova, a student must score in at least the 50th percentile. Before applying to take any of the CLEP tests, a student should consult an academic counselor to be sure that the credits granted through the exams are applicable to the individual student's course of study.

Most CLEP exams take 90 minutes. Most tests with essays require an additional 90 minutes. A student can take no more than three tests in one day. General exams are given on Tuesdays, and subject exams are given on Wednesdays. Testing starts promptly at 8:30 A.M.

Test and registration dates for 1993 are as follows:

<b>TEST DATE</b>	<b>REGISTRATION FINAL DATE</b>
September 14 and 15, 1993	August 20, 1993
October 12 and 13, 1993	September 17, 1993
November 9 and 10, 1993	October 15, 1993

Call Nova University's Testing Center at (305) 475-7466 for registration forms, fee information, 1994 testing dates, and further information regarding CLEP exams.

Students may not receive CLEP credits for their native language.

## CLEP EXAMS

GENERAL EXAMINATIONS	NOVA'S MINIMUM SCORE	NOVA'S COURSE EQUIVALENTS	HOSPITALITY MANAGEMENT EQUIVALENTS
English Composition with Essay	494	LAN 111	
Humanities                   Sub. 1 (48) Sub. 2 (45)	452	HUM 105, HUM 281	
Mathematics                 Sub. 1 (47) Sub. 2 (44)	446	MAT 110, MAT 115 MAT 102, MAT 133	
Natural Science             Sub. 1 (46) Sub. 2 (47)	447	LSC 102, PHY 101	
Social Science and History Sub. 1 (48) Sub. 2 (44)	453	SOC 281, HIS 101	
 <b>HUMANITIES</b>			
American Literature	50	HUM 351	
Analysis and Interpretation of Literature	51	HUM 283	
English Literature	49	HUM 352	
 <b>FOREIGN LANGUAGE</b>			
College French               Level 1 (42) Level 2	50	LAN 283, LAN 284	HMGT 291, HMGT 292
College German              Level 1 (43) Level 2	55	LAN 285, LAN 286	
College Spanish              Level 1 (45) Level 2	55	LAN 121, LAN 122	HMGT 293, HMGT 294
 <b>SOCIAL SCIENCES</b>			
American Government	50	POL 101	
American History I	49	HIS 103	
American History II - 1865 to Present	49	HIS 104	
Introductory Macroeconomics	50	ECO 201	HMGT 302
Introductory Microeconomics	50	ECO 202	HMGT 301
Western Civilization I	50	HIS 101	
Western Civilization II - 1648 to Present	48	HIS 102	
 <b>BEHAVIORAL SCIENCES</b>			
General Psychology	50	PSY 102	
Introductory Sociology	50	SOC 202	
Human Growth and Development	51	PSY 238	
 <b>NATURAL SCIENCES</b>			
General Biology	49	LSC 105	
General Chemistry	50	PHY 105	

# REGISTRATION

The Nova University Center for Hospitality Management has designed its program so that students may be enrolled full time while attending classes only two evenings a week. Many of our full-time students register for two courses each eight-week term; however, students may register for up to four courses in any given term. We suggest that new students begin with no more than two courses their first term and subsequently add additional courses in later terms if they so desire.

Please note that there are **two** eight-week terms in each semester. There are three semesters in each school year: fall (August-December), winter (January-April), and summer (April-August). A student may register for both eight-week terms on the same registration form for the fall and winter semesters; however, a separate registration form must be submitted for each eight-week summer term.

A student receiving Florida financial aid must register for a minimum of twelve credits per semester in order to remain eligible for this aid. It is necessary for the student to register for all twelve credits prior to the start of the semester. In other words, students not taking four courses the first eight-week term must register for **both** eight-week terms of the semester prior to the start of the first eight-week term during the fall and winter semesters.

The official registration period for an upcoming term ends two weeks prior to the last day of a current term. It is important that all registrations be submitted, along with payment, by this deadline in order to finalize class listings, class coordinators, and last-minute cancellations or classroom additions, if they should be necessary.

In order to be officially registered by the registrar, the following conditions must be met:

1. The registration form must be completed and signed.
2. Previous balances must be paid in full.
3. Payment for all tuition and fees for the current registration must be included.
4. Students receiving financial aid must have all appropriate documents completed and received by the Office of Student Financial Aid in order for financial aid to be considered as payment for the registration.

Any student not meeting the above criteria during the official registration period will be charged the \$30 late fee.

Registration forms and payment should be forwarded to the Center for Hospitality Management. Students may register in person, by mail, or, if the registration is for a **future** term, by completing the registration form and forwarding it **along with the payment** to the Hospitality Management Office via the class coordinators.

The coordinator of records and registrations at the Center for Hospitality Management will forward registrations to Nova's Accounts Receivable Office and the registrar. In order for the registration to be accepted and officially entered on a student's transcript record, the following

payment policy **must** be followed. Please read it carefully.

## **Payment Policy**

Payment may be made by cash, check, or credit card. All prior balances must be paid in order for a registration to be accepted by the registrar. If a student has a balance from a previous term, registration will be rejected and the student will be advised.

The University requires that registrations must be paid in full at the time the registration form is submitted. This includes the registration fee, tuition costs, and late registration fee, if applicable.

The only exception to this procedure occurs when the student is reimbursed by the employer. In this case, the student may elect to attach a postdated check for the **reimbursable amount only** dated *six* weeks after the course is to be completed. The date on the check should allow sufficient time for the student to receive reimbursement funds from the employer. Please also note that, in order to do this, *we must have on file* a letter from the student's employer attesting to the terms of the reimbursement, including the amount to be reimbursed and the approximate date it will be paid. A copy of the employer's agreement to reimburse will be required for each registration. All other monies owed by the student must be paid in accordance with the policy stated above.

## **CHANGE OF REGISTRATION**

Students must keep in mind that, in order for a transcript to correctly reflect their academic record, any change in course work must be recorded on the proper transaction form.

A student may drop one course and add another course, without financial penalty, by submitting a drop/add form. To add a course after the first class meeting, written permission must be obtained from the instructor or program adviser. Courses dropped during this time period will appear as a "drop" on the student's transcript.

## **Withdrawal and Refund Policy**

Refunds for dropping a course are given **only** as follows:

100 percent refund: notice of drop **in writing** prior to first class meeting.

Refunds will be based on the date the drop form is received by the Center for Hospitality Management, not the last date of attendance. Fees other than tuition are not refundable.

In addition, Florida law provides that students have three working days from the date of signing an enrollment contract or financial agreement with the University to request a cancellation of the contract in writing and receive a full refund of any tuition and registration fees paid. Further,

a student shall receive a full refund of tuition and registration 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 payment.

A student may be administratively withdrawn if the student misses both the first and second class meetings. Students may withdraw from a course prior to the seventh class meeting. A withdrawal form must be received by the Center for Hospitality Management before that deadline. Withdrawal forms received after this deadline will not be accepted. A student considering a withdrawal is encouraged to discuss this with the instructor and/or adviser, but the instructor/adviser's signature is not required. A student who stops attending class will receive a grade of A through F based on required course work, unless the student has filed a completed withdrawal form or has been administratively withdrawn. A student's transcript will display a W for courses that have been withdrawn.

### Exceptional Circumstances

Refunds or credits to a student's account for exceptional circumstances after the first class period will be considered only when the following medical terms apply:

A doctor's explanation should be submitted indicating why the student should not continue in class or why his or her school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.

It is the responsibility of the student to provide the necessary documentation to the dean of the Center for Hospitality Management, who will then approve or disapprove the request and submit it to the registrar.

## 1993-1994 ACADEMIC CALENDAR

	TERM DATES	REGISTRATION PERIOD	LATE REGISTRATION	HOLIDAYS
93F	8/30/93 - 10/25/93	7/19/93 - 8/16/93	After 8/16/93	9/6/93
93F	10/27/93 - 12/23/93	7/19/32 - 10/13/93	After 10/13/93	11/24-27/93
94W	1/3/94 - 2/26/94	11/18/93 - 12/9/93	After 12/9/93	
94W	2/28/94 - 4/23/94	11/18/93 - 2/14/94	After 2/14/94	
941	4/25/94 - 6/20/94	3/14/94 - 4/11/94	After 4/11/94	5/30/94
942	6/27/94 - 8/22/94	3/14/94 - 6/13/94	After 6/13/94	7/4/94
94F	8/29/94 - 10/24/94	7/18/94 - 8/8/94	After 8/8/94	9/5/94
94F	10/26/94 - 12/21/94	7/18/94 - 10/12/94	After 10/12/94	11/23-26/94

# TUITION AND FEES SCHEDULE FOR 1993-1994

Application Fee (nonrefundable)	\$40
Registration Fee (nonrefundable; payable once per semester)	\$25
Tuition (per credit hour)	\$175
(Note: Each course is three credit hours)	
Student Activities Fee (annual)	\$15
Noncredit Tuition Fee (per course)	\$250
Late Registration Fee (nonrefundable)	\$30
Application for Degree Fee	\$45 <sup>50</sup>
Transcript Fee	\$3
Life Experience or Credit by Examination Fee (3 credits)	\$50

*All fees subject to change*

## REQUIREMENTS FOR GRADUATION

All degree-seeking students must complete the minimum credits as designated for the chosen major plus the following requirements:

