2026–2027

STUDENT ACADEMIC CATALOG
GRADUATE PROGRAMS

NSU Florida

Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center

Table of Contents

TABLE OF CONTENTS.....I

NOVA SOUTHEASTERN UNIVERSITY INSTITUTIONAL GOVERNANCE 1

Foreword 1
Reservation of Power..... 2
Flexibility in Policies 2
Glossary of Terms..... 3

ABOUT NOVA SOUTHEASTERN UNIVERSITY.....6

NSU's Vision 6
NSU's Mission..... 6
NSU Core Values..... 6
NSU Board of Trustees..... 6
Accreditation 6
Campus Facilities..... 7
Colleges and Academic Units..... 8
NSU Campus Locations 8
NSU Regional Campuses 9
NSU Health Care Clinics 10
NSU Campus Map 14

UNIVERSITY-WIDE POLICIES AND COMPLIANCE 15

Statement on Student Rights and Responsibilities 15
Nondiscrimination Policy 15
Title IX / Sexual Misconduct Policy 16
Disability Accommodations 17
NSU Student Religious Holiday Policy..... 19
Family Educational Rights and Privacy Act (FERPA) 20
Healthcare Privacy (HIPAA) Statement 22
Degree Conferral Process 23
Image Use Statement..... 23
Force Majeure 24

COLLEGE PROGRAM AND CURRICULUM INFORMATION 25

HALMOS COLLEGE OF ARTS AND SCIENCES AND THE GUY HARVEY OCEANOGRAPHIC RESEARCH CENTER.....26

HCAS Campus Locations 26
HCAS Research Activities 27
HCAS Partnerships 27
HCAS Faculty and Staff..... 28
HCAS Programs and Majors..... 28

COLLEGE POLICIES AND PROCEDURES: ACADEMIC GOVERNANCE 29

Professional Attributes 29
Grading System and Academic Standing..... 32
Academic Standing..... 33
Course Delivery 34
General Admission Information 35
Attendance and Absence..... 35
Full-Time Status Requirements 35
Leave of Absence 36
Academic Inactivity 36
Graduation Requirements 37
Program Time Limits (Program Length) 38

TUITION, FEES, AND ACADEMIC CALENDAR.....39

Tuition and Fees..... 39
Academic Year Calendars..... 39

ACADEMIC DEPARTMENTS AND DEGREES.....40

DEPARTMENT OF BIOLOGICAL SCIENCES 40

M.S. Degree in Biological Sciences 40

DEPARTMENT OF CHEMISTRY, ENGINEERING, AND PHYSICS.....43

DEPARTMENT OF COMMUNICATION, MEDIA, AND THE ARTS 44

DOCTORAL PROGRAM IN CONFLICT ANALYSIS AND RESOLUTION 46

DEPARTMENT OF HUMANITIES AND POLITICS.....49

DEPARTMENT OF MARINE AND ENVIRONMENTAL SCIENCES.....51

APPENDIX: SAMPLE CURRICULUM 60

M.S. in Biological Sciences – Bioinformatics Concentration 60

M.S. in Biological Sciences – Health Studies Concentration 61
M.S. in Biological Sciences – Thesis 62
M.S. in Biological Sciences – Capstone 63
M.S. in Medicinal Chemistry – Thesis 64
M.S. in Medicinal Chemistry – Capstone 65
M.A. in Composition, Rhetoric, and Digital Media 66
M.A. + Ph.D. in Composition, Rhetoric, and Digital Media 67
Ph.D. in Composition, Rhetoric, and Digital Media 68
Ph.D. in Conflict Analysis and Resolution 69
M.S. in National Security Affairs and International Relations 71
Ph.D. in Marine Biology/Physical Oceanography 72
M.P.S. in Environmental Sciences 73
M.S. in Marine Sciences 74

Nova Southeastern University
Institutional Governance

Foreword

This Student Handbook/Academic Catalog contains university-wide information, policies, and procedures applicable to all students for the academic year 2026–2027 and will remain in effect until superseded. This Student Handbook/Academic Catalog supersedes all prior versions, and the content of this Student Handbook/Academic Catalog shall govern and control any conflicts of information or policies in other university, college or program documents, directives, or website postings. The Student Handbook/Academic Catalog is the governing document for all university, college, and program-related information, unless expressly stated otherwise in an adjoining college and program student handbook. It is the responsibility of every student to be aware of, and compliant with, the policies and procedures of this Student Handbook/Academic Catalog. Failure to read and be cognizant of the content of this Student Handbook/Academic Catalog does not excuse students from adherence with NSU rules, policies, and procedures contained in it.

For the purpose of promoting its educational mission to foster an environment where students grow and flourish in intellectual achievement, NSU has the inherent right to preserve order, respect and tolerance, honesty and integrity, and uphold institutional consistency through the setting of academic and conduct standards and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and consistency, whenever possible, the university aims to utilize its disciplinary procedures as a developmental process. In accordance with this philosophy, educational assignments may be added to any disciplinary -sanction. The foundation underlying such student standards relies on the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility and accountability. This ensures that the same rights are not denied to others. By becoming a member of the university community, a student acquires rights in, as well as responsibilities to, the whole university community. These rights and responsibilities are included in this Student Handbook/Academic Catalog.

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

Students are also subject to rules and regulations established by academic programs of the various NSU schools and colleges such as the Code of Student Conduct and Academic Responsibility. Students should familiarize themselves with their individual college and program academic, conduct, and professionalism standards, in addition to the information contained in this NSU Student Handbook/Academic Catalog.

Students who engage in conduct that is disruptive or endangers their own health or safety, or the health or safety of others, may be required to participate and make satisfactory progress in a program of medical evaluation and/or treatment if they are to remain at the university, reside in university housing, participate

in any program, service, or activity offered by NSU, or if their physical presence is to be permitted on campus or university properties will be referred to the NSU Student Behavioral Concerns Committee for determination as to the student's participation and progress in a particular program. NSU reserves the right to place conditions upon or require the withdrawal of a student from enrollment, university housing, or participation in any program, service, or activity offered by NSU, and/or to prohibit the student's physical presence on university campuses and properties when the student's continuation or presence therein, in the university's judgment, may compromise to the health or safety of the student or others. Policies and procedures associated with the Student Behavioral Concerns Committee can be found on the NSU Student Conduct website at *nova.edu/studentconduct/Student%20Behavioral%20Concerns%20 Committee%20Policies.html*.

In lieu of, or in addition to, disciplinary action, NSU also reserves the right to impose fines, take legal action, rescind housing privileges, revoke study abroad privileges, withhold student records, revoke other privileges, and impose other measures as it deems appropriate based on the circumstances. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Students may also be subject to disciplinary proceedings for acts committed before their admission and/or enrollment at NSU.

Reservation of Power

NSU's Student Handbooks and Academic Catalogs are not intended to form a contract or be part of a contractual agreement between NSU and the student, but rather provide guidance for academic and conduct standards and information as to the university policies and procedures. Handbooks and catalogs are deemed in effect upon publishing online and will remain in effect until superseded by either a new handbook/catalog or by a modified version, which is available at *nova.edu/student-handbook* and at *nova.edu/academics/course-catalog.html*. From time to time, it may be advisable for the university to alter or amend its procedures, policies, and/or the modality of instruction. NSU reserves the right to make such changes at any time. Reasonable notice may be furnished to the university community of any substantive change but is not required. It is the responsibility of each student to stay informed about any changes by reviewing them as published on the NSU website at *https://www.nova.edu/student-affairs/student-handbooks.html*.

The most current versions of the NSU Student Handbook and Academic Catalogs are published online and they supersede all previous online or printed versions of handbooks and catalogs. The currently published versions of each will control in the event of any ambiguity or conflicting policy with what may have been stated in an earlier version of the same. University policies are maintained in *PolicyStat* and will control in the event of any inconsistency or ambiguity with policies in this handbook or a catalog. Furthermore, the colleges, schools, departments, and academic programs may establish additional or more restrictive policies consistent with this handbook. Where such policies differ, the policy of the applicable college, school, department, or academic program will control, provided that it does not conflict with any applicable university policy maintained in *PolicyStat*.

Flexibility in Policies

University policies are intended to describe some of the expectations of members of the university community, as well as outline the university's community policies and programs. They are intended to be used as guidelines and do not create an express or implied contract which cannot be changed or modified. Circumstances not specifically addressed in university policies will be handled on a case-by- case basis by the appropriate official selected by the university. As the need may arise, the university reserves the right to, in its sole discretion, modify, revise, supplement, rescind, suspend, terminate, or change its policies, procedures, programs, activities, and services, in whole or in part, to the fullest extent permitted by law.

Glossary of Terms

For purposes of this handbook, the following terms shall have the meanings set forth below. These definitions apply throughout this handbook unless otherwise specified in a particular policy, college, or academic program.

Academic catalog / catalog: The official publication outlining academic programs, requirements, and policies for each college or academic unit.

Academic program: A course of study offered by a college or academic unit leading to a degree, certificate, or credential.

Admissions: The process by which an individual applies for and is considered for acceptance into an academic program at NSU, including the review of application materials, determination of eligibility, and issuance of an admission decision.

Business days: Monday through Friday, Eastern Standard Time (EST), excluding university-observed holidays.

Campus / NSU campus: Any property, facility, or location owned, leased, operated, or otherwise controlled by NSU, including the Fort Lauderdale/Davie campus and all regional campuses and instructional sites.

Campuses / NSU campuses: Collectively, all campuses, instructional sites, and facilities owned, leased, operated, or otherwise controlled by Nova Southeastern University, including the Fort Lauderdale/Davie campus and all regional campuses.

Code / Code of Student Conduct and Academic Responsibility: The university's standards, policies, and procedures governing student conduct, academic responsibility, violations, disciplinary processes, and related sanctions.

College or Program Policy: Policies adopted by a specific college, school, or academic program that may supplement or be more stringent than university-wide policies.

Committee: Any group formally established or authorized by the university, a college, or an academic program to review, evaluate, or make recommendations or decisions regarding student matters, policies, or procedures.

Designee: An individual authorized to act on behalf of a university official.

Disciplinary Action: Any action taken by the university in response to a violation of university policy, including, but not limited to, warnings, sanctions, suspension, or dismissal.

Enrollment: The status of a student who is registered for courses or otherwise officially participating in an academic program.

Handbook: The Nova Southeastern University Student Handbook, as amended from time to time.

Heath Colleges: The Barry and Judy Silverman College of Pharmacy, College of Optometry, College of Dental Medicine, Dr. Kiran C. Patel College of Allopathic Medicine, Dr. Kiran C. Patel College of Osteopathic Medicine, and Ron and Kathy Assaf College of Nursing.

Judicial Officer: The Dean of Students or the Dean's designee, authorized to administer and enforce the Code of Student Conduct and Academic Responsibility, including the review, adjudication, and resolution of alleged violations.

Jurisdiction: The authority of the university to enforce its policies and procedures.

Main Campus: The primary campus of NSU located in Fort Lauderdale/Davie, Florida.

Matriculation: is the official process of becoming a student at Nova Southeastern University, which occurs after the drop/add period of the first semester and/or part-of-term. Once a student has remained enrolled in their registered courses and is not dropped due to non-payment, course cancellation or roster reconciliation, they are considered matriculated effective the start of the first semester.

