

2003

# Master of Science Criminal Justice Institute

Nova Southeastern University

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*Learn, wherever you are...*

# Nova Southeastern University



Criminal Justice Institute  
Master of Science Program  
2003-2004 Student Handbook

*Learn, wherever you are...*

## Table of Contents

President's Message.....	4
Nova Southeastern University.....	5
Nova Southeastern University Mission Statement.....	5
<b>I. Introduction to the Criminal Justice Institute</b>	
Criminal Justice Institute Mission Statement.....	6
Continuing Education.....	6
Community Services.....	6
Academic Programs.....	6
Master of Science Program.....	6
Undergraduate Program.....	6
<b>II. Admissions</b>	
Requirements.....	7
Request for Application.....	7
Application Procedures.....	7
Conditional Admissions.....	7
<b>III. Curriculum and Degree Requirements</b>	
Course Work.....	8
Course Description.....	8
<b>IV. Academic Regulations and Information</b>	
Academic Calendar.....	15
Student Enrollment.....	15
Full-time Status.....	15
Leave of Absence.....	16
Time Limits.....	16
Failure to Register.....	16
Matriculation Requirements (Degree Candidacy).....	16
Academic Standing (Following Matriculation).....	16
Remediation Policy.....	17
Probation.....	17
Dismissal.....	17
Readmission.....	17
Registration.....	17
Policies and Procedures.....	17
Payment of Tuition and Fees.....	17
Tuition and fees for the 2003-2004 Academic Year.....	17
Refund Policy.....	17
Refund Schedule.....	19
Drop/Add.....	19
Withdrawal from a Course.....	19
Transfer of Credit.....	19
Grading Policy.....	20
Degree Conferral.....	21
Academic Degree Requirement.....	21
Graduation.....	21
<b>V. Students Rights and Responsibilities</b>	
Nova Southeastern University Statements of Academic Rights and Responsibilities.....	22
Academic Standards.....	22
Conduct Standards.....	23
Supplementary Standards.....	23

Violations.....	23
Student Code of Computer Ethics.....	24
Computer use Policies.....	24
World Wide Web Pages.....	25
Use of Material in Web Pages.....	25
Drug Free Schools and Campuses.....	26
Privacy of Records.....	26
Reservation of Power.....	27
Policies Governing Student Relations.....	27
General.....	27
Institutional and Academic Regulations.....	27
Notice of Nondiscrimination.....	27
Grievances.....	27
Student Publications.....	28

**VI. Other Policies and Information**

Academic Support Services.....	29
Library Resources.....	29
MicroLab.....	29
Career Resources.....	29
Center for Media and Technology.....	30
Financial Aid.....	30
Veteran's Benefits.....	31
International Students.....	32
Housing.....	33
Students with Disabilities.....	33

**VII. Criminal Justice Institute Organization**

Core Faculty Members.....	34
Criminal Justice Institute Contacts.....	34
Criminal Justice Institute Executive Committee Members.....	35

## President's Message

Nova Southeastern University is Florida's largest independent university based on enrollment and one of the top 20 independent institutions in the United States. As president of NSU, I invite you to become an ambassador of this remarkable educational showcase that is 36 years young.

In 1967, NSU served an entire student body of 17 from one building. Today, we have more than 18,000 students enrolled in 15 academic centers, with programs offered in 22 states and 10 foreign countries. The university boasts more than 60,000 alumni in the United States and 50 foreign countries. More than 7,000 students attend classes on our 232-acre main campus.

The university's sustained growth is due in large part to its exploration of alternative strategies in educating professionals, and its commitment to excellence in academics, clinical training, and community service. As part of its response to community needs, the Criminal Justice Institute was founded in 2000. In recent years working to prevent crime rehabilitation those who have strayed from the law, and identifying better training methods for those working in law enforcement have been a major social priority. President Clinton reflected this priority in his 1994 State of the Union Address when he asserted that "Violent crime and the fear it provokes are crippling out society..." Other Federal initiatives also reflect the emphasis placed on resolving problems of crime and violence. For example, the Center for Disease Control (CDC) has established an office to study and intervene with violence among youth. Similarly, at the local level, Broward Sheriff's Office and other municipal police have broadened their focus far beyond that of merely "policing" the behavior of members of their community. Law Enforcement/crime prevention has become extremely complex and sophisticated, drawing on broad bodies of knowledge from as diverse of areas as law, psychology, system theory, business and administration, medical sciences, human factors, physical fitness education and other areas. The nature of these Criminal Justice activities is both diverse and complex, requiring multidisciplinary perspectives as well as integrated efforts that emphasize training/education, research, and service activities. The skills, knowledge bases and judgments made by those involved in administering criminal justice programming requires a high level of sophistication and expertise. The Criminal Justice Institute at Nova Southeastern University will a) facilitate college, center and school initiatives, b) initiate criminal justice involvement, c) coordinate existing and future criminal justice work among existing activities, and d) establish Nova Southeastern University in a leadership role in responding to these emerging social priorities.

As you continue your studies at Nova Southeastern University, you grow as a member of a select group of educators and practitioners in your field. You will move forward in leadership roles and find informative avenues to advance your communities. The essence of NSU is collaboration at all levels and with diverse partners.

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

Ray Ferrero, Jr.  
President

## **Nova Southeastern University**

Nova Southeastern University is an independent, nonsectarian, fully accredited, coeducational university chartered by the state of Florida in 1964. It is located on a 232-acre main campus west of Fort Lauderdale, 10 miles inland from the Atlantic Ocean, and is easily accessible from major highways, including I-75, I-95, I-595, the Sawgrass Expressway, and Florida's Turnpike. Additional centers of study offer campus-based instruction from prekindergarten through grade 12, as well as undergraduate and graduate programs leading to degrees in education, law, psychology, marine medicine, computer sciences, social sciences, business, and public administration, criminal justice, osteopathic medicine, dental medicine, pharmacy, medical education, optometry, and allied health (physician assistant, occupational therapy, and physical therapy). As an acknowledged leader in field-based degree programs, NSU offers courses of study leading to the bachelor's, master's, educational specialist, and doctoral degrees in education, in business and public administration in psychology, in the health professions, and in physical, social, and computer sciences.