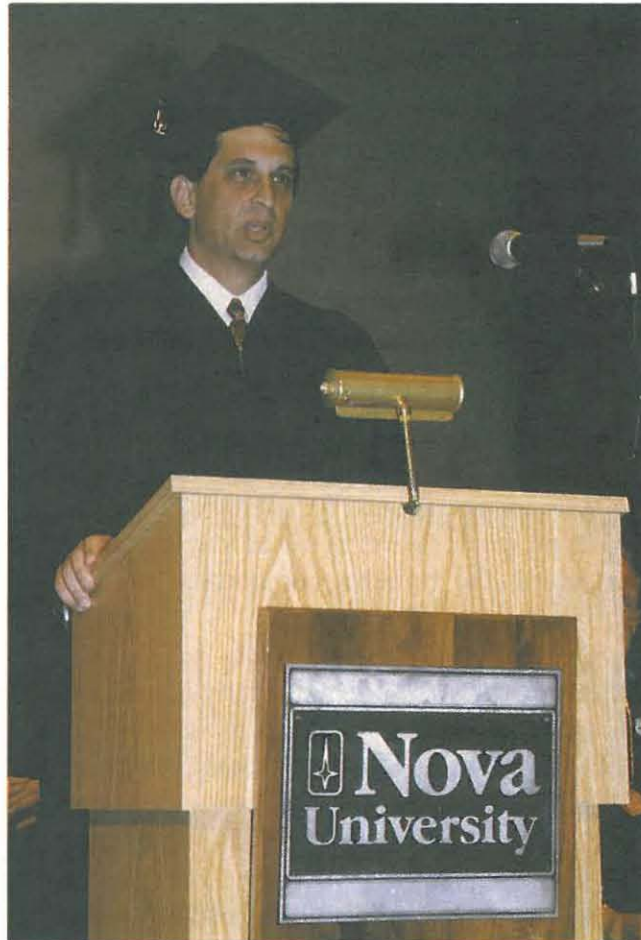
1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of all major requirements as specified
4. Attainment of a 2.00 Cumulative Quality Point Average (CQPA)
5. Attainment of a 2.00 Quality Point Average in the last term (QPA)
6. Completion, at Nova University's Center for Hospitality Management, of at least 75 percent of the credits required in the student's curriculum (not including CLEP, proficiency examination, or life experience credits)
7. Current employment in the hospitality industry or completion of an approved internship consisting of employment of at least one year at half-time status
8. Submission of an Application for Degree form and payment of the diploma fee upon completion of the last term
9. Fulfillment of all financial obligations to the library, the student's program, and the Office of the Comptroller.

### Graduation with Honors

A graduating student with a CQPA of 3.80 or higher who has completed at least 54 credits at Nova is eligible to receive the degree "with distinction." Students who have earned fewer than 54 credits at Nova may petition for graduation with distinction if they have maintained at least a 3.8 CQPA in all course work accepted toward their degree program at Nova. Degree candidates must complete all of the requirements as specified above.

## Commencement

A ceremony is held once a year in late spring for all Nova University undergraduate students who have completed graduation requirements within the academic year. In order to participate, students must submit a participation form with fee for cap and gown rental. This is not an application for degree fee.



**Louis Robbins, 1992 Center for Hospitality Management graduate, delivers the valedictory address to the Class of 1992**

## Change of Curriculum

A student who enrolls at Nova University has the option of graduating by meeting the program requirements in effect at the time of the student's enrollment *or* at the time of the student's graduation. If the student chooses to pursue a curriculum that is different from the curriculum in effect at the time of acceptance, he or she must meet with an academic counselor in order to complete a new Transfer of Credit/Curriculum Form reflecting the new major/specialty. It should be understood that credits originally transferred from colleges and universities to the original curriculum may or may not remain transferrable to the new curriculum.

## Interruption of Studies

When there is a major break in attendance (one calendar year or more from the end of the last term enrolled), the student will need to meet with an academic counselor and meet the requirements of the curriculum in effect at the time of his or her return to Nova or graduation. A new Transfer of Credit/Curriculum Form will need to be completed at the time of the student's return.

## Independent Study

Required course work may be taken on an independent study basis with the permission of a faculty member. Independent study allows a qualified student the opportunity to research a question of interest under faculty supervision. Under exceptional circumstances, independent study also allows a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Students who have been approved for an independent study course must meet with an academic counselor to draw up a contract outlining student responsibilities. It must be signed by the student and the instructor. Regular tuition rates apply.

## LIBRARIES

Nova University provides appropriate learning resources at each of its academic centers. In addition, many resources within the broader community are utilized to enrich the learning environment of students.

The **Robert A. Beck Hospitality Library** contains many resources designed to aid the student's education. Books pertaining to the industry, as well as manuals to guide a student's search for scholarship funds, help with CLAST and CLEP tests, and provide insight to GMAT testing, are available for student use.

The **Albert and Birdie Einstein Library**, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 138,000 volume equivalents can be searched through the library's computer catalog, considerably more sophisticated than the traditional card catalog. Also, more than 25 specialized indexes in CD-ROM format are available, as is dial-up access to the on-line catalog.

The Einstein Library is equipped to perform on-line literature searches using DIALOG information databases, and reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Off-Campus Library Services Office, students off campus have access to books,



journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in services to remote student locations. Students may request materials 24 hours a day, using mail, phone, FAX, or home computer.

The **William Springer Richardson Library**, at Nova's Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, and chemical oceanography.

The **University School Media Center** maintains an integrated collection of print and nonprint materials designed for students from prekindergarten through high school.

The **Law Library** of the Shepard Broad Law Center, with a collection numbering more than 254,000 volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designed as a depository for United Nations documents. It is also designated as a depository for state and federal documents.

## **TEXTBOOKS**

Textbooks for each class will be available for purchase **in the classroom** during the first and second week of each course. If a student has not bought a required textbook by the second class meeting, the student must purchase the book at Nova Books, Inc., located in the Rosenthal Building on the main campus.

## **COMPUTER FACILITIES**

One of the University's major computer resources, the Microlab, located on the main campus, offers hardware and software resources for course work, workshops, and complete degree programs based on applied microcomputer technology.

The lab has the most popular microcomputers—IBM, AT&T, XEROX, Tandy, and Apple—and on-line facilities are available for access to the UNIX\* operating system. The extensive software collection ranges from educational applications programs to the most sophisticated business applications.

An open lab schedule is maintained for all registered students, during which various software packages—computer-assisted instruction, word processing, database management, electronic spreadsheet, and statistical programs—are made available.

\*UNIX is a trademark of AT&T Technologies and Bell Laboratories.

## ACADEMIC SUPPORT CENTER

The Academic Support Center, located on the main campus, provides students with individual help in English, critical reading, study skills, math, statistics, and accounting. Students who are writing papers and need help with planning, organization, grammar, or punctuation can work with a tutor. Other services include computer-assisted instruction, practice tests for math competency, diagnostic tests, and personalized programs for skill development. The Academic Support Center offers individualized programs and workshops in the following study skills areas: goal setting and time management, critical reading, text and lecture note taking, and test-taking strategies. Students are encouraged to make an appointment during the Academic Support Center's regular hours. Call the center at (305) 475-7479 for more information.

## HOUSING

Five-story and three-story buildings of attractively furnished units provide space to accommodate most full-time students. The one-bedroom/one-bath, two-bedroom/one-bath, and two-bedroom/two-bath units come equipped with a functionally designed kitchen, custom bookshelves and desks, spacious closets, ceramic tile bath with tub-shower, cable TV service, and phone outlets. One-bedroom units without kitchens are also available, with meals served at the student cafeteria.

Each apartment has separate bedroom and living room areas, individually controlled air conditioning and heating, daily mail service, and 24-hour security. Coin operated laundry facilities are available. Nova University is close to major shopping centers and within walking distance of supermarkets, restaurants, fast-food chains, and many stores and services. Housing rates are per-semester, per-person and include air conditioning and utilities. For further information about student housing, call the Office of Residential Life, (305) 475-7052.

## GRADES

Grade	Quality Points
A Excellent	4.0
A-	3.7
B+	3.3
B Good	3.0
B-	2.7
C+	2.3
C Satisfactory	2.0
C-	1.7
D+	1.3
D Marginal	1.0
F Failure	0.0
W Withdrawn Without Penalty	

- I Incomplete
- P Pass
- NG No Grade (not assigned by instructor)
- WU Withdrawn - Administrative

**Quality Point Averages.** A student's academic standing for a specific term is the QPA. The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average. The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. The report will be mailed to the student by the registrar and may not be obtained through any other source. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and allow a student to inspect, review, and challenge such information as provided by law.

**Incomplete.** An Incomplete (I) can be awarded only in cases of **actual hardship** experienced by the student as judged by the instructor. An Incomplete may be granted **only** under the following conditions:

1. The student contacted the instructor *prior* to the class(es) missed or *prior* to the date an assignment or project was due (rather than after the fact).
2. The student had completed at least 50 percent of the course work.
3. The student and instructor complete and sign the Contract for Incomplete Grade and Its Removal, detailing the work to be completed and the designated completion date. The student and the instructor will each keep a copy, and one copy will be forwarded by the instructor to the Center for Hospitality Management for the student's file.
4. **Incompletes must be finished by the date specified by the instructor on the incomplete contract.** In severe cases, such as medical emergencies, students may be given up to one year to finish the incomplete.

In the event the student does not complete the class work in an appropriate fashion or does not advise the instructor of extenuating circumstances in a timely manner, a grade reflecting what the student actually earned must be recorded, not Incomplete.

In the event the student does not complete the assigned course work within the period of time designated on the Contract for Incomplete Grade and Its Removal, the Incomplete grade will be changed to a grade of A through F, based on the course work completed by that time.

**Withdrawal.** A student may be administratively withdrawn if he or she misses both the first and second class meetings. A student may withdraw from a course prior to the seventh class meeting. A completed Withdrawal Form must be received by the Center for Hospitality Management by that date. Such a withdrawal will appear on the transcript but will not be

included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or academic counselor. A student who stops attending class without following proper withdrawal procedures will receive a grade of A through F based on required course work.

**Pass/Fail Grades.** A student may take a course on a pass/fail basis without receiving a grade for the course. A pass/fail status must be indicated at the time the student registers for the course. The student must earn the equivalent of a C grade or better in order to pass the course. A P will be recorded on the student's transcript and will not be calculated in the student's QPA or CQPA. Neither general education nor major requirement courses may be taken on a pass/fail basis.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's QPA.