Most current version: The version of a policy or document as published on the university's official website, which shall control in the event of any inconsistency with prior or printed versions.

NSU email account / NSU email / NSU email address: The official university-issued email account assigned to each student (i.e., *@mynsu.nova.edu* and/or *@nova.edu*), which serves as the primary method of communication.

Off-campus email: Any email address not issued by NSU, including personal or external email accounts, which may be used by a student for communication but is not considered an official method of university communication.

Official communication: Any communication issued by the university through official channels, including the NSU email account, university websites, or other designated platforms.

Official University Website / NSU Website: The university's official website (nova.edu).

Registered Student Organization (RSO): Student organizations that are formally registered with and recognized by the Office of Campus Life and Student Engagement are designated as Registered Student Organizations (RSOs).

Regional Campus / NSU Regional Campus(es): Any NSU campus or instructional site other than the Fort Lauderdale/Davie (main) campus, including, but not limited to, campuses located in Florida and other domestic or international locations where NSU offers academic programs, services, or administrative functions.

Sanction: A consequence imposed as a result of a violation of university policy.

Student(s) / NSU student(s): Any individual enrolled in a course or academic program offered by Nova Southeastern University, whether in a degree-seeking program or not.

Student Group(s): A general term used to refer to student-based groups affiliated with or by the university. Student groups may include, but are not limited to, registered student organizations, clubs, student government organizations, ambassador groups, advisory groups, and other university-recognized student groups. Specific requirements, privileges, responsibilities, and recognition processes may vary by type of student group.

Unit Policy: A policy developed and implemented by a specific college, school, division, administrative unit, or program within NSU to address operational or academic needs specific to that unit. Unit Policies must align with and not contradict University Policies. For purposes of this Student Handbook, a Unit Policy may be referred to by the specific unit to which it applies, such as a college, school, or program policy.

University / the university / NSU: Nova Southeastern University, Inc.

University Official / Administrator: Any person employed by the university in an administrative, academic, or support capacity, including designees acting within the scope of their authority.

University Policy: Any policy adopted and maintained by NSU and published in official university materials or on the university's official website.

University Property: A policy that has broad applicability across NSU, governing institutional operations, academic and administrative functions, or stakeholder conduct. University Policies are developed to ensure consistent compliance with legal, regulatory, accreditation, or strategic institutional requirements and apply to faculty, staff, students, and affiliated entities. These policies are approved by senior university leadership and maintained in NSU's centralized policy repository.

University-Sponsored Activity: Any event, program, or activity that is organized, funded, authorized, or supervised by NSU or any of its colleges, departments, or student organizations.

Violation: Any act or omission that is contrary to university policy.

Written Notice: Communication provided in writing, including electronic communication sent to a student's NSU email account or hard copy sent via postal mail.

About Nova Southeastern University

NSU's Vision

To be recognized as a leading professional-dominant, doctoral research university providing competitive career advantages to its students and fostering alumni and partnership connections.

NSU's Mission

The mission of Nova Southeastern University—a selective, doctoral research university—is to deliver academic programs in a dynamic, innovative environment. The university fosters academic excellence, leadership, integrity, and scientific, economic, and community contributions through engaging and empowering students, faculty, staff, alumni, and partners.

NSU Core Values

Student-Centered

Academic Excellence

Scholarship and Research Innovation

Opportunity

Community

Diversity

Integrity

NSU Board of Trustees

The Board of Trustees for Nova Southeastern University is comprised of community leaders who help to guide the university through fiscal and operational oversight to ensure student and institutional success and to foster its financial sustainability. For complete list, please visit *https://nova.edu/about/board-of-trustees.html*.

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, baccalaureate, master's, educational specialist, doctoral, and professional degrees. Nova Southeastern University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nova Southeastern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (*www.sacscoc.org).*

Campus Facilities

Nova Southeastern University operates multiple campuses in the Miami to Fort Lauderdale area, including the Fort Lauderdale/Davie campus, the Oceanographic Campus in Dania Beach, and the Miami Campus in Kendall. The university has campuses in the Florida cities of Jacksonville, Orlando, Clearwater, Fort Myers, Miramar, and Palm Beach. There are also campuses in San Juan, Puerto Rico and Centennial, Colorado. In 2026, NSU opened its newest campus in Henderson, NV, which hosts our newest Certified Anesthesiologist Assistant (CAA) Program.

The campus in Fort Lauderdale/Davie is located on a 314-acre site 10 miles inland from the Atlantic Ocean and readily accessible via several highways and Florida's Turnpike. The campus is the central location for most of NSU's colleges, with state of-the-art classrooms, laboratories, patient simulation facilities, auditoriums, and computer centers.

NSU's campus includes educational facilities, athletic venues, residence halls, and performing arts theatres. In 2003, the university dedicated the 110,000-square-foot Jim & Jan Moran Family Center Village, a model for early education programs across the country. It also opened the Carl DeSantis Building, the 261,000-square-foot home of the H. Wayne Huizenga College of Business and Entrepreneurship, the Abraham S. Fischler College of Education and School of Criminal Justice, and the College of Computing, AI, and Cybersecurity.

In 2006, the University opened the Don Taft University Center, a 366,000-square-foot recreation, athletic, and arts complex at the Fort Lauderdale/Davie Campus. The center is home to the 4,500-seat Rick Case Arena, Chick-fil-A, a state-of-the-art gym, food court, and a performing and visual arts wing. The wing houses the Department of Communication, Media, and the Arts at the Halmos College of Arts and Sciences. It includes the intimate Black Box Theatre, art gallery, performance theatre, and additional rooms supporting theatre, music, art, dance, and other creative activities.

The Fort Lauderdale/Davie campus also includes the Rose and Alfred Miniaci Performing Arts Center, and the Alvin Sherman Library Research and Information Technology Center, which serves the university and the residents of Broward County in a unique private-public partnership and is home to the Alan B. Levan | NSU Broward Center of Innovation, the Cathy J. Husman Fine Arts Gallery, the Craig and Barbara Weiner holocaust Museum, and the Cotilla Gallery. NSU's library system, also includes the Martin and Gail Press Library, Panza Maurer Law Library, the William S. Richardson Ocean Sciences Library, and four junior K- 12 school libraries contribute to NSU's strong academic research environment.

Opened in September 2016, NSU's Center for Collaborative Research (CCR) is one of the largest and most advanced research facilities in Florida. The CCR provides wet and dry labs for NSU's innovative researchers, a General Clinical Research Center, an outpatient facility, a technology incubator offering partnerships with innovative companies, and the NSU Cell Therapy Institute. The CCR also houses NSU's Institute for Neuro-Immune Medicine; the AutoNation Institute for Breast Cancer; the David and Cathy Husman Neuroscience Institute and Cathy J. Husman ALS Center; the Gateway Brain Institute; NSU's Rumbaugh-Goodwin Institute for Cancer Research; NSU's College of Dental Medicine's Biomedical Institute for Oral-Systemic Integrative Sciences; the Emil Buehler Research Center for Engineering, Science and Mathematics; the U.S. Geological Survey (USGS), which partners with NSU on collaborative research.

Eight residence halls at the Fort Lauderdale/Davie Campus serve undergraduate and graduate students, including Mako Hall, a modern 608-bed apartment style residence hall constructed in 2019.

Also on the Fort Lauderdale/Davie Campus is the K-12 NSU University School, an independent, nonsectarian, college-preparatory school serving students from early childhood through grade 12 within a dynamic university setting. The school offers a rigorous, research-based curriculum enriched by access to university resources, experiential learning, innovation, and a strong emphasis on arts, athletics, and community

service, all within a supportive environment that prioritizes personalized instruction and student growth across lower, middle, and upper school programs. University School is home to the Noel P. Brown Sports Center which was expanded and renovated in 2016. It has a state-of-the-art fitness center, two full-sized basketball courts, a volleyball court, and areas for physical fitness activities and programming.

NSU's Guy Harvey Oceanographic Research Center, located at the Oceanographic Campus opened in 2012 as, one of the largest facilities in the U.S. dedicated to research and the conservation of marine life. It includes state of the art classroom and laboratory spaces supporting the Halmos College of Arts and Sciences. The building also includes an auditorium, library, and computer lab.

The NSU Art Museum Fort Lauderdale boasts a permanent collection of more than 6,000 works, visual arts exhibits, arts curriculum, and educational programs in South Florida.

In August 2019, NSU relocated and opened the Tampa Bay Regional Campus in Clearwater, featuring a 325,000 square-foot, state-of-the-art facility and parking structure.

For a more information, please visit *https://www.nova.edu/facilities/*.

Colleges and Academic Units

Abraham S. Fischler College of Education and School of Criminal Justice, (954) 262-8500

Barry and Judy Silverman College of Pharmacy, (954) 262-1300

College of Computing, AI, and Cybersecurity, (954) 262-2031

College of Dental Medicine, (954) 262-7319

College of Optometry, (954) 262-1402

College of Psychology, (954) 262-5750

Dr. Kiran C. Patel College of Allopathic Medicine, (954) 262-1737

Dr. Kiran C. Patel College of Osteopathic Medicine, (954) 262-1400

Halmos College of Arts and Sciences and The Guy Harvey Oceanographic Research Center

- Fort Lauderdale/Davie Campus, (954) 262-3600
- Oceanographic Campus, (954) 262-3600

H. Wayne Huizenga College of Business and Entrepreneurship, (954) 262-5000

Ron and Kathy Assaf College of Nursing, (954) 262-1813

Shepard Broad College of Law, (954) 262-6100

NSU University School

- Lower School: Grades JK–5, (954) 262-4500
- Middle School: Grades 6–8, (954) 262-4444
- Upper School: Grades 9–12, (954) 262-4400

NSU Campus Locations

Fort Lauderdale/Davie Campus

3300 S. University Drive
Fort Lauderdale, Florida 33328
Phone: 800-541-NOVA (6682)
Email: *nsuinfo@nova.edu*

Oceanographic Campus
8000 North Ocean Drive
Dania Beach, Florida 33004
Phone: 800-39-OCEAN
Email: *imcs@nova.edu*

NSU Regional Campuses

Colorado Regional Campus
6881 South Yosemite Street
Centennial, CO 80112
Phone: (954) 262-2582
Email: *nsu-regionalcampuses@nova.edu*

Fort Myers Regional Campus
3650 Colonial Court
Fort Myers, Florida 33913
Phone: (239) 274-6070
Email: *nsu-fortmyers@nova.edu*

Jacksonville Regional Campus
6675 Corporate Center Parkway,
Jacksonville, Florida 32216
Phone: (904) 245-8910
Email: *nsu-jacksonville@nova.edu*

Miami Regional Campus
8585 SW 124th Avenue
Miami, Florida 33183
Phone: (305) 275-2601
Email: *nsu-miami@nova.edu*

Miramar Regional Campus
2050 Civic Center Place, Third Floor Miramar, Florida 33025
Phone: (954) 262-9498
Email: *nsu-miramar@nova.edu*

Nevada Regional Campus
876 Seven Hills Drive
Henderson, Nevada 89052
Phone: (725) 444-2500
Email: *nsu-regionalcampuses@nova.edu*

Orlando Regional Campus
4850 Millenia Boulevard
Orlando, Florida 32839
Phone: (407) 264-5601
Email: *nsu-orlando@nova.edu*

Palm Beach Regional Campus
11501 North Military Trail
Palm Beach Gardens, Florida 33410
Phone: (561) 805-2100
Email: *nsu-palmbeach@nova.edu*

Puerto Rico Regional Campus
998 San Roberto Street San Juan, PR 00926
Phone: (787) 773-6501
Email: *nsu-puertorico@nova.edu*

Tampa Bay Regional Campus
3400 Gulf-to-Bay Boulevard
Clearwater, Florida 33759
Phone: (813) 574-5200
Email: *nsu-tampa@nova.edu*

NSU Health Care Clinics

The Health Care Centers serve as integral parts of the student training programs and bring health care service to resource- limited community.
16855 NE 2nd Avenue, Suite N400
North Miami Beach, FL 33162

This center provides the community with full-service, primary care/family-medicine.