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 problems of immediate concern to mankind. The university's centers and programs share a common mission to educate students for leadership roles in a variety of professions. In the Nova Southeastern University educational continuum, pre-professional training begins as early as University School, continues through the college level and the various centers for professional studies, and culminates in the Institute for Learning in Retirement. Through the Nova Southeastern University education plan, students master appropriate skills and disciplines at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

"The NSU Plan" stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the university extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching at corporate and other locations across the country. NSU also delivers programs through a variety of educational technologies, including telecommunications. Nova Southeastern University is committed to the idea that education should not be time-bound or place-bound. Through its educational offerings, research projects, and programs of public service, the university encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Nova Southeastern University programs are approved for educational benefits by the Bureau of State Approval for Veterans Training, Florida Department of Veterans Affairs. The university is authorized under federal law to enroll nonimmigrant alien students.

Nova Southeastern University's general policies on student relations are on file in the Office of the University Registrar.

## **Nova Southeastern University Mission Statement**

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

## **I. Introduction to the Criminal Justice Institute**

### **Mission Statement: Criminal Justice Institute**

Law Enforcement/crime prevention has become extremely complex and sophisticated, drawing on broad bodies of knowledge from as diverse of areas as law, psychology, system theory, business and administration, medical sciences, human factors, physical fitness education and other areas. The nature of these Criminal Justice activities is both diverse and complex, requiring multidisciplinary perspectives as well as integrated efforts that emphasize training/education, research, and service activities.

The skills, knowledge bases and judgments made by those involved in administering criminal justice programming requires a high level of sophistication and expertise. The Criminal Justice Institute at Nova Southeastern University will a) facilitate college, center and school initiatives, b) initiate criminal justice involvement, c) coordinate existing and future criminal justice work among existing activities, and d) establish Nova Southeastern University in a leadership role in responding to these emerging social priorities.

### **Continuing Education**

Various community and law enforcement continuing education programs are offered through the Criminal Justice Institute. These programs features high profile law enforcement and forensic presentations, and serve to educate the professional law enforcement and forensic community.

### **Community Services**

The Criminal Justice Institute contracts with local, state, and federal agencies to provide a variety of training program and other services to the community

### **Academic Programs**

#### **Master of Science Program**

The master's degree in criminal justice trains law enforcement personnel through an interdisciplinary focus. The program prepares students through the core curriculum and allows for specialty training through various tracks. This facilitates choice for students and fosters the development of specialized expertise. Additionally, students may choose among elective courses available at the graduate level throughout NSU.

The master's degree program will provide students with a) a solid background in the theoretical, historical, public policy, behavioral, and political perspectives related to Criminal Justice, b) an introduction to the organizational structure, operation, administration, and management of the criminal justice system at the federal, state, and local levels, c) an in-depth knowledge of the legal issues that govern criminal justice activities, including fundamental principles and concepts of criminal and civil law, rules of law and evidence, and state and constitutional laws and their development., d) a foundation in evaluation methods of criminal justice programming, and e) special knowledge in an area of choice including but not limited to, business management, psychology, organizational leadership, substance abuse, conflict resolution, and community policing.

#### **Undergraduate Program**

For those considering the M.S. program without an undergraduate degree, a special track provides an opportunity to complete the undergraduate degree at the Farquhar Center for Undergraduate Studies. Such candidates will complete their undergraduate degree, and immediately enter the M.S. program. This creates a seamless transition and the possible award of dual-credit for some courses, expediting degree completion.

## II. Admissions

### Requirements

To be considered for admission to graduate study in the Master's program, the applicant is required to present evidence of scholastic ability, significant interest in the area of criminal justice for which admissions is sought, personal stability, and sound moral character. Those applying for the Master's program as full degree seeking candidates must meet the following eligibility requirements: 1.) baccalaureate degree from a regionally accredited institution 2.) grade point average (GPA) of 3.0 or higher in the last 60 semester hours of undergraduate course work, or a total score of 950 or higher on the combined verbal and quantitative sections of Graduate Record Exam (GRE) taken within the last five years 3.) relevant professional experience or accomplishment 4.) referral from contracting agency (if customized on site program) and 5.) pre-requisite course work that includes college level math (3 credits), English (3 credits), and behavioral science (3 credits). Applicants will also be required to submit a brief statement of interest in the program, articulating career plan, capabilities, special achievements, etc. accompanied by three letters of reference from individuals familiar with the candidates' aptitude to perform adequately at a graduate level. Students will be admitted to graduate study and accepted for degree candidacy after successful completion of the core with a GPA of 3.0 or better. Students may seek admission to the program for fall, winter, or summer sessions. The Criminal Justice Institute admits students on a rolling basis throughout the year.

### Request for Application

Those interested in seeking their Master of Science degree in Criminal Justice can request an application or obtain further information by contacting:

Nova Southeastern University  
Enrollment Processing Services (EPS)  
Attn: Criminal Justice Institute  
3301 College Avenue  
P.O. Box 299000  
Fort Lauderdale, Florida, 33329-9905

Phone: (954) 262-7001  
Email: [cji@nova.edu](mailto:cji@nova.edu)  
Web Site: <http://www.cji.nova.edu>

### Application Procedures

The NSU Criminal Justice Institute offers a program leading to the Master of Science (M.S.) degree. In order to be apply to the program you will need to:

1. Complete all parts of the admissions application form.
2. Submit an official transcript from all post-secondary schools you attend.
3. Submit official scores from the GRE. This submission is optional and may be used to supplement your academic record.
4. Provide a personal statement of between 150 and 300 words indicating your goals in pursuing a graduate Criminal Justice degree. This statement may be attached to the application form.
5. Provide three letters of recommendations from individuals who are familiar with your aptitude in pursuing a graduate degree.
6. A non-refundable \$50 application fee (payable to Nova Southeastern University) must be forwarded to process your application.