## **Dean's List**

The Dean's List is compiled following each semester. Each full-time student who earns a QPA of 3.50 or above for the preceding semester is qualified for the Dean's List. Students with grades of Incomplete are not eligible.

## **Alpha Chi National College Honor Scholarship Society**

Alpha Chi is a national honor society designed to honor students with outstanding academic records. Membership is by invitation only, and new members are inducted semiannually. To be eligible for invitation, students must be juniors or seniors, rank in the upper ten percent of their class, and have completed at least 24 credits at Nova University. Benefits of membership include scholarship and fellowship competitions and recognition of scholastic accomplishment.

## **Satisfactory Academic Progress**

To remain in good academic standing, undergraduate students must maintain at least a 2.0 QPA on all credits attempted each semester. In addition to the minimum Quality Point Average for a baccalaureate degree, students must conform to the degree requirements of their declared major.

## **Probation and Suspension**

**Student Responsibility.** Students are responsible to adhere to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall under either category as a result of these grades may be asked to withdraw from courses already begun in a succeeding term of registration.

**Academic Probation.** Students who fail to earn the minimum QPA or higher after their first 12 credits of work attempted or to maintain at least the minimum QPA thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a CQPA above the minimum QPA based on the number of credits earned.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next semester in which they enroll to be eligible for further financial aid.

**Suspension.** To avoid suspension, a student on probation must maintain a minimum QPA as stated above. If a student fails to accomplish this, the student will be placed on suspension for one semester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quality point requirements in each of the two terms subsequent to being readmitted will result in dismissal.

**Appeal.** Any student placed on probation or suspension must file a petition for review by the Academic Progress Committee if he or she wishes to be reinstated. A student placed on dismissal may, after a two-term absence, request to be readmitted.

## **Standards of Progress for VA Students**

VA students are expected to satisfactorily complete the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill and/or technical requirements of their particular program. If, at any point, it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week semester, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

# STUDENT FINANCIAL AID 1993-1994

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships, and student employment. In addition, financial aid advisers can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards often consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the accepted philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes and must be enrolled at least half-time (six credit hours per semester) in a degree-granting program in order to receive financial aid.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application and submit the Free Application for Federal Student Aid (FAFSA) to Federal Student Aid Programs (FSAP) for a need analysis.

## When to Apply

Normal processing time for a financial aid application is 8 to 10 weeks; however, loan applications may take up to 14 weeks because of additional bank and guarantee agency processing. Students should apply well in advance of the date that funds will be needed.

All students must reapply for aid annually. Applications are generally available each January for the following academic year. The priority deadline for a given academic year is the preceding April 1. All applications received after that date will be considered on a funds-available basis. The last day to apply for any assistance for that given year is May 1 (13 months after the priority deadline). For example, the two deadlines for the 1993-94 academic year are April 1, 1993, and May 1, 1994.

## Federal Programs

**Federal Pell Grant.** The Pell grant program provides federal grant aid to needy undergraduate students who are enrolled at least half-time (six credits per semester). Awards range from \$400 to \$2,300 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the basis for awarding all other aid.

**Federal Supplemental Educational Opportunity Grant (SEOG).** The SEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 1 deadline.

**Federal Stafford Guaranteed Student Loan (GSL).** The Stafford Loan Program provides low-interest, need-based loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half-time are eligible to apply. The interest rate is variable. Freshmen may borrow up to \$2,625 per year; sophomores may borrow up to \$3,500 per year; juniors and seniors may receive up to \$5,500 per year. Repayment begins six months after the student is no longer enrolled at least half time.

**Federal Unsubsidized Stafford Loan.** Annual loan limits and interest rate are identical to those of the Federal Stafford Loan. Unlike the subsidized Stafford Loan, unsubsidized loan borrowers are responsible for interest accrued during in-school and deferment periods. Unsubsidized Stafford Loans are non-need based.

**Federal Perkins Loan (NDSL).** This program offers long-term, 5 percent interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 1 deadline.

**Federal Supplemental Loans for Students (SLS).** These provide non-need based loans to independent students. First and second year students may borrow up to \$4,000 annually, while third and fourth year students may borrow up to \$5,000 annually. The interest rate is variable, and repayment begins 30 to 60 days after disbursement of the loan; however, payments may be deferred while the student is enrolled full time. Interest will accrue during periods of deferment.

**Federal Parent Loan for Undergraduate Students (PLUS).** These loans are available to parents of dependent undergraduate students who are enrolled at least half time. PLUS loans are non-need based and subject to credit rating checks. The interest rate is variable and repayment begins within 60 days of loan disbursement. The annual loan limit is the student's cost of education minus any estimated financial aid received.

**Federal Workstudy (FWS).** Part-time jobs on campus are available for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job. To be considered for FWS, students must meet the April 1 deadline and demonstrate financial need.

## **State Programs**

**State Tuition Voucher Fund (STV).** Full-time students may receive up to \$1,090 per year to offset the cost of tuition and fees, regardless of financial need. Students must be a Florida resident for at least one year and pursuing their first bachelor degree. A separate application form is required.

**Florida Student Assistance Grant (FSAG).** FSAG provides grants of up to \$1,020 to needy undergraduates. Students must be enrolled full time, be residents of Florida at least one year, and meet the April 15 deadline.

**Seminole and Miccosukee Indian Scholarships.** Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the higher education committee of either tribe.

**Florida College Career Work Experience Program (CCWEP).** Part-time jobs off campus are available through this program for needy undergraduate students. Students must be Florida residents for at least one year to qualify, and the positions held must be related to their academic majors.

## **Nova University Scholarships and Grants**

Nova annually offers scholarships and grants to both incoming and returning students. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Financial Aid Form, and be officially accepted. Awards will be made on a first-come, first-served basis. These scholarships will be combined with other federal and state financial aid programs to help meet the financial needs of students.

**Mary R. McCahill Hospitality Management Scholarship.** These scholarships are available to deserving hospitality management students in varying amounts and are based on need. Students who are experiencing financial difficulty may contact the director of hospitality management.

## **General Eligibility Requirements**

In order to participate in the financial aid programs, a student must:

1. Be a citizen, national, or permanent resident of the United States, or be in the United States for other than a temporary purpose, and provide proof to the Office of Student Financial Aid
2. Be enrolled or accepted for enrollment at Nova University
3. Be carrying or planning to carry at least one half the full-time workload for the course of study being pursued
4. Be making satisfactory progress in the course of study
5. Not be in default of, or owe a refund for, any aid received previously
6. Sign a Statement of Educational Purpose and Anti-Drug Certification
7. Be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the description of the programs.



## Other Sources of Assistance

The Office of Student Financial Aid maintains a Scholarship Source Library on the main campus. Students may use this library's reference books to locate private sources of funding. A file of pamphlets and brochures is also maintained, announcing special awards, fellowships, and grants. All students are invited to use these materials. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and chambers of commerce are familiar with scholarships available for students from their areas.

## Hospitality Industry Financial Assistance Sources

**The Statler Foundation**  
Scholarship Department  
Statler Foundation, Suite 508  
Buffalo, New York 14202  
Phone: (716) 852-1104

**American Society of Travel Agents**  
Scholarship Department  
1101 King Street  
Alexandria, Virginia 22314  
Phone: (703) 739-2782

**Club Managers Association of America**  
The Club Foundation Scholarship Coordinator  
1733 King Street  
Alexandria, Virginia 22314  
Phone: (703) 739-9500

**International Foodservice Executives Association**  
Ed Manley  
1100 South State Road 7, Suite 103  
Margate, Florida 33068  
Phone: (305) 977-0767

**Education Foundation of the National Restaurant Association**  
Scholarship Department  
250 South Wacker Drive, Suite 1400  
Chicago, Illinois 60608  
Phone: (800) 765-2122

**Business & Professional Women's Foundation**  
2012 Massachusetts Avenue, NW  
Washington, D.C. 20036  
Phone: (202) 293-1200

**Travel & Tourism Research Association (TTRA)**  
Thayne Robson  
P.O. Box 58066  
Salt Lake City, Utah 84158-0066  
Phone: (801) 581-3351

**International Association of Hospitality Accountants**  
Scholarship Department  
P.O. Box 27649  
Austin, Texas 78755-2649  
Phone: (512) 346-5680

## Notification of Awards

Students who have applied before April 1, 1993, and are awarded aid by the University should receive notification by June 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR). Students should submit all copies of the SAR to the Office of Student Financial Aid for processing. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 8 to 10 weeks, and possibly up to 14 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries, in order to prevent delays in processing. Awards are made only for the academic year in which you apply. Students requesting aid for the summer must complete a separate summer application, available in January of that award year.

## Renewal of Awards

Awards made by the University are not automatically renewed. All students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year, as well as summer terms.

## Academic Requirements for Financial Aid

**CLAST.** Undergraduates who receive financial aid from any of the Florida state programs must take and pass the CLAST (CLAST stands for College Level Academic Skills Test). The CLAST must be taken by the time a student earns 60 credits. Students are exempt from this requirement *only* if they earned an A.A. degree or had earned at least 60 CLAST-applicable credits prior to August 1, 1985. Failure to take the tests will result in loss of Florida funding.

CLAST tests will be administered at Nova University on the following dates during the 1993-94 school year:

TEST DATE	REGISTRATION DEADLINE
October 2, 1993	August 27, 1993
February 19, 1994	January 14, 1994
June 4, 1994	April 29, 1994

Contact the Testing Center at (305) 475-7466 to schedule a testing date or for more information.

**Standards of Academic Progress.** Nova University, in compliance with federal regulations, has established standards of academic progress that must be met by students in order to receive financial assistance. Satisfactory progress means making measurable progress toward a specific course of study. Failure to maintain satisfactory progress may result in a decrease or loss of financial assistance in subsequent semesters.