Health Care Center at Covenant Village of Florida

9215 West Broward Boulevard
Suite 3105
Plantation, FL 33324
Phone: (954) 916-6585

This center provides convenient medical care so that residents can quickly receive the health care they need.

Sanford L. Ziff Health Care Center

3060 South University Drive
Fort Lauderdale, FL 33328-2018
Phone: (954) 262-4200

This primary care facility offers state-of-the-art full-service capabilities. It houses family medicine, pediatrics, internal medicine, geriatrics, student health, obstetrics/ gynecology, osteopathic manipulative medicine, nutritional services occupational therapy, and a pharmacy. It also offers physical therapy, sports medicine and rehabilitation, optometric clinic, and an optical dispensary.

Student Health Care Clinics (Walk-In Service)

Sanford L. Ziff Health Care Center
3060 South University Drive
Fort Lauderdale, FL 33328-2018
Phone: (954) 262-4200

The mission of the Student Medical Center is to provide quality healthcare services to our students. It is staffed by board certified physicians and physician assistants who provide primary care services including: physical exams, health care, immunizations, preventive care, general medical care, nutrition education and

minor surgical procedures.

Audiology Clinic

Sanford L. Ziff Health Care Center
3060 South University Drive
Fort Lauderdale-Davie, FL 33328-2018
Phone: (954) 262-4200

The Audiology Clinic provides comprehensive hearing and vestibular services to patients of all ages. This faculty practice and community-care facility offers comprehensive audiology care within a teaching environment. Doctor of Audiology (Au.D.) students work beside faculty to provide service to patients. Patients and students develop a comfortable patient-provider relationship in a professional atmosphere with advanced technology and contemporary treatment programs.

Dental Medicine Patient Care Center

3050 South University Drive
Fort Lauderdale-Davie, FL 33328-2018
Phone: (954) 262-7500

Services are available to adults, children, adolescents, and elderly clients. All dental treatment meets or exceeds technical and ethical standards of care established by the dental profession. The college offers patients comprehensive and specialty care within a university setting. Patients choose from one of four affordable treatment options providing standard dental care, orthodontics, pediatric dentistry, endodontics (root canal therapy), periodontics (gum disease, implants), oral surgery (extractions), and prosthetics (complete and removable partial dentures, crowns, bridges).

Kids In Distress, Broward County

819 N.E. 26th Street,
Building C
Wilton Manors, FL 33305
Phone: (954) 567-5640

Kids In Distress, Broward County

819 N.E. 26th Street,
Building C
Wilton Manors, FL 33305
Phone: (954) 567-5640

Individual, Couple, and Family Therapy Clinic

Maltz Building
3151 College Avenue
Fort Lauderdale-Davie Florida, 33314-7796
Phone: 954-262-3030

The clinic provides therapy to individuals, couple, and families. Clients can be seen by graduate students supervised by a licensed faculty supervisor for fee-for-service sessions or by licensed faculty in the insurance-based faculty practice.

The clinic’s mission is to help clients find solutions to problems. Whether clients are navigating personal challenges, relationship concerns, or family transitions, the clinic partners with clients to discover meaningful solutions that support clients' goals and enhance overall well-being.

Physical Therapy

Don Taft University Center
3300 S. University Drive
Suite 1441b
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-4149

Physical therapy provides treatment and preventive care for athletes and the community. Therapists help with all aspects of pain management in sports, and alternative therapies.

Occupational Therapy

Don Taft University Center
3300 S. University Drive
Suite 1441b
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-4149

Occupational therapy assists patients of all ages with caring for themselves, participating in productive activities and interacting with others.

Speech-Language Pathology Clinic

7600 SW 36th St, Suite 200
Davie, FL 33328
Phone: (954) 262-7726

The Speech-Language Pathology Clinic conducts evaluations and treatment services for children and adults with speech, language, and communication delays and disorders. Faculty have expertise in developmental issues, autism, language & learning disabilities, stroke and disease, early intervention, stuttering, augmentative communication and cleft palate. Bilingual services are provided.

Sports Medicine Clinic

3300 S. University Drive
Suite 1433
Fort Lauderdale, FL 33328-2004
Phone: (954) 262-5590

The Sports Medicine Clinic is an interdisciplinary subspecialty of osteopathic medicine which deals with the treatment and preventive care of athletes, both amateur and professional. Our team includes primary care physicians, specialty physicians and surgeons, athletic trainers, physical therapists, coaches, dietitians, psychologists, strength and conditioning trainers, and of course the athlete.

The Eye Institute

3200 S. University Drive
Fort Lauderdale/Davie, FL 33328
Phone: (954) 262-4200

The Eye Institute provides primary eye care and pediatric/ binocular vision services to the urban community in the downtown area as well as the hospital district patients. Along with routine and emergency eye care, services for early detection and monitoring and treatment of glaucoma and other eye diseases are provided by student's supervised by experienced faculty members in the state-of-the-art facility. Specialty care, including vision training for children up to 12 years of age, is offered by the Eye Institute's pediatric sections. A wide selection of frames for both children and adults are available at reasonable cost on-site.

Center of Student Counseling and Well-being by Henderson Behavioral Health

3300 S. University Drive
Student Affairs Building, 3rd Floor
Fort Lauderdale/Davie, Florida 33328-2004
Phone: (954) 262-7050 or (954) 424-6911

Website: *https://www.nova.edu/student-counseling/https://www.nova.edu/studentcounseling/*

The NSU Center for Student Counseling and Well-Being by Henderson Behavioral Health offers a wide array of services and programs to support various aspects of student' well- being. These services include daily triage appointments for new students, medication management, and individual, couples, and family counseling. Additionally, we work with NSU Student Affairs to link students to psychoeducational programming and personal growth groups. Examples of what a student can focus on in counseling include but are not limited to: Academic & Career Development, Relationship Challenges, Adjustment to Student Life, Depression, Stress & Time Management, Problem Solving & Goal Setting, Test and Seminar Anxiety, Eating and Body Image, Anxiety, and Substance Abuse. Henderson is accredited at the highest level to provide student counseling services by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

Services Offered

- individual counseling
- couples counseling
- family counseling
- psychiatric services

How to make an appointment

Please register for an appointment accessing the HSCS portal at *https://www.nova.edu/student-counseling/https://www.nova.edu/studentcounseling/*

Daily Triage/Screening Appointments are available.

Payment

Part-time and full-time students can participate in up to 10 sessions per year, and counseling sessions are available at no cost. If seeing the psychiatrist, students are charged a nominal fee. Insurance is accepted.

Hours of Operation

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

AFTER HOURS ON-CALL COUNSELOR: (954) 424-6911, available 24/7 (365 days per year): select #4 to connect to counselor.

NSU Pharmacy

The NSU Pharmacy provides free screenings to NSU students, employees, and the public on the third

Tuesday of every month.

This full-service pharmacy is available to students and the community for all prescription needs:

- Prescription dispensing
- Compounding tailor-made medicines
- Disease management programs - diabetes, hypertension, anticoagulation, hyperlipidemia, and osteoporosis
- Dosage monitoring for patients with multiple prescriptions
- Herbal and nutritional counseling
- Wellness screenings

Student Medical Center

The mission of the Student Medical Center is to provide quality primary health care services to our collegiate populations. Services include physical exams, women's health care, immunizations, preventive care, general medical care, and minor surgical procedures.

NSU Campus Map

The interactive campus map is available at *https://maps.nova.edu*.

University-Wide Policies and Compliance

Statement on Student Rights and Responsibilities

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

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

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

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

Nondiscrimination Policy

NSU prohibits all forms of discrimination, harassment, and retaliation on the basis of race, color, national or ethnic origin, sex, pregnancy status, sexual orientation, gender, religion or creed, disability, age, genetic information, ancestry, marital or parental status, military service, veteran status, or political beliefs or affiliations, or any other protected characteristic or status under applicable federal, state, or territory laws in its educational programs, activities, admissions, employment, and operations, including federal aid and athletics.

Definitions:

Discrimination

Discrimination is different, unjust or prejudicial treatment of similarly situated individuals based on actual or perceived, legally protected characteristics described above, which excludes a person from participation, denies a person the benefits of, or otherwise adversely affects participation in an NSU program, activity or employment. Discrimination can also occur through harassment, the creation of a hostile environment, and/or retaliation.

Harassment

Harassment consists of unwelcome verbal, written, or physical conduct based on an actual or perceived, legally protected characteristic indicated above, that is so severe, pervasive or objectively offensive that it:

- has the purpose or effect of unreasonably interfering with the individual's work or educational performance,
- creates or has the intention of creating an intimidating, hostile, or offensive working and/or learning environment, or
- unreasonably interferes with or limits one's ability to participate in or benefit from an educational program or activity.

Hostile Environment

The University will not tolerate the creation or existence of an environment that is hostile on the basis of a legally protected class described above. Such a hostile environment is defined as harassing conduct (e.g., physical, verbal, graphic, or written) related to an individual's protected class that is sufficiently serious to either (1) to interfere with or limit the ability of an individual to participate in or benefit from the University's programs and activities, or (2) to unreasonably interfere with an individual's work or academic performance by creating an objectively intimidating, hostile, or offensive work or learning environment.

Retaliation

Federal and state laws prohibit retaliation based on discrimination. No person nor the University may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by NSU's nondiscrimination policy, or because the individual has made a report or complaint, provided information, assisted, participated, or refused to participate in any manner in a discrimination investigation or proceeding.

Students may report claims of discrimination or harassment to the University in accordance with the Discrimination Grievance Procedures for students or file complaints with external agencies, including the U.S. Department of Education Office for Civil Rights, the Equal Employment Opportunity Commission, or for programs or activities receiving federal assistance from the U.S. Environmental Protection Agency, the EPA External Civil Rights Compliance Office.

The policy can also be found at *https://nova-int.policystat.com/policy/20930440/latest*.

Title IX / Sexual Misconduct Policy

NSU does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admissions and employment. Inquiries about Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Please visit *nova.edu/title-ix* to review NSU's Title IX policy and grievance procedures, to report information about conduct that may constitute sex discrimination, or to make a complaint of sex discrimination under Title IX.

Title IX and NSU's policy prohibit all forms of sex-based discrimination, including:

- Quid pro quo harassment by an employee
- Denial of access and hostile environment
- Sex offenses which may also be crimes, such as nonconsensual penetration/contact, dating/domestic violence, and stalking.
- Sexual or gender-based harassment

- Sexual exploitation

Retaliation is also prohibited. No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in a Title IX investigation or proceeding.