## Course Work

The M.S. in Criminal Justice trains those interested in law enforcement and the justice system through an interdisciplinary focus. The program prepares students through the core curriculum and allows for specialty training through various tracks. This facilitates choice for students and fosters the development of specialized expertise. Additionally, students may choose among elective courses available at the graduate level throughout NSU. The program requires successful completion of thirty-six hour program that includes core courses, specialty track, and electives.

## Course Descriptions

### **Core Courses** (Required of all Criminal Justice Students) (15 Credits)

#### CJI 0510 Survey Issues in Criminal Justice (3 Credits):

This course will review historical context, theory, policy making, political factors, and behavioral influences related to criminal justice policy department.

#### CJI 0520 Social Administration of Criminal Justice (3 Credits):

This course will provide an overview of the federal, state, and local criminal justice systems. An introduction to management and methods of conflict management will be provided.

#### CJI 0530 Legal Issues in Criminal Justice (3 Credits):

This course will provide an overview to the legal issues that govern criminal justice activities that will include state and constitutional perspectives of law. An historical development of the various statutes that regulate criminal justice activities will be provided.

#### CJI 0540 Program Evaluation in Criminal Justice (3 Credits):

This course will provide a fundamental analysis of research and methodology as related to evaluation of criminal justice administration. Included in this course will be an introduction to statistical analysis and the use of current technology.

#### CJI 0550 Investigative Processes (3 Credits):

This course will provide a fundamental background for investigative processes to include the responsibilities of the investigator from the initial crime scene all the way through follow-up. Felony cases will be used to demonstrate examples of criminal principles.

### **Specialty Tracks** (Choose one track among the following)

#### **Track I, Organizational Leadership: Offered through the Fischler Graduate School of Education and Human Service** (15 Credits)

#### CJI 6110 Leadership in the Information Age (3 credits)

This course provides students the tools to create a model of integrated leadership through the alignment, development, and improvement of current data systems within the organization. Students will develop an understanding of the needs of the organization's constituency of the organization and how to develop continuous improvement processes through the use of technology.

#### CJI 6120 Strategic Leadership for Education and Human Service Organizations (3 credits)

This course focuses on the critical analysis of strategic leadership. Students identify organizational strengths and needs in order to develop a strategic plan to achieve organizational mission, vision and objectives. No where is this so important than for individuals leading within non-profit organizations. The essential elements of strategic leadership are highlighted in this developmental process.

CJI 6130 Leading Change in Education and Human Service Organizations (3 credits)

This course examines change theory and processes in organizations. Students explore the various theories of change, factors that impact change, and strategies to lead the change agenda in their organizations.

CJI 6140 Current Organizational Issues and Trends (3 Credits)

This course is designed to offer students the opportunity to become acquainted with the important issues, professional trends, and innovations that are shaping professional training in the workplace. Students will examine their work environments to determine operational trends and strategic projections.

CJI 6150 Leadership and Excellence (3 Credits)

The 21st century brings more change, disruption, discontinuity, and chaos than organizations have ever known. To compete successfully in this environment, leaders need to adopt behaviors and develop knowledge and skills needed to move their organizations toward excellence. This course explores the diverse leadership styles, skills, and strategies required of such a leader.

**Track II, Behavioral Science: Offered through the Center for Psychological Studies (15 Credits)**

CJI 6210 Law Enforcement and the Mentally Disordered Offender (3 Credits)

This course includes a comprehensive overview of crime control strategies for law enforcement based on identification and perspectives of various psychopathological states (e.g., schizophrenia, depression, personality disorders). Explanations of psychopathology and crime serve as a foundation for the delineation between the psychopath and the criminal, and provide an orientation for the management of the mentally ill offender. Emphasis on intervention techniques includes communication skills, negotiation techniques, lethality assessment, and psychological profiling.

CJI 6220 Police Psychology and Criminology (3 Credits)

This course involves an in-depth view of the specialties and psychological make-up of the "working personality" of police officers. Content involves pre-employment screening, fitness for duty, critical incident stress debriefing, hostage negotiation, police stress and family/individual interventions, the police subculture, public attitudes, and social consciousness changes. Managerial strategies for the development of expanded communication and stress prevention aimed at the continuum of officers, ranging from the "rookie" to the veteran officers, will be reviewed.

CJI 6240 Police Stress and Mental Health (3 Credits)

This course serves to provide the law enforcement leader with explanations of, and approaches to police stressors. Topics emphasized include the nature of stress in law enforcement, physiological/psychological aspects of stress, the impact of prolonged stress and the development of Police Trauma Syndrome, organizational stressors, alcohol/substance abuse, law enforcement family problems, and suicide. Stress management techniques introduced include psychological services, relaxation/coping skills, nutrition/exercise, and holistic lifestyle practices.

CJI 6250 Forensic Psychology (3 Credits)

This course will cover topics dealing with the interaction of psychology and criminal law. Topics to be covered include: insanity, competency to stand trial, clinical assessment of dangerousness, delinquency, and the evaluation of malingering.

CJI 6260 Behavioral Criminology (3 Credits) (Replaces former course CJI 6230)

The purpose of this course is to familiarize the student with various techniques for analyzing and understanding criminal behavior through crime and crime scene analysis. These techniques include an introduction to the fundamentals of criminal investigative analysis and profiling. Critical thinking skills will be emphasized in crime and crime scene analysis in order to draw logical inferences regarding any underlying psychopathology, motive, criminal history or other dynamics unique to that particular offender.

**Track III, Business Administration: Offered through the Wayne Huizenga Graduate School of Business and Entrepreneurship (15 Credits)**

CJI 6310 21<sup>st</sup> Century Management Practices (3 Credits)

Students will gain an understanding of leading state-of-the-art business theories and will be able to apply them to real-world situations. They will learn to understand and challenge the ideas of 20<sup>th</sup> century management thinkers, and to practice developing and challenging their own and applied models and paradigms.