## For More Information

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida, 33314 (Parker Building, third floor), phone (305) 475-7411 or (800) 522-3243. Office hours are 8:30 A.M. to 7:00 P.M. Monday through Thursday, 8:30 A.M. to 6:00 P.M. Friday, and 9:00 A.M. to 12:00 NOON on Saturday.

## **Veterans' Benefits**

All programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida, 33314, telephone (305) 370-5685 or call toll free (800) 541-6682.

## **THE SOCIETY OF NOVA HOSPITALITY PROFESSIONALS**

The Society of Nova Hospitality Professionals offers the opportunity for students to continue cultivating industry contacts and alliances while assisting in fund-raising activities designed to assist hospitality students in their educational pursuits. An alumni chapter and a student chapter of the society are active for both graduates and current students. Annual activities include the Gold Coast Wine and Jazz Festival, featuring Dave Brubeck, and the Mary R. McCahill Scholarship Dinner each fall. An alumni society dinner honors recent graduates each spring.



Dave Brubeck performs at the 1991 Gold Coast Wine and Jazz Festival

## **STUDENT-FACULTY COMMITTEE**

The Student-Faculty Committee meets quarterly to review the policies and practices of both the academic and administrative arms of the Center for Hospitality Management. This committee serves to monitor the quality of education by examining the appropriate balance of courses in the curricula, course content, and admissions procedures. The committee makes recommendations that it feels would enhance the educational commitment to all students.

The Student-Faculty Committee is open to all faculty members. Student members are selected based upon recommendation of a faculty committee member and review by the committee at large.



## 1994-1995 COURSE SCHEDULE

B = Broward County

D = Dade County

P = Palm Beach County

	1994						1995	
	JAN	MAR	APR	JUN	AUG	OCT	JAN	MAR
HMGT 101 CONTEMPORARY ISSUES IN HOSPITALITY MANAGEMENT	B			D			B	
HMGT 104 INFORMAL LOGIC/CRITICAL THINKING		B		D		P		B
HMGT 201 TOTAL QUALITY MANAGEMENT	D		B		D	P		B
HMGT 206 HOSPITALITY INFORMATION SYSTEMS		B		D	P		B	D
HMGT 208 FOOD INDUSTRY INFORMATION SYSTEMS			B		D			B
HMGT 209 TRAVEL INDUSTRY INFORMATION SYSTEMS				B			D	
HMGT 301 HOSPITALITY MICROECONOMICS	B	D			B	D		
HMGT 302 HOSPITALITY MACROECONOMICS	D	B			D	B		
HMGT 306 HOSPITALITY AND BUSINESS LAW	B		D	P		D		B
HMGT 402 ETHICS IN HOSPITALITY MANAGEMENT	D	P		B			D	
HMGT 404 STRATEGIC PLANNING AND MANAGEMENT		D		P		D	B	
HMGT 405 FRANCHISING			D			B		

		1994					1995		
		JAN	MAR	APR	JUN	AUG	OCT	JAN	MAR
HMGT 406	TRAVEL AND CRUISE INDUSTRY LAW		B		D	P		D	
HMGT 409	SECURITY/RISK MANAGEMENT AND LEGAL CONSIDERATIONS				B		D		B
HMGT 211	HUMAN RESOURCE MANAGEMENT	B	D	P		B	D	P	
HMGT 313	TRAINING AND DEVELOPMENT		B	D	P		B	D	P
HMGT 315	MANAGING CUSTOMER SERVICE	P	D	B			D		B
HMGT 316	UNION-MANAGEMENT RELATIONS/ NEGOTIATING STRATEGIES FOR MANAGERS			D			B		
HMGT 318	EMPLOYMENT AND THE LAW			P	D	B		D	P
HMGT 319	STRESS MANAGEMENT		B		D	P		B	
HMGT 411	INTERPERSONAL RELATIONS			B		D		P	
HMGT 416	LEADERSHIP EFFECTIVENESS	D		B			P		D
HMGT 418	ORGANIZATIONAL BEHAVIOR AND MANAGEMENT	B		D	P		B		D
HMGT 121	HOSPITALITY FINANCIAL ACCOUNTING I	B		D		B		D	
HMGT 122	HOSPITALITY FINANCIAL ACCOUNTING II		B		D		B		D
HMGT 221	HOSPITALITY MANAGERIAL ACCOUNTING	D		B		D		B	
HMGT 321	FINANCIAL MANAGEMENT		D		B		D		B
HMGT 325	FOOD AND BEVERAGE CONTROL	B				B		D	
HMGT 420	PLANNING FOR PROFIT IN HOSPITALITY OPERATIONS		D					B	
HMGT 425	STATEMENT INTERPRETATION AND INTERNAL CONTROLS	B		D			B		D
HMGT 428	TRAVEL INDUSTRY FINANCIAL ISSUES						B		D
HMGT 130	FOOD AND BEVERAGE MANAGEMENT	D,P	B		D	B		P	
HMGT 231	FOOD PRODUCTION MANAGEMENT		D	B		D	B		P
HMGT 232	SPECIALIZED FOOD PREPARATION	B		D	B		D	B	
HMGT 235	FOOD AND BEVERAGE SERVICE				D	B			D
HMGT 239	THE MARRIAGE OF WINE AND FOOD	D,P		B		D	B	P	
HMGT 331	CONTEMPORARY ISSUES IN NUTRITION AND MENU PLANNING	B		P	D			B	
HMGT 332	SPA CUISINE		B			D			B
HMGT 335	VOLUME FOOD MANAGEMENT			D	B		D	B	

		1994				1995			
		JAN	MAR	APR	JUN	AUG	OCT	JAN	MAR
HMGT 337	HISTORY OF GASTRONOMY	B	D			B	D	P	
HMGT 339	ENOLOGY: THE ADVANCED STUDY OF WINE		D,P		B		D	B	P
HMGT 431	RESTAURANT MANAGEMENT SEMINAR	D		B	D		B		D
HMGT 436	FOOD INDUSTRY SANITATION			D		B			D
HMGT 439	MERCHANDISING OF WINE AND SPIRITS		B			D			B
HMGT 140	YIELD MANAGEMENT/ FRONT OFFICE OPERATIONS	D		B		P	D	B	
HMGT 141	MANAGING HOUSEKEEPING AND LAUNDRY OPERATIONS	P	D		B		P	D	B
HMGT 251	PRINCIPLES OF HOSPITALITY MARKETING	D	P		B	D		B	
HMGT 252	STRATEGIC MARKETING		D	P		B	D		B
HMGT 255	PROFESSIONAL SALES MANAGEMENT	D			B			D	
HMGT 354	STRATEGIC ADVERTISING	P		B		D		P	
HMGT 450	CATERING			B		D		B	
HMGT 451	GLOBAL MARKETING		B	D		B		D	
HMGT 461	FOOD FACILITIES DESIGN	B			D	P			B
HMGT 180	FOUNDATIONS OF TRAVEL MANAGEMENT	B			D		P		B
HMGT 186	THE CRUISE INDUSTRY		B			D			
HMGT 280	TRAVEL INDUSTRY PRODUCT DEVELOPMENT AND COST ANALYSIS			B			D		
HMGT 286	CONVENTION/INCENTIVE TRAVEL PLANNING - EXPOSITION MANAGEMENT		D			B			D
HMGT 380	PUBLIC TOURISM DEVELOPMENT, STRATEGIC ANALYSIS, AND FORECASTING				B			D	
HMGT 384	SALES AND PROMOTION STRATEGIES FOR THE TRAVEL INDUSTRY	D		B				D	
HMGT 385	TRAVEL AGENCY MANAGEMENT		P	D			B		D
HMGT 488	SPECIAL TOPICS IN THE TRAVEL INDUSTRY CONCENTRATION				B				D
HMGT 291	HOSPITALITY FRENCH I	B				D			
HMGT 292	HOSPITALITY FRENCH II			B				D	
HMGT 293	HOSPITALITY SPANISH I	D				B			
HMGT 294	HOSPITALITY SPANISH II			D				B	
HMGT 397	APPRECIATION OF ART		B	D			B	D	P

# CENTER FOR HOSPITALITY MANAGEMENT

## COURSE DESCRIPTIONS

Course numbers in parenthesis indicate that the course was previously offered with a different course number. Many hospitality management courses were previously offered with a different prefix, HED. All hospitality management courses currently use the prefix HMGT.

### ADMINISTRATION COURSES

**HMGT 101 Contemporary Issues in Hospitality Management.** This course introduces a broad view of the management function, bridging management concepts and organizational structure to the hospitality industry. Application of current management theory and processes will be explored and measured against current practice and organizational structure of the American hotel industry. Areas of study include a review of the functioning elements within the organization, such as finance, personnel, marketing, front office, and F & B. Guest lecturers will be used extensively.

**HMGT 104 Informal Logic/Critical Thinking.** This course will introduce the student to logical and fallacious language principles and the methods used for avoiding and correcting them. The relation between language and reasoning, different uses of language, and the problems of meaning are emphasized. Formal principles of deductive and inductive reasoning are studied and applied to workday situations.

**HMGT 201 Total Quality Management.** Total Quality Management (TQM) enhances the student's ability to obtain and maintain a quality focus. This course reinforces the concept that TQM is customer driven and involves all levels of the organization from the bottom to the top. The course deals with building teamwork and empowering people, and it stresses the importance of training in implementing TQM.

**HMGT 206 Hospitality Information Systems.** This introductory course focuses on the use of information systems in the hotel and cruise industry from a managerial perspective. Topics include the Integrated Property System (IPS), the hotel Central Reservations System (CRS), and a general overview of the use of Information Technology (IT) in the hotel environment, including POS systems, electronic keys, PBX and call accounting, voice mail, interactive in-room video, and energy management. Also evaluated will be the impact of IT on improved guest service and increased managerial effectiveness through Executive Information Systems (EIS). **Prerequisites:** HMGT 140, CAP 111.