For expanded definitions and examples of prohibited behaviors, the Title IX investigation and resolution procedures, Title IX resources, and the online reporting form, please visit the Title IX website at *nova.edu/title-ix*.

Complaints of sexual misconduct or other sex-based discrimination should be reported to:

Title IX Coordinator
titleIX@nova.edu
(954) 262-7858

Disability Accommodations

Student Accommodations Request Process Policy (Academic and/or Housing Requests)

Student Accommodations Request Process Policy (Academic and/or Housing Requests)

It is the student's responsibility to initiate the process for disability services. Requests for accommodations must be made in writing to the Office of Student Disability Services (SDS) and must be supported by appropriate documentation of recent medical, psychological, or educational assessment data administered and evaluated by a qualified professional. The Office of Student Disability Services (SDS) will review the student's request and submitted documentation and notify the student as to the determination of the requested accommodations via the student's NSU email address.

If any student disagrees with the accommodation(s) determined by the Office of Student Disability Services (SDS), the student may appeal the decision to the university's Accommodation Appellate Committee, chaired by the Dean of Students or named designee. The process to file an appeal and the Appellate Committee Guidelines may be found on the Office of Student Disability Services (SDS) website (*nova.edu/disability-services/*). An appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date on the SDS determination letter. This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

It is the student's responsibility to notify the academic program contact(s) of their intention to receive the determined accommodations and to follow any processes the student's academic program has established for implementing the approved accommodations.

Students acknowledge that any NSU-granted accommodation(s) are not retroactively applied. If and when, the Office of Student Disability Services (SDS) makes a determination for any approved accommodation(s), the academic program will implement the approved accommodations from the date on the SDS determination letter and/or the student's signed agreement memo date.

If any student disagrees with the accommodation(s) as determined by the Office of Student Disability Services (SDS), the student may appeal the determination to the university's Accommodation Appellate Committee, chaired by the Office of the Dean of Students. Please review the above information outlining the process for filing an appeal in accordance with the Appellate Committee Guidelines described below. Students also retain the right to waive any accommodation(s) while enrolled and are provided instructions

as to the accommodation waiver request process during their intake meeting with SDS.

Academic Accommodation Appellate Committee Guidelines

1. A written, formal statement of the rationale for the appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date of the SDS determination letter.

2. Upon receipt of the student's written, formal statement of the rationale for the appeal, the Office of the Dean of Students shall schedule a meeting of the Academic Accommodation Appellate Committee at a time and place convenient to the student and to the committee members. The student will receive a confirmed date for the scheduled Academic Accommodation Appellate Committee meeting within fifteen (15) business days upon receipt of the student's written, formal statement of the rationale for the appeal.

3. The student shall have the opportunity to present relevant documents to support the rationale for the appeal to the Chair of the Academic Accommodation Appellate Committee (or designee) for review and consideration by the committee members.

4. The student shall have the right to meet with the committee to present their appeal.

5. Proceedings of the committee shall be kept in strict confidence. As such, appeals are closed hearings. Accordingly, parents, family members, attorneys, or any other individuals who are not authorized participants may not attend or join the hearing.

The following are prohibited in all appellate hearings:

- any recording of the meeting by students. The Appellate Committee Chair (or designee) may conduct official minutes and/or a recording of the meeting.
- legal counsel.
- uninvited guests.

In reaching its decision, the committee may consult with recognized experts in the field of disability and/or organizations such as the Association on Higher Education and Disability (AHEAD).

The student shall be notified in writing of the decision of the committee with respect to the student's appeal within thirty (30) business days of the appellate hearing. All decisions of the committee are final and binding on the student without further appeal.

This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

Housing, Facility, and Grounds Accommodation Appellate Committee Guidelines

1. A written, formal statement of the rationale for the appeal must be filed in writing from the student with the Office of the Dean of Students within ten (10) business days of the date of the SDS determination letter.

2. Upon receipt of the student's written, formal statement of the rationale for the appeal, the Office of the Dean of Students shall schedule a meeting of the Housing, Facility, and Grounds Accommodation Appellate Committee at a time and place convenient to the student and to the committee members. The student will receive a confirmed date for the scheduled Housing, Facility, and Grounds Accommodation Appellate Committee meeting within fifteen (15) business days upon receipt of the student's written, formal statement of the rationale for the appeal.

3. The student shall have the opportunity to present relevant documents to support the rationale for the appeal to the Chair of the Housing, Facility, and Grounds Accommodation Appellate Committee (or designee) for review and consideration by the committee members.

4. The student shall have the right to meet with the committee to present their appeal.

5. Proceedings of the committee shall be kept in strict confidence. As such, appeals are closed hearings. Accordingly, parents, family members, attorneys, or any other individuals who are not authorized participants may not attend or join the hearing.

The following are prohibited in all appellate hearings:

- any recording of the meeting by students. The Appellate Committee Chair (or designee) may conduct official minutes and/or a recording of the meeting.
- legal counsel.
- uninvited guests.

In reaching its decision, the committee may consult with recognized experts in the field of disability and/or organizations such as the Association on Higher Education and Disability (AHEAD).

The student shall be notified in writing of the decision of the committee with respect to the student's appeal within thirty (30) business days of the appellate hearing. All decisions of the committee are final and binding on the student without further appeal.

This policy can also be found at *https://nova.edu/disability-services/accommodation-appellate-process.html*, where the most current version is maintained.

NSU Student Religious Holiday Policy

NSU, though a secular institution, values the varied backgrounds and beliefs of its student body, including expressions of faith. NSU recognizes that religious observances may result in potential conflicts between work-restricted religious high holidays and educational activities such as classes or scheduled examinations. NSU seeks to accommodate students with personal religious beliefs who wish to observe work-restricted religious holidays. The following provisions apply to all faiths and religious groups equally:

1. This policy applies to all NSU students.

2. Students will not be penalized for approved class absences due to work-restricted religious holidays. This policy does not apply to required attendance in the clinical care setting.

3. The university has developed an interfaith calendar that can be found online at *nova.edu/studentconduct/religious-holiday-policy.html*, which includes the recognized work-restricted religious holidays that have been approved by NSU. The calendar is published annually at least one month prior to the start of the fall semester. Approved absence requests for additional work- restricted religious holidays that are not included on the NSU interfaith calendar should be directed to the NSU Dean of Students at (954) 262-7281, who will evaluate the request, determine whether such religious accommodation will be approved, and notify the student and college/program of the outcome.

4. A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall complete the *Student Religious Work-Restricted Holiday Form* within ten calendar days prior to the Holiday. NSU reserves the right to change this time period. NSU may request documentation or information from the student's religious institution in order to establish a legitimate need for accommodation. Absences for travel associated with religious observances are not deemed approved absences for purposes of this policy. A student's absence

request for a work-restricted religious holiday will not be approved if the student fails to provide requisite notice for the absence request and/or provide requisite documentation. The failure to obtain approval for an absence may result in a academic or administrative action from the college or program.

5. With appropriate advance notice and approval, accommodations will be provided. The type of accommodation provided is within the discretion of the program and may vary by course or program depending on the nature and type of educational activity in conflict. An absence for the observance of a work-restricted religious holiday does not relieve students from responsibility for any part of the coursework required during the period of the absence, and missed work remains the students' responsibility to complete. It may not be possible to make up certain academic experiences, including, but not limited to, experiential group activities, as well as laboratory and clinical activities. Approved absences may extend program length or require repetition of a course.

6. It may not be possible to miss extensive periods of a scheduled academic class or experience (e.g., labs, residential institutes) due to the format of the program (e.g., weekends). Students should check the academic calendar prior to enrollment to determine whether they can meet the obligations of the program.

7. If a student's request is approved and the student believes the respective college or program is not complying with this policy, and/or if a student has any questions about this policy, please contact the NSU Dean of Students at (954) 262-7281.

NSU Interfaith Work-Restricted Religious Holiday Calendar

NSU recognizes that there are additional religious holidays and observances beyond those identified in this calendar. However, the NSU University-Wide Religious Holidays Policy and calendar are limited to those religious holidays that have been recognized as work-restricted religious holidays. Detailed information can be found at *nova.edu/student-conduct/religious-holiday-calendar.html*.

Family Educational Rights and Privacy Act (FERPA)

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

- The right to inspect and review the student's education records within 45 days of NSU receipt by the Registrar of a request for access; to the extent that the volume of the request is extensive, students acknowledge that additional time may be required. A student should submit to the Office of the University Registrar a written request that identifies the specific educational record(s) the student wishes to inspect. The Office of the University Registrar will arrange for access and notify the student of the time and place where the records may be inspected.
- The right to request an amendment of the student's education record for what the student believes is inaccurate or misleading. Students who believe their education records contain information that is inaccurate or misleading, or is otherwise in violation of the students' privacy or other rights, may discuss their concerns informally with the Office of the University Registrar. If the Registrar or his/her designee's decision is in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period that the records will not be amended and will be informed by the Office of the University Registrar of the student's right to a formal hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except as permitted without consent under FERPA. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an

administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, collection agent, loan servicing agent, or the National Student Clearinghouse); a clinical site implementing a student training program; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official(s) in performing their tasks. School officials have a legitimate educational interest if the school officials need to review an education record in order to fulfill their professional responsibility. Upon request, the university may disclose educational records, without consent, to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment and transfer.

- The right to file a complaint with the Student Privacy Policy Office (SPPO), U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by NSU to comply with the requirements of FERPA.
- The right to be notified of students' rights under FERPA annually. The Office of the University Registrar sends a FERPA notification via email to all students each fall.

NSU hereby designates the following student information as public or directory information; such information may be disclosed by the institution for any purpose, at its discretion:

- student name
- local and home address
- telephone numbers
- email addresses
- photo ID
- major field of study
- participation in sports
- place of birth
- dates of attendance
- degrees, honors, and awards received
- enrollment status
- year in school
- anticipated graduation date
- photographs and video recordings taken in public places

Release of Student Information

A student can give written consent to authorize NSU to discuss and/or release personally identifiable information to a third party such as a spouse, a parent, a guardian, legal counsel, etc. Students can provide this consent in Self-Service Banner/SharkLink (*nova.edu/roi*). For more details, visit *the registrar's website*. However, the university is under no obligation to discuss and/or release personally identifiable information from a student's education records to a third party without the student's written consent, except in limited circumstances under FERPA, or when legally compelled to do so.

A student may also withhold the disclosure of directory information (as defined above) by completing the *Request to Keep Directory Information Private*. A student is warned, however, that some of the consequences of preventing disclosure of directory information may be undesirable: a student's name will not be published on the Dean's List or commencement program requests from prospective employers are denied, and the student cannot be communicated with over the telephone. The only legal means of

communicating with a student who submitted a Request Keep Directory Information Private is in person or through NSU email. Students may visit the registrar's website at *nova.edu/registrar/services/ferpa.html* for more information about rights with respect to their education records.

Conduct Notifications

University personnel may use administrative discretion with parental or legal guardian notification, in writing and/or by phone, of a student younger than 21 years of age when violations of *university alcohol* or *drug policies* (as described in this handbook) occur, or when a student's health or safety is at issue, or as otherwise permitted under applicable law.