CJI 6320 Legal, Ethical, and Social Values of Business (3 Credits)

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and corporate social responsibility. They will exhibit moral, ethical, and socially responsible behavior, and will be able to analyze the business decisions from a legal, ethical, and social responsibility perspective.

CJI 6330 Managing Organizational Behavior (3 Credits)

Students will gain a working knowledge of how to manage personal, interpersonal, and group processes by having the interpersonal skills to assume responsibility for leading and promoting teamwork among diverse stakeholders. Students will learn to manage individual and group behaviors in improving organizational productivity and performance. Through experiential learning, students will learn to integrate home, work, and educational observations and experiences and to convert them into proactive practical applications for growth and renewal.

CJI 6340 Managing Human Resources (3 Credits)

Students will gain a working knowledge of planning, organizing, and managing human resource systems; and will gain hands-on abilities to design, direct, and assess human resource systems in enhancing relationships with internal and external customers, leading to organizational effectiveness.

6350 Delivering Superior Customer Value (3 Credits)

Students will learn to apply the customer-value paradigm in creating a market-driven culture that designs and delivers optimum long-term value to customers. They will examine strategies for optimizing and communicating customer value, measuring customer orientation, and building customer relationships; and will learn (using case analysis and exercises) how to blend the delivery of service and product quality with pricing strategies to maximize value.

**Track IV, Public Administration: Offered through the Wayne Huizenga Graduate School of Business and Entrepreneurship (15 Credits)**

CJI 6410 Ethics and Public Administration (3 Credits)

Students will gain an understanding of the meaning and importance of the law, ethics, personal morality, and public social responsibility. They will exhibit moral, ethical and socially responsible behavior, and will be able to analyze public-sector decisions from a legal, ethical, and social responsibility perspective.

CJI 6420 Public Administration in Theory and Practice (3 Credits)

Students will gain an understanding of the theory and current practice relating to government organizations and their program objectives and will be able to analyze public-sector needs, operations, and decisions from a comparative perspective.

CJI 6430 Public and Nonprofit Strategic Management (3 Credits)

Only in the last three decades has the idea of strategic management in organizations emerged from its military origins. Strategic management has been defined as “a disciplined effort to produce fundamental decisions and actions that shape and guide what an organization is, what it does and why it does it.” Strategic management will be examined from four perspectives: first, through a focus on fundamental decisions; second, as a guide to potential futures; third, through a focus on actions; and fourth, through examination of strategic management as a process

CJI 6440 Public-Sector Human Resource Management (3 Credits)

Over the past several decades the once staid field of public personnel administration has emerged as the rapidly changing field of human resource management. Political, social, and economic changes have transformed personnel administration from an insulated administrative function performed in relative isolation into a crucial management function performed at many organizational levels. This course will focus on the changes that have and will continue to influence the role of HR in the public sector.

CJI 6450 Alternative Dispute Resolution (3 Credits)

Students will gain an understanding of the high cost of needless conflict involving public and jurisdiction resources, and learn techniques to resolve these disputes. Study of contemporary theories of conflict resolution will enable the student to analyze governmental conflict in relation to public bargaining and negotiation and to determine the appropriateness of mediation, arbitration, or adjudication through conflict analysis. The role of leadership, politics, organizational hierarchy and bias in the resolution of public conflict are emphasized.

**Track V, Substance Abuse: Offered through Fischler Graduate School of Education and Human Services (15 Credits)**

CJI 6510 Psychopharmacology of Illicit and Licit Drugs (3 Credits)

This course reviews the physical and psychodynamic effects of legal and illegal drugs. Mental disorders, symptomatology, assessment measures for addicts and dual diagnosis, along with a thorough examination of the DSM-IV.

CJI 6520 Alcohol and Other Drug Treatment in the Criminal Justice System (3 Credits)

This course will examine treatment and intervention approaches that are effective with the offenders in correctional settings. Such topics to be introduced are drug and alcohol treatment in correctional institutions, treatment modalities, principles of the therapeutic communities, characteristics and traits of the offender and issues related to the transition into the community.

CJI 6530 Substance Abuse Treatment in the Community (3 Credits)

This course introduces various models of community based programs for the substance abuse involved offender, research regarding factors of recidivism, treatment matching, case management, relapse prevention techniques, setting treatment goals, resources in the community and DUI and drug court operations.

CJI 6540 Cultural Factors in Treatment Associated with Substance Abuse Issues and the Criminal Justice System

( 3 Credits) This course will introduce students to cultural and racial identity development, The impact that class, race, ethnicity and sexual orientation have on court disposition, sentencing and the correctional process, culturally specific treatment techniques, racial and sexual dynamics in institutional settings and in community programs, including knowledge of cross-cultural interviewing skills.

CJI 6560 Special Topics in Substance Abuse and the Criminal Justice System (3 Credits).

This course is designed to give the student an opportunity to research a specific topic related to substance abuse services and the Criminal Justice System. Students are expected to work in an independent fashion and engage in in-depth research through the use of various sources. Such sources may include journal articles, books, online resources, and other scholarly works as deemed appropriate by the instructor. Students will receive guidance from the instructor regarding topic selection, along with scope and focus of the required paper.

**Track VI, Community Solutions and Partnership: Offered through the Graduate School of Humanities and Social Sciences (15 Credits)**

CJI 6610 Human Factors (3 credits).

This course presents communication theories relevant to conflict resolution as well as theories about understanding, analyzing, and managing conflict. The course focuses on the human and emotional aspects of conflict, and includes the influence of gender and culture. This course is pragmatic as well as theoretical, and presents communication and conflict resolution models in a practice-based approach.

CJI 6620 Violence Prevention (3 credits).

This course examines various theories of human aggression and violence, exploring their underlying assumptions about human nature and the causes of violence. Also included is an introduction to a range of violence intervention and prevention approaches developed for use at the interpersonal, intergroup, and societal level.