**HMGT 208 Food Industry Information Systems.** This introductory course focuses on the use of information systems in the food

industry from a managerial perspective. Topics include POS systems, purchasing and storage systems, menu engineering, desktop publishing for menus, and automated dispensing systems. Also evaluated will be the impact of Information Technology (IT) on improved customer service and increased managerial effectiveness. Current topics and trends will be emphasized. **Prerequisites:** HMGT 130, CAP 111.

**HMGT 209 Travel Industry Information Systems.** This course focuses on the use of information technology in the tour and travel industry from a managerial perspective. Topics include Central Reservation Systems (CRS's) for airlines, tour operators, travel agencies and hotels, commission clearing houses, on-demand ticket printing, tourism databases, and travel agency management systems. Current topics and trends will be emphasized. **Prerequisites:** HMGT 180, CAP 111.

**HMGT 301 Hospitality Microeconomics.** This introduction to economics will cover supply and demand equilibrium, utility theory, cost theory, antitrust and competition, efficiency, elasticity of demand, and other basic theoretical constructs crucial to understanding economics and markets. This basic course lays the groundwork for understanding economic phenomena. No mathematical expertise is required for this course.

**HMGT 302 Hospitality Macroeconomics.** This course will cover issues, theories, and models of the national economy. Included are concepts such as gross national product, interest rates, inflation, and unemployment. The model derived from John Maynard Keynes's theories will be explored in great detail, and contrasted with the monetarist theories of Milton Friedman, et al. Students will learn about and discuss concepts such as supply side economics and monetary and fiscal policy. Basic understanding of algebra is a help, but not required.

**HMGT 306 Hospitality and Business Law.** This course is designed to introduce the student to the legal aspect of managing a hospitality enterprise. The course will include developing the knowledge of essential legal information necessary to comply with the law, as well as the rights and responsibilities of the operator and the customer.

**HMGT 402 Ethics in Hospitality Management.** This course examines the managerial decision-making process within hospitality organizations. The overall focus of the course is on the application of basic philosophy, justice, and moral and social responsibilities to the management of corporations. The ethical issues for review include workers' rights, consumers' rights, managerial responsibilities, community obligations, and social responsibilities. The moral audit process is used as a method of examination of the issues. The content of the course is learned through experiential and case study methods as they are applied to the moral models presented. **Prerequisites:** HMGT 211 and a law course (HMGT 306 or HMGT 318).

**HMGT 404 Strategic Planning and Management.** Performance is always measured by the results that one achieves. As resources and time are always limited, one needs to identify, and be able to help others identify, those priorities that, when addressed properly, are most likely to generate the highest return. This course teaches an organized approach to the 20/80 principle: "Twenty percent of the effort, applied to the right priorities, will generate 80 percent of the desired results."

**HMGT 405 Franchising.** This course will cover the scope of the franchising system in the hospitality industry. Its development and growth in hotels and restaurants, the use of franchising in packaging, and marketing hotels and restaurants will also be discussed. The relationship between franchisor and franchisee, franchising fees and royalties, and the package of services offered to franchisees will also be major topics of discussion.

**HMGT 406 Travel and Cruise Industry Law.** This course introduces the student to areas of law specifically relevant to the cruise and tourism industry and the practical application of such laws. The course will provide the student with a working knowledge of where relevant law is to be found and how it is to be applied, providing guidelines for the recognition of routine legal matters to enable the student to be aware of the more complex issues affecting the cruise, travel, and tourism industry. The course will also provide an understanding of the various legislative requirements affecting the operation of cruise lines, airlines, travel agencies, and tour companies and define the interrelationships between the cruise and travel industry law fields. **Prerequisite:** HMGT 306.

**HMGT 409 Security/Risk Management and Legal Considerations.** This course will trace the origin of security concerns and place in perspective today's hotel and food service loss prevention issues. The course will highlight the role of the police department and the parallel role of internal security forces in creating an atmosphere free from fear, harm, and loss.

## HUMAN RESOURCE COURSES

**HMGT 211 Human Resource Management.** This introductory course is designed to provide a basic foundation for all facets of human resource management. Topics will include recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved in equal employment opportunity, affirmative action, the Fair Labor Standards Act, and OSHA oversight. The impact of unions on these activities and the organization as a whole will be briefly explored. Course design will emphasize case analysis.

**HMGT 313 Training and Development.** This course focuses on improving employee performance through identifying training needs, learning objectives, and how people learn, as well as discussing techniques and visual aids. Measuring and evaluating training and development are covered in detail. **Prerequisite:** HMGT 211.

**HMGT 315 Managing Customer Service** (previously HMGT 285). This course will cover product service quality, service delivery, customer satisfaction, and retention levels. Ideas will be discussed to develop oneself as an efficient leader in customer service, develop an effective customer service program, and inspire employees to deliver the quality service needed to excel in the hospitality industry.

**HMGT 316 Union-Management Relations/Negotiating Strategies for Managers.** This course will include a labor relations perspective from both the manager's viewpoint in a unionized property as well as the viewpoint in the unorganized one. Topics will include a brief history of the topic and related laws as well as a practical view of the organizing process. The process of negotiation will also be addressed. **Prerequisite:** HMGT 211.

**HMGT 318 Employment and the Law.** This course is designed to focus on managing within the legal environment of business. The course will explore aspects of government regulations that impact the employment relationship. Students will analyze the employer's duties and responsibilities to determine proactive managerial practices that ensure compliance with the law. A case study approach to learning will be used. **Prerequisite:** HMGT 211.

**HMGT 319 Stress Management.** This course examines the physiology, causes, and effects of stress, particularly emphasizing occupational stress sources, their consequences, and methods for controlling stress. Managers will learn how to effectively live with, cope with, and avoid stress themselves, as well as recognize the signs and symptoms in their employees.



**HMGT 411 Interpersonal Relations.** This course examines human relations, covering all types of interactions among people in the hospitality industry: their conflicts, cooperative efforts, and group relationships. Human beliefs, attitudes, and behaviors that cause interpersonal conflict in personal and work-related situations will also be discussed in detail. **Prerequisite:** HMGT 211.

**HMGT 416 Leadership Effectiveness.** This course will explore the difference between leading and managing in the contemporary organization. Emphasis will be placed on the development of personal influence, and students will be exposed to current theory as well as actual practice through case studies and role playing. Contemporary issues in motivation will be addressed. **Prerequisite:** HMGT 211.

**HMGT 418 Organizational Behavior and Management.** This upper-level elective will explore the dynamics at work in today's changing organizations. The course will focus on investigating the impact that individuals, groups, and structure have on the behavior within organizations. **Prerequisite:** HMGT 211.

## ACCOUNTING AND FINANCE COURSES

**HMGT 121 Hospitality Financial Accounting I.** An introduction to the basic principles of financial accounting involving transaction analysis, flow of accounting data to financial statements, and careful consideration of accounting for revenues, expenses, assets, liabilities, and owners' rights.

**HMGT 122 Hospitality Financial Accounting II.** This course will include a discussion of hotel revenue accounting and controls and expense accounting. Also included will be analysis of financial statements, inventory methods, and property/equipment accounting. **Prerequisite:** HMGT 121.

**HMGT 221 Hospitality Managerial Accounting.** An introduction to internal accounting tools utilized by hospitality entities. Topics include the statement of charges in financial position, internal controls, food and beverage control, ration and comparative analysis, pricing, operational budgeting, forecasting, cash management, and capital budget decision making. **Prerequisites:** HMGT 121, HMGT 122.

**HMGT 321 Financial Management.** An in-depth analysis of corporate financial management including financing options, capital structure decisions, cash management, capital budgeting decisions, risk analysis, and working capital management. Although applicable to all businesses, attention will be placed on issues important to the hospitality industry. **Prerequisites:**

HMGT 121, HMGT 122, HMGT 221.

**HMGT 325 Food and Beverage Control.** This course is designed to provide the basic knowledge necessary to implement or improve F & B control systems in restaurants and medium-sized hotels. Topics will include flow analysis, food cost, beverage cost, standard recipes, planning for profit, and the use of technology in POS systems, PMS interfaces, automated inventory control systems, and specialized F & B control packages. **Prerequisites:** HMGT 130 and a math course.

**HMGT 420 Planning for Profit in Hospitality Operations.** This course contributes to the building of confidence in operating personnel to describe profitability. This confidence and broadened understanding is required to communicate with other members of the management team and with the organization's financial personnel. The program is directed toward developing an appreciation of the key links and synergy among guest, operator, and owner. Students should have a basic understanding of financial accounting issues. Students with marketing backgrounds will find the course of instruction beneficial as the interaction of the marketplace with financial reporting is developed and detailed.

**HMGT 425 Statement Interpretation and Internal Controls.** Drawing on the four previous finance courses, this course will explore detailed financial statements to include ratio analysis. The course will also document issues involving internal controls and address problems of employee financial impropriety. **Prerequisites:** HMGT 121, HMGT 122, HMGT 221, HMGT 321.

**HMGT 428 Travel Industry Financial Issues.** This is a special finance capstone course, designed to explore issues unique to the travel industry. In particular, accounting systems and financial matters peculiar to travel agencies will be reviewed. **Prerequisites:** HMGT 121, HMGT 122, HMGT 221, HMGT 321.

## FOOD AND BEVERAGE MANAGEMENT COURSES

**HMGT 130 Food and Beverage Management.** This course offers an introduction to the various aspects of a food and beverage operation. Students will be introduced to concerns of both the front and back of the house. Recipe and menu planning, departmental cost controls, safe food handling procedures, and principles of purchasing and inventory control will be covered. Guidelines for staffing and basic accounting principles will also be discussed.

**HMGT 231 Food Production Management.** This course is an introduction to food preparation in the hospitality industry. Topics will

include kitchen organization with department responsibilities, recipe development, costing and purchasing specifications, receiving food according to specifications, identification, and storage. Planning and actual production of quantity food will be included. Students will be exposed to an actual restaurant kitchen operation with high production volume. **Prerequisite:** HMGT 130.