Deceased Student Records

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

Healthcare Privacy (HIPAA) Statement

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken. NSU is considered a "hybrid entity" for purposes of compliance with the HIPAA Privacy and Security Regulations, as NSU's business activities include both HIPAA-covered and non-covered functions. As such, NSU health clinics are required to comply with the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

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

Further, NSU faculty members and students may be subject to the HIPAA privacy and security policies and procedures enacted by various non-NSU healthcare facilities in which they train. It is the responsibility of the faculty members and students to familiarize themselves with such policies and procedures upon entering each facility. Any questions concerning the HIPAA privacy policies can be directed to the HIPAA liaison of the faculty members/students' health clinic at NSU, the NSU chief privacy officer, or the NSU chief information security officer. Please see the NSU HIPAA Privacy Department website at *nova.edu/hipaa-privacy*.

Degree Conferral Process

Once students have completed all of the degree requirements, the earned NSU degree will automatically be conferred. Students with no academic or financial holds will be invited to participate in their college's commencement ceremonies, and each student's diploma, along with a complimentary academic transcript, will be mailed to the student's address on file. For more information, visit the registrar's website at *nova.edu/registrar/services/degree-conferral.html*

Image Use Statement

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

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

Student-athletes are permitted to use, control, and commercialize use of their likeness in a wide range of activities name, image, and likeness activities (NIL), including, but not necessarily limited to,

- commercials/advertisements for products and services
- development and promotion of the student-athlete's own brand/business
- personal appearances
- promotion of student-athlete-run camps, clinics, and private lessons
- sponsored social media activities
- autograph sessions

In accordance with NSU's Student-Athlete Name, Image, and Likeness Policy, Section 1006.74, and current NCAA Division II Bylaws, NSU will not restrict student-athletes from the ability to commercialize use of their likenesses. However, NSU student-athletes shall not use NSU intellectual property in connection with their NIL activities unless the prior written permission of NSU has been secured in writing through an agreement granting specified rights. NSU intellectual property includes, but is not limited to, NSU's name, trademarks, service marks, logos, colors, symbols, apparel with university trademarks/logos, and uniforms, regardless of whether the intellectual property is registered. NSU may grant or refuse to grant permission in its sole discretion. Student-athletes may, in connection with NIL activities, state that they are a student-athlete at NSU and/or list their personal academic or athletic accolades. However, student-athletes shall not state or imply, directly or indirectly, that NSU is endorsing the NIL activity or any products or services associated with

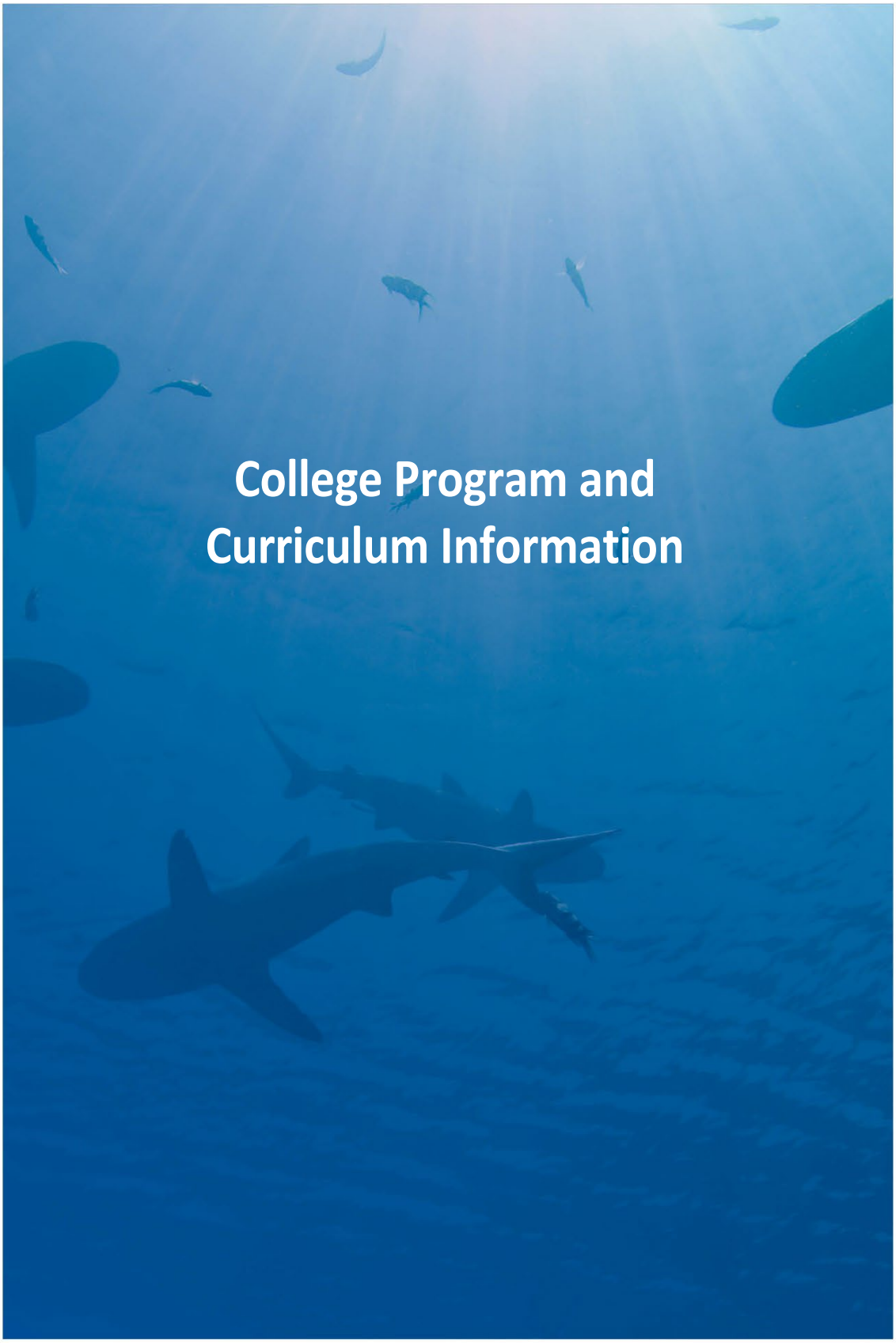
that NIL activity.

Force Majeure

The university's duties and obligations to the student may be delayed, suspended or modified, effective immediately without notice, during force majeure events, including, without limitation, any fire or other casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, shortage of energy supplies, inclement weather, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, public health emergency, physical or structural dangers, or any other event, similar or dissimilar, beyond NSU's control, that in NSU's sole judgment may affect the health, safety or welfare of the university community or operations. If such an event occurs, NSU's duties and obligations to the student (including its delivery and format of classes, student housing and dining, campus facilities and related services, activities, and events) may be postponed, canceled or modified until such time as the university, in its sole discretion, decides it is safe to reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state law, will NSU be obligated to refund, reduce or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event as described herein necessitated by act(s) of God, university, academic or health and safety decisions, and/or any situations outside of the university's control. This includes, but is not limited to, any suspensions to or changes from in-person, on-campus education, services and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

Any decisions by the university to provide a refund or credit, in whole or in part, of any fee or other charge, in the event of a campus closure, suspension, or other change to the delivery format of education, activities, housing, dining, and/or services shall be in the university's discretion and shall not create an expectancy that any individual is legally entitled to such refund or credit or that it will be provided in any other instances.

For additional information regarding emergency preparedness and response, including hurricanes, please refer to the NSU Public Safety website and the Comprehensive Emergency Management Plan available at *nova.edu/public-safety/cemp.html*.



College Program and Curriculum Information

Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center

The Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center (HCAS) includes the following departments and programs:

- Department of Biological Sciences
- Department of Chemistry, Engineering, and Physics
- Department of Communication, Media, and the Arts
- Department of Humanities and Politics
- Department of Marine and Environmental Sciences
- Department of Mathematics
- Doctoral Program in Conflict Analysis and Resolution
- Farquhar Honors Program
- HCAS includes multiple centers and institutes, including:
- The Guy Harvey Research Institute (GHRI)
- Save Our Seas Shark Research Centre
- The Center for Applied Humanities
- The Marine Environmental Education Center (MEEC)
- The National Coral Reef Institute (NCRI)
- The Deep-Pelagic Nekton Dynamics of the Gulf of Mexico (DEEPEND) Consortium
- The Study of Environmental Conservation through Leading-Edge Research (SECLER)

To learn more about HCAS, please visit *hcas.nova.edu*.

HCAS Campus Locations

Halmos College operates on two campuses in the Fort Lauderdale area, as well as online for certain programs:

- Main Campus in Fort Lauderdale/Davie
- Oceanographic Campus

HCAS is housed in three locations on the Fort Lauderdale/Davie campus. The Department of Biological Sciences and the Department of Chemistry, Engineering, and Physics, and the Department of Mathematics are housed in the Parker Building. Graduate students conduct research in this building and research laboratories housed at the Oceanographic Campus. The Mailman-Hollywood Building houses the Department of Conflict Resolution Studies, the Department of Humanities and Politics, and the Department of Communication, Media, and the Arts. The Don Taft University Center houses the Performing and Visual Arts Wing, which has two theatres and an art gallery, art and dance studios, orchestra and choral rooms, and scene and costume shops, as well as Mako Media Network's newsroom, radio station, and tv studio, all a part of the Department of Communication, Media, and the Arts.

Fort Lauderdale/Davie Campus

3300 South University Drive

Fort Lauderdale, Florida 33328-2004
Phone: 800-541-NOVA (6682)
Email: *nsuinfo@nova.edu*

The Oceanographic Campus (OC) is only 12 miles from the Fort Lauderdale/Davie Campus. It is nestled at the end of Von D. Mizell and Eula Johnson State Park, directly on the entrance channel of Port Everglades and within one hundred meters of the Atlantic Ocean. The Department of Marine and Environmental Sciences is housed on this campus.

Oceanographic Campus

8000 North Ocean Drive
Dania Beach, FL 33004-3078

HCAS Research Activities

Since its founding, the university has had a long history of conducting high-quality research on various topics and in many disciplines. Today, the Halmos College of Arts and Sciences faculty, researchers, staff, and students pursue studies and investigations in multiple natural scientific fields, including the arts, humanities, and social sciences. Research remains at the forefront of HCAS' many initiatives. Specific research topics and past publications for all Halmos College of Arts and Sciences can be found at the following link: *nsuworks.nova.edu/hcas*

Institutional Review Board

The Institutional Review Board (IRB) at Nova Southeastern University is a unit under the direction of the Division of Research and Economic Development and leads the university's human subject protection program.

1. For student research related to a thesis/dissertation, students must receive official approval of their thesis/dissertation proposal prior to beginning the IRB process.
2. For student research unrelated to a thesis/dissertation, students must receive approval of their research proposal from their academic/faculty advisor prior to beginning the IRB process.

The IRB reviews research submissions from the NSU research community to ensure they adhere to basic ethical principles underlying the acceptable conduct of research involving human subjects.

HCAS Partnerships

HCAS is home to several programs and institutions that partner with NSU or as part of the university to serve students and the wider South Florida community.