CJI 6630 Culture and Conflict: (3 credits).

This course examines the nature and meaning of conflict, conflict management techniques, and the assessment of conflict situations from a cross-cultural perspective. Explores various models for training third parties to function effectively in handling disputes where cultural differences are a significant factor. Also addresses various theoretical and practical implications of indigenous conflict management techniques and beliefs found in different cultural settings

CJI 6640 Trauma, Violence, and the Family (3 credits).

This course explores individual development across the life span, functional and dysfunctional family relationships, and the overall effects of trauma and violence on individuals and families. Issues of abuse, violence, and substance abuse and alcoholism are explored in relation to their effect on individual behavior, family dynamics and the impact on youth, youth violence and the community. Methods for identifying such issues in the context of conflict interventions involving law enforcement, schools, the courts, and the community are explored.

CJI 6650 Strategic Community Planning and Partnerships (3 Credits)

An overview of the community from a strategic perspective, identifying: social, economic, demographic and cultural trends and patterns within the community; areas of concern for law enforcement and government; ways to initiate and develop community-wide strategic planning for peaceful community relations and growth; building community partnerships between law enforcement, the criminal justice system and community agencies and groups; community justice; and the use of data, data collection and analysis in developing and implementing collaborative long and short term plans for community development, problem solving and funding initiatives.

**Track VII, Information Systems and Security: Offered through the School of Computer and Information Science (15 Credits)**

CJI 6710 Computer Security (3 Credits)

Concepts and principles of system and data security. Risks and vulnerabilities, policy formation, controls and protection methods, database security, encryption, authentication technologies, host-based and network-based security issues, personnel and physical security issues, issues of law and privacy. Discussions include firewall design and implementation, secure internet and intranet protocols, and techniques for responding to security breaches.

CJI 6720 Legal and Ethical Aspects of Computing (3 Credits)

Focuses on issues that involve computer impact and related societal concerns. Topics include transitional data flow; copyright protection; information as a source of economic power; rights to access to computer systems; computer crime; data privacy; establishing national priorities in the technical and social aspects of computing; current and anticipated uses of computer prediction; and protection of personal ethical concerns. National computer policies of Japan, France, Great Britain, and the EEC, and the status of regulation and emerging standards.

## IV. Academic Regulations and Information

### Academic Calendar

#### Semester Schedule

Term	Start Date	End Date	Application Deadline
2003 Winter	January 6, 2003	March 15, 2003	November 15, 2002
2003 Spring	April 7, 2003	June 14, 2003	February 21, 2003
2003 Summer	July 14, 2003	September 20, 2003	May 30, 2003
2003 Fall	October 6, 2003	December 13, 2003	August 22, 2003
2004 Winter	January 5, 2004	March 13, 2004	TBA
2004 Spring	April 5, 2004	June 19, 2004	TBA
2004 Summer	July 6, 2004	September 18, 2004	TBA
2004 Fall	September 27, 2004	December 11, 2004	TBA

#### Student Enrollment

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

In order to maintain an active student status, all students are to be in continuous registration until they receive their degree unless prior approval is received from the Master's Program Office. Failure to remain in continuous registration will be considered formal withdrawal from the program.

#### Full-Time Status

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

## **Leave of Absence**

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the Master's program Office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each semester. Time spent on an approved leave of absence is not charged against the five-year time limit.

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

## **Time Limits**

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

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

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

## **Failure to Register**

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

## **Matriculation Requirements (Degree Candidacy)**

Students are admitted into graduate study at the Master's level and are reviewed for degree candidacy (matriculation) after successful completion of the four core courses.

During the formal review for matriculation, students' academic performance in the core courses will be examined. Students need a grade point average of 3.0 or above in order to proceed to a track.

Students whose G.P.A. falls below 3.0 will be placed on academic probation. Students remaining on academic probation for two consecutive semesters will be referred for consideration of dismissal from the program.

## **Academic Standing (Following Matriculation)**

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

## **Remediation Policy**

A student receiving a grade of "F" in any course must repeat and successfully complete that course. Both grades shall remain on the student's record and shall count toward an accumulation of below "B" grades; however, only the higher of the two grades will be counted toward the student's grade point average.

## **Probation**

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

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

The student, the Master's program Administration, the Dean of the Center, and the Office of Student Financial Planning will be notified in writing of the student's probationary status. A student is allowed one semester to remove probationary status.

## **Dismissal**

Dismissal from the graduate program in the Criminal Justice Institute will occur when the following conditions exist:

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

## **Readmission**

Students dismissed from the program may petition for readmission after one academic year. Such students will have their records examined by the Master's Programs Administration. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses within the past 5 years with grades of "B" or that are equivalent will be applied toward the master's degree.

## **Registration**

### **Policies and Procedures**

Students will participate in course selection via the internet during the previous semester. Procedures, information, and registering dates and times will be announced to students. It is the students' responsibility to register for their own classes by logging onto the official Nova Southeastern University website: <http://www.webstar.nova.edu>. In order to register for classes or have access to personal information, each student will need his or her own PIN (personal identification number). Students will receive a PIN from the Office of the Information Technology (OIT) by mail approximately three weeks subsequent to being admitted into the Criminal Justice Institute. Those who do not receive their PIN after being admitted should contact OIT at 1-800-541-6682 or [pinhelp@nova.edu](mailto:pinhelp@nova.edu).

The procedures for class registration are as follows:

- 1) On the internet, log on to the address <http://www.webstar.nova.edu>
- 2) Double click on the icon "Login to Secure Area"
- 3) Enter in your social security number in the box indicating "User ID"
- 4) Enter in your PIN and then double click on the icon "Login"
- 5) For security purposes, re-enter your PIN
- 6) Double click on the icon "Student Services and Financial Aid"
- 7) Double click on the icon "Registration" and follow the instructions accordingly.