**HMGT 232 Specialized Food Preparation.** This elective course gives the student the opportunity to pursue a specific interest in food preparation (e.g., bakery, Garde Mange, Saucier) in a small-class environment. The student works closely with experts in the field to refine skill in this area and does a written project on a chosen field. **Prerequisites:** HMGT 130, HMGT 231.

**HMGT 235 Food and Beverage Service.** This course will focus on the different components of service in restaurants, beverage outlets, and banquet facilities. Topics will include customer satisfaction, marketing service, developing styles of service in relation to different concepts and themes, and service training. **Prerequisite:** HMGT 130.

**HMGT 239 The Marriage of Wine and Food** (previously HMGT 439). The golden age of wine and food is here! We may choose from the broadest selection of the highest quality of both wines and foods ever available. New ideas in food are paired with old ideas in wine, and vice versa, to best appreciate what works. Grape varieties, regions, style, and vintages are discussed, with emphasis on demystifying and enjoying wine. History, labels, trends, marketing, wine lists, and profitable merchandising of wine are discussed. The course culminates in a gourmet wine dinner.

**HMGT 331 Contemporary Issues in Nutrition and Menu Planning.** This course, designed for both the general consumer and the food service professional, will examine those food and nutrition issues that most concern us today. Retail restaurant food service trends and marketing will be examined. Students will learn how to shop and dine in a more health-conscious fashion and how to develop recipes and plan menus with today's lifestyle changes in mind. **Prerequisite:** HMGT 130.

**HMGT 332 Spa Cuisine.** This course is designed to provide students with hands-on experience that integrates principles of nutrition and spa cuisine. Students will utilize their nutrition knowledge to analyze and prepare recipes. This course is unique in that it incorporates the expertise of a nutritionist and spa chef. There will be six field trips to different spa kitchens to cover topics including pasta, breads, garnishing, soups, dressings, sauces, salads, and desserts. The course culminates in a spa cuisine banquet. **Prerequisites:** HMGT 130, HMGT 331.

**HMGT 335 Volume Food Management.** This course will cover both the history of and contemporary issues in the volume food industry, the various industries involved in volume feeding, and the types of services offered. Students will become familiar with the many processes, equipments, facilities, trends, opportunities, and challenges associated with this industry. **Prerequisite:** HMGT 130.

**HMGT 337 History of Gastronomy.** This course is designed for students who wish to follow the gastronomical evolution of man. Emphasis is on the culinary tradition in Western Europe from the classical period of Greece and Rome through the Middle Ages to the Italian Renaissance, to France and other regions of Europe from the 18th century to the present. World-famous chefs and dishes will be covered along with the widespread use of wines and sauces.

**HMGT 339 Enology: The Advanced Study of Wine.** Intended for the progressive restaurateur, food and beverage director, or wine aficionado, this course will take a detailed look at the wine regions of the world that represent the highest quality and/or the major economic forces of the trade. In-class tastings and films will accompany lectures on the specifics of each region, including history, production, techniques, and geophysical and locational characteristics, as well as trends. A "focus" winery or chateau will be used to typify regions. The final class will include a blind tasting and dinner. **Prerequisite:** HMGT 239. **Lab Fee:** \$50.

**HMGT 431 Restaurant Management Seminar.** This course will cover the scope of the restaurant industry, including types of restaurants and the consumer view of the restaurant experience. Aspects of menu planning, price, merchandising, marketing, and control will be discussed. Other topics of importance include purchasing, receiving, storage and issuing, safety, and sanitation. Issues including design, layout, and equipment that contribute to guest satisfaction will also be discussed. **Prerequisites:** HMGT 130 and permission of the instructor.

**HMGT 436 Food Industry Sanitation.** This course will teach effective methods of food handling to ensure food quality and safety. The cause and prevention of food-borne illness will be discussed. At the conclusion of this course, the student will recognize the causes of food contamination and put into practice food handling techniques to prevent contamination from occurring. **Prerequisite:** HMGT 130.

**HMGT 439 Merchandising of Wine and Spirits.** This course will explore the various ways wine and spirits are marketed to the consumer. From national advertising to table-top promotions, there are many ways for the restaurateur

rateur, retailer, bar manager, wholesaler, and winery worker to build and develop their labels. Wine lists and by-the-glass programs will be of special interest, as will food and wine pairings. Field trips to wholesalers, retailers, and restaurants will focus on profitability, as will discussions on regional sales efforts, price ranges, and marketing assistance.

## ROOMS DIVISION MANAGEMENT COURSES

**HMGT 140 Yield Management/Front Office Operations.** This course offers an introduction to the various front office functions, including the front door, bellstand, reservations, front desk, and telecommunications departments, as well as an introduction to yield management, sales strategy, and pricing. The student will learn the internal controls necessary to efficiently manage the front desk, while maximizing guest service levels.

**HMGT 141 Managing Housekeeping and Laundry Operations.** This course will cover all aspects of the housekeeping function, including the cleaning and inspection of guest rooms, staffing guidelines, and interaction with other hotel departments, especially the front office and engineering. The course will cover floor and carpet care as well as the purchase and use of supplies in the housekeeping department. Laundry operation and equipment will be discussed in detail. Employee motivation through the use of "self-managing teams" will be explored.

## MARKETING AND SALES COURSES

**HMGT 251 Principles of Hospitality Marketing.** This course will provide students with a comprehensive overview of the practice of hospitality marketing, including the management and use of marketing research, the formulation of program goals, the selection of a marketing strategy, budgeting for marketing, techniques of program execution, and measurement.

**HMGT 252 Strategic Marketing** (previously HMGT 452). This course will introduce students to the concept of effective resource allocation to achieve optimum marketing results. The course will also cover the planning phase of the strategic marketing process and its role in today's organizations. A detailed strategic plan will be discussed, including situation analysis, goal setting, the marketing program, a marketing action plan, and implementation and control. **Prerequisite: HMGT 251.**

**HMGT 255 Professional Sales Management.** This course will be an overview of the formulation of a strategic sales program. This involves organizing and planning the company's overall personal selling efforts and integrating these efforts with the other elements of the firm's marketing strategy. The implementation of the sales program includes selecting appropriate sales personnel and designing and implementing policies and procedures that will direct their efforts toward the desired objectives. The evaluation and control of the sales force involves developing procedures for monitoring and evaluating sales force performance so that adjustments can be made to either the sales program or its implementation. **Prerequisite: HMGT 251.**

**HMGT 354 Strategic Advertising.** Supervision and interpretation of marketing research, development of campaign objectives, selection of strategies, planning and measurement of media investments, copy testing, advertising production, budgeting, and techniques of campaign measurement will be discussed. Case histories will be used extensively. **Prerequisite: HMGT 251.**

**HMGT 450 Catering.** This course is designed for the experienced catering executive, but even the beginner will find it invaluable. It establishes objectives for food service, overcoming obstacles in negotiating, and an introduction to professionalism and communication skills in the catering-sales process. Students will learn to be more creative with a contemporary approach to catering management. Prospecting, knowing the customer, and linking product knowledge with customer needs will also be included. **Prerequisite: HMGT 130.**

**HMGT 451 Global Marketing.** This course will provide the student with an overview of the world market environment and its characteristics, complexity, and diversity. The formulation of global marketing strategies will be discussed with emphasis on the elements of the marketing mix, product, price, place, and promotion decisions. The overall process of planning, organizing, and controlling a multinational marketing plan applicable to the hospitality industry will be examined and will include the important role culture plays in the marketing process. **Prerequisite: HMGT 251.**

## PROPERTIES MANAGEMENT COURSE

**HMGT 461 Food Facilities Design.** This course focuses on how the conceptual plan and budget are transformed into a workable operational plan and how best to work with the design experts in the development of a new or renovated foodservice design project. Students will tour various types of foodservice facilities to

obtain specialized knowledge needed to form design criteria and conceptual information needed to design a foodservice facility for a hotel, restaurant, or other foodservice establishment.

## **TOURISM AND TRAVEL OPERATIONS COURSES**

**HMGT 180 Foundations of Travel Management.** This course provides students with a base of general knowledge covering all areas of concentration within the travel industry. Career opportunities are explored in the airline, cruise, tour and travel, specialized meeting and incentive planning, incoming group services, and public sector segments.

**HMGT 186 The Cruise Industry.** This course provides the student with a comprehensive foundation in the cruise travel industry. The history of cruise travel and facts about major cruise lines and specialty yacht vacations are explored from the viewpoint of the cruise travel agency and cruise passenger. Students will participate in a short cruise and experience shipboard service, food, entertainment, and safety. **Prerequisite: HMGT 180.**

**HMGT 280 Travel Industry Product Development and Cost Analysis.** This project-oriented course details the geography of itinerary planning, the creation of perceived value in wholesale and group tour packaging, gross and net rate costing and analysis, buying strategies, and tour administration. **Prerequisite: HMGT 180.**

**HMGT 286 Convention/Incentive Travel Planning - Exposition Management.** This course will explore the largest segment of the group travel industry. Conference and incentive travel planning is detailed for the prospective meeting motivational travel planner. Exhibit management and exposition services are integral parts of the course. **Prerequisite: HMGT 180.**

**HMGT 380 Public Tourism Development, Strategic Analysis, and Forecasting.** This course details the nature and motivations of the public tourism sector. Convention bureaus, tourism development companies, convention centers, and governmental agencies provide the foundation for destination development. Students will become familiar with the political motivations of the public sector and build competency in the analysis and forecasting strategies employed in tourism development. **Prerequisite: HMGT 180.**

**HMGT 384 Sales and Promotion Strategies for the Travel Industry.** This course covers traditional and emerging trends in the travel industry distribution chain. Sales and promotion strategies and implementation techniques are

covered in detail. In-depth discussion of media use, direct promotion, sales strategies, and production methods will provide the student with the tools necessary to achieve future sales goals within the travel industry. **Prerequisite: HMGT 180.**