Broward County Sea Turtle Conservation Program

NSU Halmos College of Arts and Sciences operates the Broward County Sea Turtle Conservation Program in partnership with the Broward County government. The program provides for conserving endangered and threatened sea turtle species within Broward County. To learn more about this program, visit the website at *nova.edu/seaturtles*

Center for Applied Humanities

The Center for Applied Humanities is dedicated to highlighting the significant role the humanities play in

related fields in the social sciences. The Center aims to demonstrate the relevance of the humanities as a complement to the core STEM fields (science, technology, engineering, and math) to encourage students and scholars in those disciplines to explore these connections. To learn more about the Center, visit the website at *hcas.nova.edu/humanities*

Guy Harvey Research Institute

The NSU Guy Harvey Research Institute (GHRI) is a scientific organization based at the Oceanographic Campus. The GHRI conducts high-quality, solution-oriented, basic, and applied scientific research for effective conservation, biodiversity maintenance, restoration, and understanding of the world's wild fishes. To learn more about the institute, visit the website at *nova.edu/guy-harvey-oceanographic-center*

Marine Environmental Education Center (MEEC)

Located at the Carpenter House in Dania Beach, the Marine Environmental Education Center (MEEC) is managed by the Halmos College of Arts and Sciences on behalf of Broward County. The Center offers programs and exhibits to expand education and outreach about sea turtles and other valuable marine resources. To learn more about MEEC, visit the website at *nsuocean.nova.edu/institutes/marine-environmental-education-center*

National Coral Reef Institute

The National Coral Reef Institute (NCRI) was established by Congressional mandate in 1998. The Institute's primary objective is to assess, monitor, and restore coral reefs through basic and applied research, training, and education. NCRI operates at Nova Southeastern University's Oceanographic Campus in Hollywood, FL. To learn more, visit *nsuocean.nova.edu/institutes/coral-reef-institute.html*

HCAS Faculty and Staff

For current information about HCAS faculty and staff, including their background, courses, and research interests, please visit the HCAS website at *hcas.nova.edu/people*

HCAS Programs and Majors

For a listing of all current HCAS programs and majors, please visit the main college website at *hcas.nova.edu*

COLLEGE POLICIES AND PROCEDURES: ACADEMIC GOVERNANCE

Students in the Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center (HCAS) are expected to adhere to Code of Conduct and Academic Responsibility as outlined in the NSU Student Handbook (*nova.edu/student-handbook/)*.

Professional Attributes

All members of the HCAS community (including students, faculty and staff) are expected to demonstrate the following professional attributes.

Core Performance Standards/Essential Functions

All students in the HCAS graduate programs are required to meet the core performance standards or essential functions of their academic program to ensure they can successfully perform the fundamental skills and responsibilities necessary for academic progression and professional competence, with or without reasonable accommodations. In adopting the standards listed below, the administrators of the university and of the HCAS graduate degree programs believe they must keep in mind the efficacy and safety of the learning environment while maintaining professional standards during their time at the NSU. Specifically, the standards reflect what the university and the HCAS graduate programs administration believe are reasonable expectations required of future professionals in performing common functions. Honor and integrity are essential and depend on the exemplary behavior of the individuals in their relations with classmates, Instructors, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, and Instructors who contribute to the student's training and growth, as well as members of the general public. This applies to personal conduct that reflects on a student's honesty and integrity in both academic and nonacademic settings, whether it involves an NSU-sponsored activity or not. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to the HCAS and its graduate degree programs, each student subscribes to and pledges complete observance to NSU's Student Code of Conduct Policies and their ability to meet all standards detailed below, with or without reasonable accommodation. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal. (Please refer to the section below entitled Performance Standards Committee Policy and Procedures.)

Critical Thinking

- critical thinking ability for effective reasoning and judgment
- read and interpret data from paper and/or electronic systems
- analyze data
- draw conclusions from data
- interpret regulatory and accreditation standards

Interpersonal Skills

- interpersonal abilities sufficient to develop and effectively use collaborative relationships with professionals, coworkers, and others to facilitate the accomplishment of goals
- establish rapport with colleagues and potential clients in domain of study and professional work practice
- work effectively in small groups as team members and as a team leader
- build trust by being reliable and dependable

Communication Skills

- communication abilities sufficient for interaction with others in verbal, nonverbal, and written form
- speak English in such a manner as to be understood by the general public
- communicate over the phone, through email, and via other electronic means with internal and external entities
- deliver presentations using PowerPoint or other media
- write letters using appropriate business format
- communicate with both professional and scholarly audiences in writing

Accountability and Responsibility

- judgment and self-awareness abilities sufficient for graduate learner achievement
- be able to distinguish right from wrong, legal from illegal, and act accordingly
- be able to comprehend ethical standards and agree to abide by them
- consider the needs of others in deference to one's own needs
- accept responsibility for own actions

Performance Standards Committee Policy and Procedures

A student who is alleged to have violated the Halmos College Core Performance Standards for graduate students or academic standards detailed above may be referred to the Director of Academic Support and Administration and potentially to the college Performance Standards Committee. The process through which students are held accountable to college and university policies and procedures is intended to promote a better understanding of the university community and acceptable behavior for students who are a part of that community. With that in mind, it should be noted that the following processes occur only between the college and each individual student involved in an investigation into possible violations. Parents, friends, significant others, and/or attorneys are not permitted to participate in, or observe, the disciplinary process. S During this process:

- Students are not required to share their version of the incident in question but must understand that their nonparticipation will not preclude the committee from making a decision on charges or responsibility.
- Students may provide any information, documentation, or evidence to the committee for consideration before the meeting, at the meeting, and up to 48 hours after the conclusion of the proceeding.

Notification

Allegations of violations by Halmos College graduate students of the Core Performance Standards or academic standards detailed above will be referred to the Director of Academic Support and Administration, who has the discretion to refer the matter to the Performance Standards Committee. If the matter is referred to the Performance Standards Committee, the Director of Academic Support and Administration will notify the student of the alleged violation via their NSU email. Notices of alleged violations will include

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student's rights
- a statement that within three business days of receipt of the notice, the student must contact the Director of Academic Support and Administration to schedule a meeting with the Performance Standards Committee

- an invitation to provide any relevant information, evidence, or witnesses in relation to the alleged conduct

Performance Standards Committee Meeting Procedures

The conference is for the purpose of discussing the alleged violation(s) of the Core Performance Standards or academic standards.

At the beginning of the conversation, the committee will review with the accused student their rights in the process as aforementioned, as well as the alleged violations.

The student will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student accepts responsibility, the only determination the committee makes is regarding the sanctions to be imposed. If the student responds with "not responsible," the student will be provided the opportunity to provide evidence, witnesses, or information for the review of the committee.

Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case, character witnesses are not permitted. The student is responsible for arranging the appearance of their own witnesses.

If the student fails to schedule—or appear for—a scheduled conference, the committee may make a determination based on the information available. By failing to schedule or appear for a scheduled conference, students waive their right to appeal the decision.

If the student is found responsible, the committee may impose sanctions. This decision shall be communicated, in writing, to the student via NSU email.

Sanctions

If the student is found in violation of the Core Performance Standards or academic standards, the committee will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

Disciplinary Warning—A disciplinary sanction serving notice to a student that the student's behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Disciplinary Probation—A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated, during which another violation will automatically raise the question of a more severe sanction (suspension or expulsion), if the student is found in violation.

Disciplinary Suspension—A disciplinary sanction serving notice to a student that the student's behavior is in serious violation of university standards. A time period is indicated, during which the student may not enroll in classes. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus-visiting privileges

Disciplinary Expulsion— A permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus-visiting privileges.

Appeal Process

An appeal of disciplinary action taken must be in writing and addressed to the Office of the Dean within five business days of the receipt of the written disposition of the conference. When appealing a judicial decision, the appeal must fall into one of the following categories:

- The student has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction(s) do not relate appropriately to the violation.

Appeals shall be heard by the Dean. A written decision will be provided by the Dean or Dean's designee within 30 calendar days of receipt of the appeal request. The decision of the Dean will be final.

Disciplinary Notations on Academic Transcripts

The academic transcript is a complete representation of a student's academic record, which may include information regarding a student's behavior, decisions, misconduct, and/or academic performance. When a student has received a sanction of suspension or expulsion, this is noted on the transcript. Students who are permitted to withdraw from NSU with pending disciplinary allegations may also see a notation on the transcript documenting same.

Grading System and Academic Standing

The following grading system exists across all master's and doctoral degrees at HCAS:

Grade	Quality Points
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
D	0.00
F	0.00
NP	0.00
P	0.00
PR	0.00
TR	0.00

With the exceptions listed below, all degree-related courses use the letter grading system. All programs may use the following grades: P (Pass), I (Incomplete), W (Withdrawn), AU (Audit), NP (No Progress), and TR (Transfer) when appropriate. The grade of PR (Progress) may be used for programs to demonstrate progress toward completing a required thesis or dissertation.

Grade Point Average and Quality Points

A student's academic standing for a specific term is indicated by the grade point average (GPA). The GPA is calculated based on earned credits and letter grades (including Fs, for which students receive 0 credits). The GPA does not include classes from which the student has successfully withdrawn or received an Incomplete. Overall academic standing is indicated by the cumulative GPA (CGPA).

- GPA calculations include NSU coursework only, based on the following formulas and definitions.

- Quality points = A letter grade's numerical GPA value MULTIPLIED BY the number of credits assigned to the course
- GPA hours = Earned credits, including Fs, excluding withdrawals and audits, and completed pass/fail courses
- Current semester or term GPA = The total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term
- Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

Grade Reports

Student grades are disseminated online via SharkLink at *sharklinkportal.nova.edu*

Incomplete

A grade of Incomplete (I) may be issued at the discretion of a faculty member in rare cases because of unusual and exceptional circumstances. Students are only eligible for an Incomplete if:

1. 50% of the coursework has been completed with a C or above average, and
2. The remaining coursework can be completed in a timeframe agreed upon by the faculty member and the student, not exceeding one term (a maximum of 16 weeks) beyond the final date of the course.

It is the student's responsibility to consult the instructor regarding an Incomplete request. Based on the unusual and exceptional circumstances surrounding the Incomplete request, documentation may be required to be submitted. Please refer to the Incomplete Grade Agreement Form/Contract for more information. The student, the instructor, and department chair must sign the Incomplete Grade Agreement Form/Contract, stipulating the work to be completed, the deadline by which the work will be completed, and the grade that the student will earn if the work is not completed by the deadline, before the end of the course and agree upon such conditions via email.

If the student does not complete the coursework within the agreed-upon period, the Incomplete grade will be changed to the grade earned based on the work accepted by the instructor to date as stipulated in the contract or agreement; the student can only gain points for assignments completed that were included in the incomplete agreement.

The time limit for changing the incomplete grade to the final grade may not exceed one semester/term or graduation, whichever comes first. After the time for a change of grade has expired, the incomplete grade may be changed to an F grade by the Registrar's Office.

Academic Standing

Academic Standing is separate from the standards for Satisfactory Academic Progress (SAP) for financial aid purposes. For detailed information about maintaining SAP for financial aid eligibility, visit *nova.edu/sap*.