After students have registered, should any problems arise related to registration information or credit fees, students should contact the Office of the University Registrar (1-800-541-NOVA, Ext. 7400)

In addition, all students are required to apply for a NSU email account upon acceptance to the program. A form to apply for a NSU email account can be found at [http://www.nova.edu/common-lib/docs/account\\_request.html](http://www.nova.edu/common-lib/docs/account_request.html). Emails sent to CJI students will only be sent to NSU email accounts. If you would like to forward your nova-email correspondences to your personal account (i.e., aol, msn) you may do so by going on the web at <http://www.nova.edu/bin/emailforward> and complete the form provided. If you require any assistance, please contact NSU's help desk at 954-262-HELP.

### **Payment of Tuition and Fees**

Arrangement with the Comptroller regarding payment of tuition and fees is part of the registration process and registration is a prerequisite to class attendance. Students who register late will be assessed a late registration fee.

### **Tuition and Fees for the 2003-2004**

Tuition for 2003-2004 will be charged at the rate of \$ 425 per credit hour. Students should anticipate an annual review of fee by the university and possible increases. Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Based on an academic year, the fees are as follow:

Tuition	\$ 425 per credit hour
Application Fee	\$ 50 (non-refundable)
Registration Fee	\$ 50 per semester
Late Registration Penalty	\$ 50 per semester
Text Books and Supplies	\$ 80 – 200 per course (approximate cost)
Application for Degree Fee	\$ 75
Transcript Fee	\$ 5 per transcript

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

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

### **Refund Policy**

Students have three working days from the date of signing an enrollment contract or financial agreement with the university to cancel the contract and receive a full refund of any tuition fees paid. Furthermore, a student shall receive a full refund of tuition fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment.

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

## **Refund Schedule**

The following schedule applies to payments for each class:

For 75% refund:                Withdrawal prior to the end of the first day of class or  
   Withdrawal prior to the first week of class

**Note:** No refunds will be made for withdrawal beyond the first week of class.

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

## **Drop/Add**

A course must be added before the end of the first week of the semester. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript

## **Withdrawal from a Course**

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

## **Transfer of Credit**

Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the Master's Program Administration. Sufficient documentation should be presented to allow for evaluation by the office of Academic Affairs, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may include syllabi, course notes, or other material as requested. Transfer credit must be approved by both the Director of the Criminal Justice Institute as well as by the college, center, and school offering the specialty track.

The minimum number of transfer credits that will be credited towards graduation is 6. Transfer of credit will be awarded when the course being evaluated meets all the following criteria:

1. It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five (5) years prior to the student's first enrollment in the program; and
4. A grade of "B" or higher was received. A grade of "P" (Pass) or "CR" (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

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

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

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

## Grading Policy

The Master degree program in the Criminal Justice Institute assign grades to course work according to the following system:

Grade	Achieving Rating	Quality Points
A	Excellent	4
B	Satisfactory	3
C	Marginal Pass	2
F	Failure	0
P	Pass	-
I	Incomplete	-
PR	In Progress	-
W	Withdraw	-

In all courses, a grade of "A", "B", "C", or "F" will be assigned based upon the individual instructor's assessment and evaluation of the student's work. Some courses, for example, Directed Study, are graded in terms of Pass ("P") or Fail ("F").

Prior to the first class session, dropped courses will be deleted from the student's record. A "W" grade is assigned when a student withdraws from a course before the beginning of the fourth week of class. A grade of "W" will appear on the student's official transcript. Students failing to officially withdraw prior to the fourth week of scheduled class will be subject to grading as described in the course syllabus.

A "PR (In progress) grades indicates that clinical or research activities are ongoing. For example, it may be used for Directed Study: Research.

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

A student must request an incomplete from the instructor. If the instructor approves an incomplete, a contract form is signed by the instructor and student and submitted to the Office of Academic Affairs. The contract must specify the following:

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

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

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

## **Degree Conferral**

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

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

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

## **Academic Degree Requirements**

A student must complete all courses for the degree with a grade point average of at least 3.0. The Master of Science degree program in the Criminal Justice Institute requires 36 semester hours of graduate credit. All students will be required to pass the comprehensive examination as part of their degree requirements. A candidate is expected to complete the graduate from the Master's program within five years from the date of first enrollment.

## **Graduation**

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

## VI. Student Rights and Responsibilities

### Nova Southeastern University Statement of Academic Rights and Responsibilities

Nova Southeastern University, as a community of women and men, is committed to furthering scholarships, academic pursuits, and services 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
- 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 institute 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 regulation.

#### A. Academic Standards

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

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

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work with no unauthorized aid is given, received, or used before or during the course of the examination.

2. Referencing the Works of Another Author. All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific 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 Southeastern University, it is plagiarism to represent another person's work, words, or ideas as one's own without use of center-recognized method of citation. Deviating from center standards (A) (1) or (A) (2) is considered plagiarism at Nova Southeastern University.

3. Tendering of Information. All academic work must be the original work of the student giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. Acts Prohibited. Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of the 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
  - g. knowingly furnishing false information to the institution
5. Additional Matters of Ethical Concerns. Where circumstance are such as to place students in positions of power over university personnel, inside or outside of 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 or members of the university community not interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws.

Violation of conduct standards include, but are not limited to:

- a. Theft
  - b. Vandalism
  - c. Disruptive behavior
  - d. Possession or use of firearm, 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. Violation of housing regulations
  - h. Any act of conspiracy to commit an act that is harassing or abusive or that invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
  - i. Threats of or actual damage to property or physical harm to others
  - j. Nova Southeastern University prohibits any activity that may be construed as hazing ("hazing" is defined as: any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a university)
  - 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 type 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 misconduct or supplementary standard violations. Any student found guilty of a violation of the academic, conduct, or supplementary standards will be subject to disciplinary action, including expulsion from the university.

## Student Code of Computer Ethics

Student user of Nova Southeastern 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 online or in a student's academic program office.