**HMGT 385 Travel Agency Management.** This course covers travel agency management operations. It includes an introduction to travel agency ownership, with sections on preliminary planning, personnel management, automation, specialization, transaction analysis, quality control, and image. **Prerequisite: HMGT 180.**

**HMGT 488 Special Topics in the Travel Industry Concentration.** This capstone course is delivered in seminar format. The student will have the opportunity, through selected readings, to concentrate on specialized segments of the industry. The student is offered the opportunity to select a field of interest from among the following areas: airline, cruise, group travel, convention/incentive, public sector, retail and wholesale travel, and exposition services. **Prerequisite: HMGT 180.**

## **GENERAL COURSES**

**HMGT 291 Hospitality French I.** A conversational approach to building French language competence in practical hospitality industry situations. **16-week course.**

**HMGT 292 Hospitality French II.** An advanced course in conversational French language competence in practical hospitality industry situations. **Prerequisite: HMGT 291. 16-week course.**

**HMGT 293 Hospitality Spanish I.** A conversational approach to building Spanish language competence in practical hospitality industry situations. **16-week course.**

**HMGT 294 Hospitality Spanish II.** An advanced conversational approach to building Spanish language competence in practical hospitality industry situations. **Prerequisite: HMGT 293. 16-week course.**

**HMGT 397 Appreciation of Art (previously HMGT 338).** This course surveys the chronology of ideas from the earliest inception of cave art to contemporary times. It uses modern art as a focal point and moves back and forth through time. The course brings out subjects, themes, and stylistic tendencies that relate the present to the past.

**HMGT 490 Independent Study.** A special course in hospitality management with the permission and under the guidance of a faculty member.

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# POLICIES GOVERNING STUDENT RELATIONS

## GENERAL

Nova University has established specific policies, procedures, and guidelines defining its relationship with its students. The term "student" as used in this catalog defines the student or parents of the student if the student qualifies as a dependent under the provisions of the Internal Revenue Code.

## INSTITUTIONAL AND ACADEMIC INFORMATION

Nova and its composite academic units periodically publish bulletins or catalogs describing the University and its academic programs. These bulletins are available to enrolled and prospective students through the various admissions offices associated with the academic units or from the Office of the University Registrar. Each academic unit, group of units, and/or the registrar maintains at least one full-time employee to assist all students in obtaining information.

## NONDISCRIMINATION

Nova fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled student shall be discriminated against because of religion, creed, sex, nondisqualifying handicap, race, color, or national or ethnic origin. The University registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.



# STUDENT RIGHTS AND RESPONSIBILITIES

## The 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.

### Nova University Statement of Academic Rights and Responsibilities

Nova 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 assure 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;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning, and observing the established University and 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, tests, projects, term papers, practicums, etc., must be the original work of the student. Original work may include the thoughts and words of another, 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 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 prior to 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 proper acknowledgement be given by the writer 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 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 A (1) or A (2) is considered plagiarism at Nova 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:

- a. Plagiarism;
  - b. Any form of cheating;
  - c. Conspiracy to commit academic dishonesty;
  - d. Misrepresentation;
  - e. Bribery in an attempt to gain an academic advantage;
  - f. Forging or altering documents or credentials; and
  - g. 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' rights 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. Any act or conspiracy to commit an act which is harassing or abusive or which 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;
  - i. Threats of or actual damage to property or physical harm to others;
  - j. Nova University prohibits any activity that may be construed as hazing. "Hazing" is defined as: any action or situation which 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; and
  - k. 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 or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

## **Student Code of Computer Ethics**

Nova University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research, and administration. Nova University's "computer systems" refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multiuser time-sharing systems to single-user terminals and personal computers, whether free standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and is of equal importance. All students are expected to abide by the Nova University Code of Student Conduct and Academic Responsibility. Students, as part of their academic preparation toward specific professional career goals, must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova University's computer systems are subject to all applicable federal, state, and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined on line or in a student's academic program office.

In addition, a student accessing any of Nova University's computer systems, whether a multiuser time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova University computer systems
- Limit the use of Nova University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova University's computer systems

- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software, or data files, is illegal or unethical
- Be aware that using Nova University's computer systems to act or behave in a rude, obscene, or harassing manner will be dealt with by appropriate University policy, procedures, and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova University copyright code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.

## 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 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 Nova University owned or controlled property and as a part of any of its activities. No Nova University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol (see page 52 "Controlled Substances--Uses and Effects"). If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### **On Campus:**

Nova University Student Counseling Service  
Mailman Building  
(305) 475-7552

Nova University Community Mental Health Clinics  
Davie.....475-7070  
Lauderhill.....486-3663  
Coral Springs.....753-7020

\* *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.*



**Community:**

Florida Department of Education  
Educational Prevention Center  
Knott Building  
Tallahassee, FL 32399  
(904) 488-6304

Department of Health and Rehabilitative Services  
Alcohol and Drug Abuse Program  
1317 Winewood Blvd.  
Tallahassee, FL 32399  
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. The Federal Sentencing Guidelines (see page 53) indicate federal penalties for trafficking in drugs.

In addition to the federal sanctions, Florida Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less 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 §893.13, Fla. Stat.: It is unlawful for any person to sell, purchase, manufacture, deliver, or possess with intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1) (e), Fla. Stat.: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, 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 §316.1936, Fla. Stat.: It is unlawful for any person to possess an open container of 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 non-criminal 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 §316.193, Fla. Stat.: A person is guilty of driving under the influence if such 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/her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine not less than \$250 or more than \$500 and imprisonment not more than six months. Second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months imprisonment. Third conviction will result in not less than \$1,000 fine or more than \$2,500 fine and imprisonment for not more than 12 months.

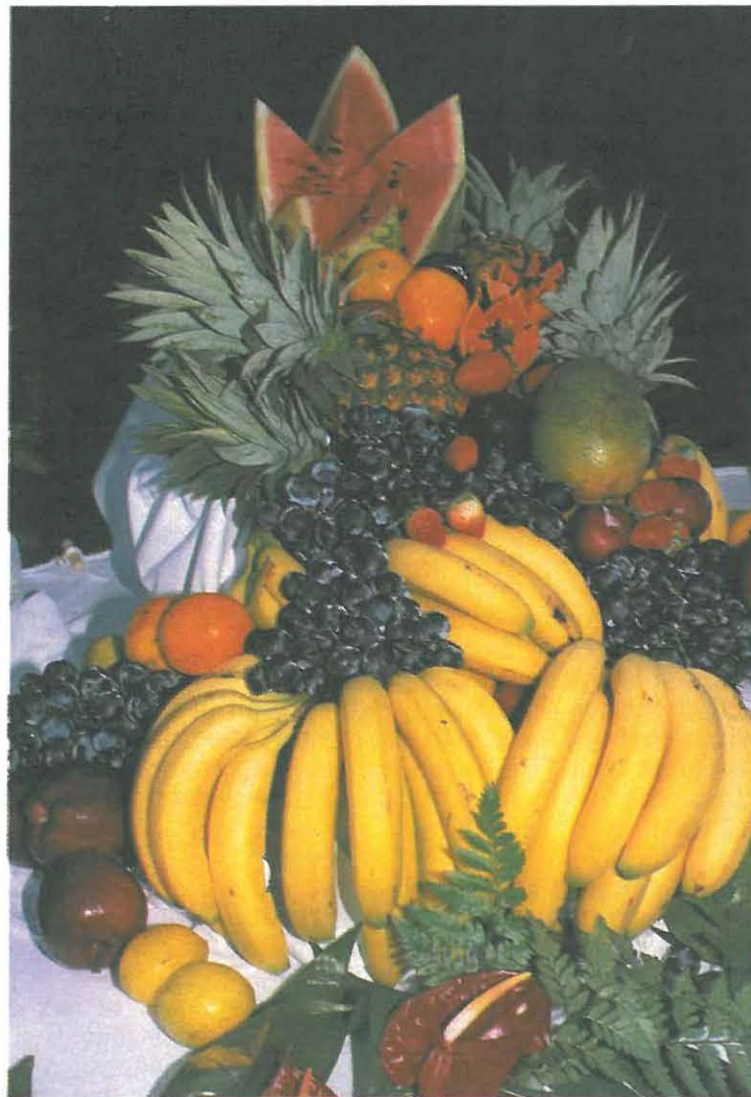
By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his/her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. In order to comply with federal law, Nova University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a

violation occurring in the workplace. Any criminal drug convictions in the workplace must be reported by the employee to his/her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted, or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova University employee or student determined to have violated this policy shall 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, expulsion, and/or termination.

All Nova University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova University students will, as a condition of their enrollment, abide by the terms of this policy.