NSU is committed to accurately tracking and recording a student's permanent academic record. Academic transcripts document the student's academic record for coursework taken at NSU for the student and various agencies (e.g., employers, other academic institutions, etc.). The academic transcript reflects the record of courses in progress and attempted, completed and final grades received, degree sought or earned (with award and academic completion dates), disciplinary actions resulting in a student's suspension or expulsion from the institution, and other information deemed relevant by NSU. Additionally, the student's academic standing is reflected on an academic transcript to provide a more complete depiction of the student's academic history. The following designations provide for a student's status as it relates to end-of-term academic standing within the university:

Academic Standing

A student is in good academic standing unless they are not making sufficient progress toward degree completion and/or are placed on academic probation, academic suspension, or academic dismissal. Students shall be deemed in good academic standing unless they have a cumulative GPA of less than 3.0, which is required for graduation. Students in the Ph.D. programs shall be deemed in good academic standing unless they have a cumulative GPA of less than 3.5.

Academic Probation

Students failing to maintain a cumulative 3.0 GPA for a master's program or 3.5 for a Ph.D. program will be placed on academic probation for two terms. During the probationary period, students must raise their cumulative GPA to at least a 3.0 for a master's and at least a 3.5 for a Ph.D. in two successive terms. Students will not be permitted to take a term off between terms of academic probation.

Academic Dismissal

Students who do not raise their GPA to at least a 3.0 for the master's (3.5 for a Ph.D.) will be dismissed from their program. Students who fail to complete any courses in three terms will be dismissed from their program.

Petition for Permission to Enroll after Academic Dismissal

A student may petition for reinstatement in the program following dismissal after 12 months. The petition should explain why their academic potential has changed and the re-admission should be considered.

Readmission is solely at the discretion of the student's college or academic program and may include specific conditions, including the repeat of courses or the entirety of the academic program, when deemed appropriate by the college/academic program.

Reinstatement is not guaranteed and is only possible if it is probable that the student can raise their cumulative GPA to at least a 3.0 (3.5 for a Ph.D.) in two terms. During the readmission process, the student will be on probation.

Students approved to re-enroll after academic dismissal must register for classes the following semester. These students return on academic probation.

Course Delivery

Students should review the following course delivery options with their academic advisors in the department program office based on courses required in their majors and their registration choices.

Face-to-Face

Face-to-face classes are scheduled at a variety of times and locations. Face-to-face classes may include online and regular classroom instruction, although most instructions will occur on campus or in on-site classrooms. Some assignments may be administered through internet-based websites associated with class textbooks or the university's online course management system. Instructors will explain specific requirements for participation in online components.

Online

Students participating in online classes are supported through various technologies and teaching methods: email, bulletin boards, chat rooms, electronic journals, synchronous conferencing tools, content-sharing

tools, video lectures, and other digital and web-based tools and resources. Each student must obtain an NSU account to access email, course materials, and library resources. Students may be required to participate in an online orientation before the start of each class. Some online classes are entirely asynchronous, while others may combine synchronous (online conferencing) and asynchronous elements.

Hybrid

Some courses combine online activities with portions conducted face-to-face on campus. Please consult the course syllabi for more detailed information.

General Admission Information

Complete instructions for applying to all HCAS graduate programs (listed at the site above) are detailed in our application packet on the HCAS Graduate Admissions page: hcas.nova.edu/admissions

Admissions Offer Disclaimer

Please note that NSU reserves the right to rescind or place conditions upon admissions offers should information become available that calls into question a prospective student's academic performance or character, including that which reflects a violation of NSU's Student Conduct Policy. Information about the Office of Student Conduct can be found at the following link: nova.edu/student-conduct

Orientation Information

Students will be provided by the program office with important orientation information upon acceptance into the program. Self-paced Canvas module with key orientation information is also available online inside the HCAS Graduate Student Hub.

Attendance and Absence

Students are expected to attend class regularly, from beginning to end. Students who miss a class must inform the instructor before the class meeting. Please refer to the University policy at *https://www.nova.edu/registrar/services/registration.html* about Roster Reconciliation policy.

Students are responsible for the academic consequences resulting from class absences. Course instructors should be notified in advance of any anticipated absence. Students who miss class because of an illness or other emergency should contact the instructor as soon as possible to arrange for make-up work. Missed assignments/tests can be made up solely at the discretion of the course faculty.

Students should refer to NSU Student Handbook for additional information on excuse absences including, but not limited to absence due to religious observations.

Students should review the course syllabus and Canvas course for course-specific policies related to attendance.

Full-Time Status Requirements

Ph.D. Full-Time Status Requirements

Ph.D. in Composition, Rhetoric, and Digital Media

- Minimum of three (3) credits per semester

Ph.D. in Conflict Analysis and Resolution

- Six (6) credits per semester
- One (1) credit per semester for students who are enrolled in the doctoral seminar (CARD 7901) only or the dissertation course (CARD 7900) only

Ph.D. in Oceanography/Marine Biology

- One doctoral level class or enrollment in dissertation/thesis or qualifying exam

Master's Full-Time Status Requirements

- Six credit hours minimum (3 credit hours minimum during capstone/thesis, culminating project, or qualifying exams)

Leave of Absence

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience certain circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their academic advisor, program office, or the Office of the Dean of Students representative to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, course grades, and conditions for return. Financial aid recipients who wish to request an LOA must also consult with a financial aid counselor to learn about impacts on their financial aid eligibility. Failure to qualify for—or timely return from—an LOA may have a significant impact on a student's ability to procure future financial aid and may result in the student being placed into a loan repayment status with the student's lender pursuant to applicable federal regulations. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance, as determined by the university as its sole discretion. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar's website at *nova.edu/registrar/policies/leave-of-absence-policy.html*

Administrative Break in Enrollment

An administrative break in enrollment is a temporary, institution-initiated pause in enrollment granted exclusively to graduate and professional students enrolled in lockstep, cohort-based programs. This category of leave allows students to separate from their program, without formally withdrawing from the university, in cases where continuity of the program is impacted by exceptional personal or academic challenges, as determined by the university as its sole discretion. Financial aid recipients who wish to request an administrative break in enrollment are advised to consult with a financial aid counselor to learn about impacts on their financial aid eligibility.

Undergraduate students are not eligible for administrative breaks in enrollment, except for specific lockstep, cohort-based professional programs.

Academic Inactivity

Students are required to make consistent progress toward completion of required courses for award of a degree or certificate . Any student who does not maintain enrollment in at least one course for three consecutive semesters/four terms will be considered inactive and withdrawn from the university, and all student privileges will cease, except for students on an approved leave of absence. As inactivity may affect financial aid, students who received aid are advised to consult with a financial aid counselor to learn more

about the impacts of inactivity on financial aid eligibility.

Graduation Requirements

Conferrals for the Ph.D. degree require a minimum GPA of 3.50; master's degrees require a minimum GPA of 3.0.

Ph.D. Minimum Graduation Requirements

The following items must be completed to achieve the Ph.D. degree:

- Pass all course work with a cumulative GPA of 3.5 or higher
- Student MUST remain registered in the program until all requirements for conferral have been fulfilled
- No grade lower than a "C" is permitted
- Successfully defend dissertation
- Submit the final dissertation to NSUWorks and ProQuest
- Complete all requirements above within the stated time limit of the program

Ph.D. Degree in Composition, Rhetoric, and Digital Media

- Ph.D.: Earn a minimum of 57 credits
- M.A. + Ph.D.: Earn a minimum of 69 credits

Ph.D. Degree in Conflict Analysis and Resolution

- Earn a minimum of 69 credit hours

Ph.D. in Oceanography/Marine Biology

- A minimum of 75 credits beyond the baccalaureate. At least 42 credits must consist of upper-level course work. At least 24 credits must consist of dissertation research.
- Successfully defend the dissertation proposal in an oral presentation to faculty
- Successfully complete a qualifying examination with the candidate's committee
- Successfully complete comprehensive examinations upon completion of formal coursework

Master's Minimum Graduation Requirements

The following items must be completed to achieve the master's degree at HCAS.

- Pass all course work with a cumulative GPA of 3.00 or higher
- Complete all requirements above within the stated time limit of the program
- No grade lower than a "C-" is permitted; only one "C" grade (C+, C, C-) is permitted

M.A. in Composition, Rhetoric, and Digital Media

- Earn 30 credits in required and elective courses, including optional thesis or internship
- Successfully complete thesis, portfolio, or exam requirements

M.P.S. in Environmental Sciences

- A minimum of 30 credits beyond the baccalaureate

M.S. in Marine Science

- A minimum of 36 credits beyond the baccalaureate
- Successful completion of a pass/fail test on their program learning outcomes
- Successfully defend the capstone/thesis to the committee and other Instructors
- Submit the final capstone/thesis copy to NSUWorks

M.S. in Biological Sciences (Capstone/Thesis Option)

- A minimum of 30 credits beyond the baccalaureate
- Successfully defend the capstone/thesis to the committee and other Instructors
- Submit the final capstone/thesis copy to NSUWorks

M.S. in Biological Sciences (Bioinformatics Concentration)

- A minimum of 30 credits beyond the baccalaureate

M.S. in Biological Sciences (Health Studies Concentration)

- A minimum of 30 credits beyond the baccalaureate
- Successfully pass a comprehensive examination

M.S. in Medicinal Chemistry

- A minimum of 35 credits beyond the baccalaureate
- Successfully defend the capstone/thesis to the committee and other Instructors
- Submit the final capstone/thesis copy to NSUWorks

M.S. in National Security Affairs and International Relations

- Earn 36 credits in core courses and electives, including optional thesis
- Pass the comprehensive exam or complete the thesis option

Program Time Limits (Program Length)

The maximum time limit for completing the Master's programs is five years. Master's students must finish their program within five years from the date of first enrollment. If needed, Master's students may petition the program office in writing for a one-year extension, which may be granted only once and only under extenuating circumstances.

The maximum time limit for completing the Ph.D. programs is seven years. Ph.D. students must finish their program within seven years from the date of first enrollment. If needed, Ph.D. students may petition the program office in writing for a one-year extension, which may be granted only once and only under extenuating circumstances.

TUITION, FEES, AND ACADEMIC CALENDAR

Tuition and Fees

Cost of Attendance

The Cost of Attendance (COA) estimates the cost of attending NSU for the academic year. It is based on several factors: tuition and fees, food and housing, course materials, supplies and equipment, transportation, and personal expenses.

For the 2026-2027 COA for graduate degrees, please refer to the following web page: *hcas.nova.edu/admissions/tuition-fees.html*.

Military Discount: A 20% tuition discount is awarded upon verification to veterans, active military personnel, and the immediate family of active military personnel or veterans.

Explanation of Tuition Rates

Tuition and fee charges are automatically calculated when students register for classes, and students are expected to pay in full at the time of registration through SharkLink or their NSU eBill account. Detailed payment instructions and additional information on payment options are available on the Bursar's website at *nova.edu/bursar*

Academic Year Calendars

The academic calendar and other current-year resources are at the following link *hcas.nova.edu/current-students*

Department of Biological Sciences

The goal of the Halmos College of Arts and Sciences' Master of Science in Biological Sciences Degree Program is to provide graduates with credible, holistic, and timely scientific skills and knowledge regarding key biological, ecological, and health issues.

On campus, graduate classes are held in both morning and evening formats and typically meet one to two times per week, with some meeting three times per week (MWF format and some online). Exceptions are field courses, which may entail several days of intensive study or weekend field trips. The department also offers online courses, including a fully online bioinformatics concentration.