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. Ethical conduct by students in the use of this technology is the same as in all other areas of university life and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic responsibility.

### Computer Use Policies

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

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

In addition to the policy contained herein usage must be in accordance with applicable university policies (see "Related Policies listed elsewhere in this policy) and applicable State and Federal laws. Among the more important laws are the Florida Computer Crimes Act, the Feral Computer Abuse Amendment Act of 1994, the Federal electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU Copyright Policy may be examined in the Office of Academic Affairs.

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

1. harass, threaten, or otherwise cause harm to specific individuals or classes of individuals;
2. impede, interfere with, impair, or otherwise cause harm to the activities of others;
3. download, post, or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution;
4. recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

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

- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone.
- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information).
- propagating electronic chain mail or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained.
- copying a graphical image from a Web site without permission.
- posting a university site-licensed data/software, or suing licensed data/software in violation of their licenses or purchase agreements.
- releasing a virus, worm, or other program that damages or otherwise harms a system or network.
- preventing others from accessing services.
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks

- using or attempting to use NSU's computer system or networks as a means for distributing child pornography via the web.
- using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes.
- Violating federal copyright laws or the NSU copyright policy

Inappropriate conduct and violation of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Dean, the Office of the Vice president for Academic Affairs, of the Office of Human Resources) depending on the individual's affiliation with the university.

#### RELATED POLICIES:

Student-Related: Student Code of Conduct and Academic Integrity

Faculty-Related: Faculty Policy Manual

Staff-Related: Employee Handbook

General policies: Copyright and Patent Policy, Computing Account Security Agreement

#### World Wide Web Pages

The university's "Format and Design Guide" (<http://www.nova.edu/common-lib/policies/>) outlines the procedures for establishing official university web pages and offers useful information about the university's Internet resources, including common libraries containing standard html templates and graphics, as well as guidelines for creating a user-friendly web page. Individuals interested in creating official web pages must sign the Information provider agreement and attend training sessions before beginning.

Recognizing the values of free expression and academic freedom, NSU encourages faculty and students to take advantage of the creative possibilities and intellectual benefits of Internet exploration and communication. The policies contained in this guide do not apply to "unofficial" pages, such as faculty homepage, student resumes, etc. Creators of "unofficial" pages are expected to abide by existing policies governing computer use, including the university's policy on the Acceptable Use of Computing Resources (see above).

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

#### Use of Material in Web Pages

You should assume that materials you find on the web page are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by other, i.e., copyrighted works, on you Web page(s) without the express permission of the copyright owner. (Example: graphic images from other Web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another web page in one of your Web pages, then link to it rather than copy it. The occurrence of plagiarism on your Web page is subject to the same sanctions as apply to plagiarism in any other media. Images in the NSU graphics repository may be used if permitted in the license agreement for such software. You may not place any picture or videos of people on a web page without the expressed permission of the people in the video. Every person has the right to privacy which includes the right to restrict the use of his/her own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material:

Copyright 2001 by<name of copyright owner>. Used with permission.

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



### Formal Procedure

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

### **Student Publications**

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

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

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

1. The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage.
2. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes shall editors and managers be subject to removal, and then by orderly and prescribed procedures.
3. All university-published and -financed student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of Nova Southeastern University or of the student body.

## **VII. Other Policies and Information**

### **Academic Support Services**

#### **Library Resources**

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

Distance education students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. Librarians travel to class sites to teach students at a distance from the campus. Distance students can request library material using fax, mail, or computer.

NSU has recently completed construction on a 300,000-square-foot, high-tech Library, Research, and Information technology Center. The new library houses 800,000 volumes, electronic classrooms, a 500-seat auditorium, museum-style collections and exhibits, and has access to educational resources throughout the country.

#### **Microlab**

MicroLabs and electronic classrooms are located on the main campus in the Parker Building (first, second, and third floors), the Sonken Building, the Leo Goodwin Sr. Residence Hall, University Park Plaza, the Health Professions Division, and the Maltz Psychology Building. MicroLabs are also located at the NSU east campus. The multilab design of the MicroLabs and the choice of technology platforms provide flexibility for faculty and students to apply technology to meet course requirements. Computer systems include Microsoft Windows and access to a wide choice of applications programs. The MicroLabs are equipped with multimedia workstations. Peripherals such as CD-ROMS, color scanners, and digital cameras are also available for student use. The MicroLabs have online connectivity with all systems linked to the Campus Wide Information System (CWIS), the NSU electronic Library, the Internet, and the World Wide Web. An extensive collection of software housed in the MicroLabs provides access to a broad range of programs and multimedia applications. Field-based students are provided with access to computer labs in their area.

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

#### **Career Resources**

The purpose of the Career Resource Center is to assist students and alumni in all aspects of the career decision making, planning, and job search process. Our mission is to support Nova Southeastern University undergraduate students, graduate students, and alumni in implementation of successful career plans.

Through counseling and career-related resources, the center strives to educate students and alumni to

- Develop a career life plan, from choosing a major to conducting a job search
- Explore career and/or graduate/professional school opportunities
- Secure employment

The Career Resource center encourages personal responsibility on the part of students and alumni in planning a career and exploring opportunities as they relate to educational and personal development throughout the college years and into the future.

### **Center for Media and Technology**

The Center for Media and technology (CMT) exists to provide the faculty, staff, and students at all Nova Southeastern University locations with the basic tools of instruction, to develop and produce learning materials, to assist faculty in the development of learning materials, and to provide information consultation on using technology effectively.

CMT staff is dedicated to helping its clients overcome personal, psychological, social, and geographical obstacles to learning through the effective use of technology, particularly teleconferencing and videoconferencing.

In addition to video production, CMT circulates films, videos, and other nonprint resources to faculty from an extensive in-house collection, as well as from other university and commercial rental sources.