# Controlled Substances – Uses & Effects

DRUGS' CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENCE		TOLERANCE	DURATION (Hours)	USUAL METHODS OF ADMINISTRATION	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME	
			Physical	Psychological							
<b>NARCOTICS</b>											
Opium	II III V	Dover's Powder, Paregoric, Parapetolin	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			
Codeine	II III V	Tylenol w/Codn, Robitussin AC, Empirin w/Codn, Fiorinal w/Codn	Analgesic, antitussive	Moderate	Moderate	Yes	3-6	Oral, injected			
Heroin	I	Diacetylmorphine, Horse, Smack	None	High	High	Yes	3-6	Injected, sniffed, smoked			
Hydromorphone	II	Dilaudid	Analgesic	High	High	Yes	3-6	Oral, injected			
Meperidine (Pethidine)	II	Demerol, Mepergan	Analgesic	High	High	Yes	3-6	Oral, injected			
Methadone	II	Dolophine, Methadone, Methadose	Analgesic	High	High-Low	Yes	12-24	Oral, injected			
Other Narcotics	I II III IV V	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin <sup>2</sup>	Analgesic, antidiarrheal, antitussive	High-Low	High-Low	Yes	Variable	Oral, injected			
<b>DEPRESSANTS</b>											
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	Amytal, Nembutal, Fiorinal, Lotusate, Tuinal, Seconal, Butisol, Phenobarbital	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod.	High-Mod.	Yes	1-16	Oral			
Benzodiazepines	IV	Ativan, Dalmane, Librium, Restoril, Diazepam, Xanax, Serax, Vallum, Tranxene, Versed, Verstran, Halcion, Paxipam	Antianxiety, anticonvulsant, sedative, hypnotic	Low	Low	Yes	4-8	Oral			
Methaqualone	I	Quaalude	Sedative, hypnotic	High	High	Yes	4-8	Oral			
Glutethimide	III	Doriden	Sedative, hypnotic	High	Moderate	Yes	4-8	Oral			
Other Depressants	III IV	Equanil, Miltown, Noludar, Placidyl, Valmid	Antianxiety, sedative, hypnotic	Moderate	Moderate	Yes	4-8	Oral			
<b>STIMULANTS</b>											
Cocaine <sup>1</sup>	II	Coke, Flake, Snow, Crack	Local anesthetic	Possible	High	Yes	1-2	Sniffed, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamines	II	Biphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	Attention deficit disorders, narcolepsy, weight control	Possible	High	Yes	2-4	Oral, injected			
Phenmetrazine	II	Preludin	Weight control	Possible	High	Yes	2-4	Oral, injected			
Methylphenidate	II	Ritalin	Attention deficit disorders, narcolepsy	Possible	Moderate	Yes	2-4	Oral, injected			
Other Stimulants	III IV	Adipex, Cyferl, Didrex, Ionamin, Melfiat, Plegine, Sanorex, Tenuate, Tepanil, Prelu-2	Weight control	Possible	High	Yes	2-4	Oral, injected			
<b>HALLUCINOGENS</b>											
LSD	I	Acid, Microdot	None	None	Unknown	Yes	8-12	Oral	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal symptoms not reported
Mescaline and Peyote	I	Mesc, Buttons, Cactus	None	None	Unknown	Yes	8-12	Oral			
Amphetamine Variants	I	2,5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	None	Unknown	Unknown	Yes	Variable	Oral, injected			
Phencyclidine	II	PCP, Angel Dust, Hog	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Phencyclidine Analogues	I	PCE, PCPy, TCP	None	Unknown	High	Yes	Days	Smoked, oral, injected			
Other Hallucinogens	I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn	None	None	Unknown	Possible	Variable	Smoked, oral, injected, sniffed			
<b>CANNABIS</b>											
Marijuana	I	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thal 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 anti-nauseant	Unknown	Moderate	Yes	2-4	Smoked, oral			
Hashish	I	Hash	None	Unknown	Moderate	Yes	2-4	Smoked; oral			
Hashish Oil	I	Hash Oil	None	Unknown	Moderate	Yes	2-4	Smoked, oral			

<sup>1</sup> Designated a narcotic under the CSA

<sup>2</sup> Not designated a narcotic under the CSA

# Federal Trafficking Penalties

CSA	PENALTY		Quantity	DRUG	Quantity	PENALTY	
	2nd Offense	1st Offense				1st Offense	2nd Offense
	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	<b>METHAMPHETAMINE</b>	100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.
			100-999 gm mixture	<b>HEROIN</b>	1 kg or more mixture		
			500-4,999 gm mixture	<b>COCAINE</b>	5 kg or more mixture		
I	If death or serious injury, not less than life.	If death or serious injury, not less than 20 years. Not more than life.	5-49 gm mixture	<b>COCAINE BASE</b>	50 gm or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.
and	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	<b>PCP</b>	100 gm or more or 1 kg or more mixture	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$8 million individual, \$20 million other than individual.
II			1-10 gm mixture	<b>LSD</b>	10 gm or more mixture		
			40-399 gm mixture	<b>FENTANYL</b>	400 gm or more mixture		
			10-99 gm mixture	<b>FENTANYL ANALOGUE</b>	100 gm or more mixture		

Drug	Quantity	First Offense	Second Offense
Others <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.

<sup>1</sup> Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

<sup>2</sup> Does not include marijuana, hashish, or hash oil.

## Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

## Smoking and Nonsmoking

Smoking is prohibited in any Nova University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

## Alcohol and Other Drugs

Nova University, as an institution of higher education, is dedicated to the well being of all members of the University community--students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

## SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION

Nova University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences.
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs, and to develop an awareness of potential problems that can result from the use of these substances.

- To support those who choose not to drink alcohol or to use other drugs.
- To teach those who choose to drink alcohol to do so responsibly.
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Abuse Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** There is a group of administrators, faculty, and student leaders who are appointed by the Vice-President for Academic Affairs to serve as advisors and resource persons. The committee is chaired by the Director of the Alcohol and Drug Abuse Resource Center. The group meets monthly to discuss and develop program plans and activities.
3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses is consistent with University policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement on the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

## Communicable Diseases Policy Guidelines

It is the intent of the University to protect students and employees from exposure to 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 who do become infected with a communicable disease pursuant to the Sick Leave Policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the Sick Leave Policy and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

### Guidelines

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

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

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or 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 assistant director of human resources 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 assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward County Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform regular responsibilities satisfactorily and so long as the best available medical evidence indicates that his or her continued status does not present a health or safety threat to self or others. Infected employees with diseases that threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representa-

tive. Students shall submit their statement to their program dean.

4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or 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 as required or poses a reasonable threat to the health and safety of those around him or her.
6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

## Policy on Sexual Harassment

It is the intent of Nova University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with the Equal Employment Opportunity Commission promulgated guidelines, unwelcome sexual advances, unwanted requests for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtones is made a term or condition of employment.
  - (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtones occurred.
  - (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.
- A. At Nova University, sexual harassment of or by employees includes:
1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
  2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
  3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy;



telling jokes that are clearly unwanted and considered offensive by others; or other tasteless, sexually-oriented comments or innuendoes or actions that offend others.

4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, non-coercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department, and should be reported promptly to the Director of Human Resources.

B. At Nova University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class.
2. Submission to or rejection of such conduct affects academic decisions; or
3. 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.
4. Unwelcome patting, pinching, or touching.
5. 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.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

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. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## Privacy of Records

Nova University maintains a system of records that includes application forms, letters of recommendations, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their 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) dates of attendance; c) degree and awards received. Requests for such information must be submitted in writing to the registrar. 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 prior to 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 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.

## Reservation of Power

Nova 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.

## Grievances

When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. An appeals policy is available upon request from the Center for Hospitality Management.

The provisions set forth in this catalog are not to be regarded as an irrevocable contract between the student and Nova University. Regulations and requirements, including tuition and fees, are necessarily subject to change at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work which he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova University student has the right to inspect and review his or her educational record. The policy of the University is not to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova University, Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314. A schedule of fees and a listing of types and locations of educational records is contained in this policy.

Nova University does not discriminate on the basis of nondisqualifying handicap, sex, age, race, color, religion or creed, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination. Nova University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova University general policies on student relations are on file in the Office of the University Registrar.

# NOVA UNIVERSITY DEGREE OFFERINGS

## DOCTORAL AND PROFESSIONAL DEGREES

Doctor of Business Administration (D.B.A.) in:

- Accounting
- Business Administration
- Finance
- Human Resource Management
- International Management
- Marketing

Doctor of Education (Ed.D.) in:

- Adult Education
- Child and Youth Studies
- Computer Education
- Computing and Information Technology
- Educational Leadership
- Health Care Education
- Higher Education
- Vocational, Technical, Occupational Education

Doctor of International Business Administration (D.I.B.A.) in:

- International Business Administration

Doctor of Philosophy (Ph.D.) in:

- Clinical Psychology
- Family Therapy
- Oceanography

Doctor of Psychology (Psy.D.) in:

- Clinical Psychology

Doctor of Public Administration (D.P.A.) in:

- Public Administration

Doctor of Science (Sc.D.) in:

- Computer Science
- Information Science
- Information Systems
- Training and Learning

Juris Doctor (J.D.) in:

- Law

## SPECIALIST DEGREES

Educational Specialist (Ed.S.) in:

- Computer Education
- Computer-Based Learning
- Education

## MASTER'S DEGREES

Executive Master of Business Administration in Banking (M.B.A./Ex.) in:  
Business Administration

Executive Master of Business Administration in Real Estate Development and Management (M.B.A./R.E.) in:  
Business Administration

Master of Accounting (M.Acc.) in:  
Accounting

Master of Arts (M.A.) in:  
Liberal Studies

Master of Business Administration (M.B.A.) in:  
Business Administration  
Financial Services Management

Master of International Business Administration (M.I.B.A.) in:  
International Business Administration

Master of Public Administration (M.P.A.) in:  
Public Administration  
Public Administration/Coastal Zone Management  
Public Administration/Environmental Resources Management

Master of Science (M.S.) in:  
Child and Youth Care Administration  
Child Care Administration  
Coastal Zone Management  
Computer-Based Learning  
Computer Information Systems  
Computer Science Education  
Education  
Elder Care Administration  
Family Support Studies  
Family Therapy  
Gerontology  
Health Services Administration  
Human Resource Management  
Human Services  
Information Systems  
Information Technology and Resource Management  
Management of Quality and Technology  
Marine Biology  
Mental Health Counseling  
School Guidance and Counseling  
Speech-Language Pathology  
Training and Learning

## **BACHELOR'S DEGREES**

Bachelor of Arts (B.A.) in:  
Liberal Arts

Bachelor of Science (B.S.) in:  
Accounting  
Administrative Studies  
Applied Professional Studies  
Business Administration  
Community Psychology  
Computer Engineering  
Computer Information Systems  
Computer Science  
Computer Systems  
Elementary Education  
Exceptional Education  
General Psychology  
General Studies  
Hospitality Management  
Legal Studies (prelaw)  
Life Sciences (premedical)  
Ocean Studies  
Professional Management  
Secondary Education



CENTER FOR HOSPITALITY MANAGEMENT

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