### **Financial Aid**

Nova Southeastern University's office of Student financial Assistance administers comprehensive federal, state, institutional, and private financial aid programs. The purpose of these programs is to provide monetary assistance to students who can benefit from further education but who cannot do so without such assistance. Students interested in receiving a financial aid packet should contact the office of Student Financial Assistance at (954) 262-33880 or 800-806-3680 or via the Internet at [www.nova.edu/cwis/finaid](http://www.nova.edu/cwis/finaid).

The NSU Web for Students allows enrolled students to access and update personal information, review grades, print unofficial transcripts, review financial aid information and review account balances via the Internet.

#### When to apply for Financial Aid

It is recommended that students apply for financial aid well in advance of the date the funds will be needed because normal application processing takes six to eight weeks, and sometimes as many as 12 weeks. It is extremely important that students complete all forms correctly and respond promptly to all inquiries in order to prevent delays in processing. Awards are made only for the academic year. Applications are generally available each January for the following academic year.

#### General Eligibility Requirements

In order to participate in the financial aid programs, participants generally must:

1. Be U.S. citizens, permanent residents, or in the United States for other than temporary purpose and be able to provide proof of such
2. Be accepted for enrollment in an eligible degree-seeking program at Nova Southeastern University
3. Be making satisfactory progress in their course of study
4. Not be in default of or owe a refund for any financial aid received previously
5. Sign a statement of educational certification
6. Be registered with Selective Service if required to do so by federal law.

### Student Aid Programs

The following is a list of the student aid programs available at Nova Southeastern University:

**Seminole and Miccosukee Indian Scholarships:** Grants of up to \$2,000 per year are available to qualified members of the Seminole or Miccosukee Indian tribes. Applications are available from the higher education committee of either tribe.

**Federal Stafford Loan:** The Federal Subsidized/Unsubsidized Stafford Student Loan program provides low-interest, long-term educational loans through participating banks, credit unions, and other financial institutions. The interest rate is variable, not to exceed 8.25 percent. Graduate students are eligible to borrow up to \$18,500 per year. Repayment begins six months after student leaves school or drops below half time.

**The Federal Perkins Loan:** The Perkins Loan Program offers long-term educational loans to students enrolled at least half-time. Eligibility is based on financial need. Repayment begins nine months after the student leaves school or drops below half-time.

**Nova Southeastern University Assistantships:** A limited number of on-campus graduate assistantships will be available in residential life and student life for the 2000-2001 academic year. These assistantships include housing, meal plan, a partial tuition waiver (\$7,000-\$8,000), and monthly stipend of \$450-\$500. To apply and receive priority consideration, send a letter of interest and resume to:

Residential Life  
Nova Southeastern University  
Office of Residential Life  
3301 College Avenue  
Fort Lauderdale, FL. 33314-7796  
Attn: Rick Mayfield

Student Life  
Nova Southeastern University  
Office of Student Life  
3301 College Avenue  
Fort Lauderdale, FL. 33314-7796  
Attn: Cleveland Ferguson

**Federal Work-Study:** Part-time jobs in the work-study program on campus are available for students demonstrating need. Generally, students work 10-20 hours per week. Federal work-study awards are based on financial need.

**Student Employment:** Part-time employment is available in many departments on campus. Several positions are open to students regardless of financial need.

### **Veterans' Benefits**

Nova Southeastern 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. Eligible veterans and veterans' dependents should contact:

Nova Southeastern University  
Office of the University Registrar  
Coordinator of V.A. Benefits  
3301 College Avenue  
Fort Lauderdale, FL. 33314-7796  
(954) 262-7236 or toll free 800-541-6682, ext. 7236

### Standard of Progress

A student receiving veterans' benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain and maintain

satisfactory progress by the end of the probationary period (one evaluation period), the student's VA educational 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 re-certified after one evaluation period has elapsed. The school may re-certify 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.

For VA payment of benefits purposes, an "I" (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the Academic Dean for that program. An "NG" (no grad) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay is granted by the Academic Dean for that program.

#### Grade/Progress Reports

Each VA student will be provided a grade/progress report at the end of every evaluation period (e.g., term, semester). A copy of each report will be placed in the student's permanent file maintained by the school. The university periodically furnishes each student with a working transcript that shows current status of grades and earned semester hours for all courses completed and/or attempted, plus grades for courses in which the student is currently enrolled.

#### Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training that it is mandatory for all veterans benefits recipients to report either prior education and/or training. A student receiving veterans benefits that have previous post secondary educational training/experience must request official transcript(s) be sent to the school. If the transcript has not been received prior to the end of the student's second term here at Nova Southeastern University, the student can no be certified for veteran's benefits for the upcoming term. The student can be certified for veteran's benefits after the transcript has been received.

The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the student's tuition and training time will be reduced proportionately, with the veteran and VA so notified.

#### Student Conduct

All students are expected to comply with the legal and ethical standards of this institution.

Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institution documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

#### **International Students**

International students who intend to reside in the United States and who are required to obtain an I20 visa must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. For further information, contact:

Nova Southeastern University  
Office of the University Registrar  
International Student Adviser  
3301 College Avenue  
Fort Lauderdale, FL. 33314-7796  
(954) 262-7240 or toll free 800-541-6682, ext. 7240

## **Housing**

Housing is available on the main campus. One- and two-bedroom furnished apartments are available for graduate and married students without children.

Utilities, basic cable TV, local phone service, and central air conditioning are included in the housing rates. Housing availability is limited. Applicants are encouraged to apply early. Interested students are invited to obtain further information from:

Nova Southeastern University  
Office of Residential Life  
3301 College Avenue  
Fort Lauderdale, Fl. 33314-7796  
(954) 262-7052

## **Students with Disabilities**

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. No qualified individual with a disability shall be excluded from participation in or be denied the benefits of the services, programs, or activities of the university, or be subjected to discrimination by reasons of his or her disability. For additional information on the university ADA policy and obtaining reasonable accommodations, please contact the Administrative Director at the Criminal Justice Institute.

Student requests for accommodation will be considered on an individual basis in accordance with the institute's procedures.