M.S. Degree in Biological Sciences

The M.S. in Biological Sciences provides a varied curriculum necessary for the myriad interests of today's students. This rigorous program is designed to provide a foundation that can be applied toward entry into a Ph.D. program or professional school or as an entry point for professional careers in biology, bioinformatics, and healthcare.

Students in the M.S. in Biological Sciences will benefit from small class sizes, courses taught by faculty experts, and a sound academic foundation, resulting in increased analytical skills.

The M.S. in Biological Sciences offers three concentrations, which are detailed below:

1. Bioinformatics concentration (16-month; 3-semester program)
2. Health studies concentration (12- month; 3 semester program)
3. Biology research option (capstone/thesis) (24-month minimum; 6-semester program)

All concentrations are 30 credits over ten courses. All students entering the capstone/thesis concentration start on the capstone track and may join the thesis track if all requirements are met. Capstone/thesis students are required to continue taking research credits until their capstone/thesis is successfully defended. Details of the curricula for each concentration are explained below.

M.S. in Biological Sciences: Bioinformatics Concentration

The M.S. in Biological Sciences Bioinformatics concentration is a lock-step program beginning in the fall term. This concentration is a 16-month, 30-credit program with courses taken over three semesters (Fall, Winter, Fall). Students must complete the curriculum in the order set out in the curriculum plan. The courses may be completed fully online or in person with an online option.

The bioinformatics M.S. concentration heavily emphasizes computation, line command coding, and programming as it applies to biological problems and questions. Students will demonstrate proficiency in handling and analyzing biocentric data using computation, line-command coding, and programming in various programming languages. Students will apply these skills to biological problems and questions using big data analytics to solve contemporary biological problems. The curriculum is ultimately designed to prepare graduates for successful employment in the broad field of computational biology.

Learning Outcomes*:*

- Demonstrate proficiency in handling and analyzing biocentric data
- Construct line command and application coding in various programming languages
- Understand how biological and genetic data impacts modern society and our daily lives
- Navigate and apply modern biological databases and software
- Apply bioinformatics and genomics methods to solve contemporary biological problems

To complete this concentration, the student must pass all courses with a cumulative GPA of 3.0 or greater.

Curriculum:

For degree plans please see the Appendix.

M.S. in Biological Sciences: Health Studies Concentration

The M.S. in Biological Sciences: Health Studies concentration is a lock-step program. This concentration is a 12-month (3 semester), 30-credit program designed to better prepare graduates of undergraduate science programs for entrance into health-related professional schools. Courses for this concentration begin in the summer of each year. It offers the opportunity for students to enhance their academic records, to improve graduate entrance test scores, and to obtain a graduate degree. Students must complete the curriculum in the order set out in the curriculum plan.

A comprehensive examination is a requirement for graduation. It is given after all coursework is completed and is scheduled for the week after the winter semester final exam week. To be eligible for this exam, a student must have a minimum GPA of 3.0 with no more than nine credits of "C grades." A passing grade must be achieved, and a second opportunity will be provided two weeks after the first attempt. The student may only attempt this exam twice.

To complete the concentration, the student must pass all courses, maintain a GPA of 3.0, and pass a standardized-style comprehensive exam at the end of the winter semester. When students start the program at the beginning of the summer, they will choose the test prep course appropriate to their career goals as the department offers Kaplan test preparation for various standardized tests, e.g., MCAT, DAT, and PCAT.

Learning Outcomes:

- Demonstrate an in-depth knowledge of science as it relates to the normal and abnormal processes of the human body
- Demonstrate knowledge of current advances in medical research and their relationship to clinical practice
- Demonstrate ability in problem-solving and analytical thinking
- Demonstrate both practical oral and written skills necessary for a professional setting

Curriculum:

For degree plans please see the Appendix.

M.S. in Biological Sciences: Biology Research Option (Capstone/Thesis)

The M.S. Biological Sciences capstone/thesis option is designed to prepare students for jobs and careers in all fields of biology, including Ph.D. programs and professional medical programs. Students in this program must take a minimum of three credits and a maximum of nine credits per semester. Students may request to

take 12 credits in a semester under exceptional circumstances. Students are cautioned that the number of courses within a term can affect financial aid and student employment.

The thesis and capstone path culminate in creating a novel and significant piece of writing, ensuring that graduates can effectively communicate their scientific findings to the community. A public defense of their project is also a degree requirement.

Entering M.S. students are accepted into the capstone path. Additional proposal development for original research is required to enter the thesis path. A minimum of 30 credits is required.

Learning Outcomes:

- Students will be highly knowledgeable in a specific topic of biology related to their capstone/thesis project (e.g., ecology, taxonomy, zoology, physiology, reproduction, and growth).
- Students will demonstrate proficient communication skills in both writing and oral presentation.
- Students will have a superior understanding of the scientific method. The student will be able to formulate hypotheses, generate research questions, and apply the scientific method toward specific research goals.

Curriculum

For degree plans please see the Appendix.

Requirements for Report of Progress

The report of progress is required from each M.S. in Biological Sciences student registered for thesis, capstone, or Directed Independent Study (DIS) credits and the report is due by the end of each registration term before a grade will be issued. Failing to submit the Report of Progress before the end of the term will result in failing the thesis, capstone, or Directed Independent Study (DIS) credits. Defending students do not need to submit the report.

The form must be submitted to the student's major professor for signature and comments and include the following:

1. Student's name and date
2. A brief synopsis of the work completed since the last report (for example, details of experiments conducted and literature reviewed)
3. Target date for thesis/capstone completion
4. Estimate of time spent on thesis/capstone work for the term
5. A list of problems experienced (if any)
6. Major professor's comments
7. Major professor's signature

Capstone/Thesis Information

PROPOSAL, FINAL PAPER, AND PUBLIC DEFENSE

Before starting work on a thesis or capstone project, the student must first identify a major advisor and

additional committee members. Two additional committee members are required for the Thesis path (total of three) and one additional committee member is required for Capstone path (total of two). The committee chair must be faculty within the Department of Biological Sciences (or other NSU faculty if approved by the program office) and at least one additional committee member must be faculty with the HCAS. A research proposal must be submitted to the committee for their approval before thesis or capstone credits may be taken. A proposal will not be accepted if the style, presentation, and content are not the expected quality for the capstone/thesis. Please consult with program office for these details.

The capstone/thesis track culminates with the submission of original work of writing (the thesis/capstone paper) and public defense of their paper and project. After the public defense and submission of their paper, the committee makes the final decision on whether a student has successfully defended their capstone/thesis project and is therefore eligible to graduate.

Copyright Information

As part of the online submission process, students must upload their paper into NSU's Institutional Repository, NSUWorks (*nsuworks.nova.edu*). Please review the copyright statements contained therein before submission. While entering text into the appropriate fields, please use a permanent email address since this will be the only contact form if someone requests permission to use or view your paper. Embargoes will only be approved for works published in a journal or if a grant stipulates an embargo.

Department of Chemistry, Engineering, and Physics

The Department of Chemistry, Engineering, and Physics houses the M.S. in Medicinal Chemistry, an exciting program that leverages the expertise of NSU's Halmos College of Arts and Sciences and the College of Pharmacy. Instruction for this two-year program occurs inside the classroom and in the laboratory. Graduates of the program will have extensive lab experience gained through research or an internship, resulting in more significant opportunities to advance their careers.

M.S. in Medicinal Chemistry

The M.S. in Medicinal Chemistry expands students' knowledge of chemical principles and biopharmaceutics to help identify and solve chemical problems in research areas. In this two-year program, students learn how to design, synthesize, and examine biologically active pharmaceuticals, including therapeutically useful drugs, natural products, and toxins.

Learning Outcomes

- Identify, interpret, and apply fundamental concepts and core principles of medicinal chemistry.
- Apply foundational knowledge, analyze and interpret data, and integrate information to develop solutions to complex problems or original research questions.
- Deliver a clear, well-organized oral presentation on a medicinal chemistry topic for internal academic review. The presentation should incorporate appropriate background from the literature and effectively use well-designed audiovisual aids tailored to the audience.

Curriculum

For degree plans please see the Appendix.

Completion Policy Requirements and Guidelines

To complete the M.S. in Medicinal Chemistry, students must register for 35 credits of graduate coursework including their thesis or capstone project to complete the degree. Students should consult the information below, their faculty mentor, and the Program Director for more information on specific completion project requirements.

THESIS OPTION

Research: Thesis (9 credits)		
Course No.	**Course Name**	**Credit Hours**
MCMS 7200	Research in Medicinal Chemistry	6
MCMS 7300	Thesis in Medicinal Chemistry	3

CAPSTONE OPTION

Internship: Capstone (9 credits)		
Course No.	**Course Name**	**Credit Hours**
MCMS 7000	Internship in Medicinal Chemistry	6
MCMS 7100	Capstone in Medicinal Chemistry	3

Department of Communication, Media, and the Arts

The Department of Communication, Media, and the Arts is an innovative, learner-centered department that delivers experiential, industry-driven programs. Students achieve academic excellence and professional distinction as artists, leaders, and communicators, and they share their talents with the community through production, performance, and research.

Ph.D. and M.A. in Composition, Rhetoric, and Digital Media

The graduate degree programs in Composition, Rhetoric, and Digital Media teach students to conduct and present research, apply rhetorical theories, teach writing, and produce digital media. Through specialized coursework and experiential learning in the history and theory of composition, rhetoric, and digital media, students develop expertise in researching and practicing writing in various professional genres. The CRDM programs prepare students for careers in writing, publishing, media design and production, communication, public relations, teaching.

Ph.D. in CRDM Learning Outcomes

The successful Ph.D. in Composition, Rhetoric, and Digital Media graduate is expected to:

- acquire advanced knowledge of the field of composition, rhetoric, and digital media;
- communicate professionally and ethically about content related to the field of composition, rhetoric, and digital media;
- identify, analyze, and synthesize scholarship related to composition, rhetoric, and digital media;
- demonstrate the necessary technical and intellectual skills to produce scholarship that makes an original contribution to the field of composition, rhetoric, and digital media.

Curriculum

For degree plans please see the Appendix.

M.A. in CRDM Learning Outcomes

The successful M.A. in Composition, Rhetoric, and Digital Media graduate is expected to:

1. demonstrate advanced knowledge of what effective writing is in a variety of rhetorical contexts;
2. evaluate writing curricula and pedagogical practices;
3. design successful digital media using rhetorically appropriate strategies;
4. produce and present original research based on the theories and methods applicable to composition, rhetoric, and digital media.

Curriculum

For degree plans please see the Appendix.

Completion Policy Requirements and Guidelines

Ph.D. and M.A. + Ph.D.

In addition to required coursework, to successfully complete the Ph.D. or M.A. + Ph.D. programs, students must complete the comprehensive exam with a minimum score of *pass* and successfully defend and submit the dissertation.

M.A. in CRDM

The completion project represents the culmination of the student's work in the M.A. in Composition, Rhetoric, and Digital Media. The student must register for 18 credits of graduate coursework before declaring their completion project choice of exam, portfolio, or thesis. Each project entails specific coursework, advising, and approval requirements; the student should consult the project tables below, their faculty mentor, and the Director of Graduate Studies for more information on specific completion project requirements.

Exam Option

Exam Option	
Timeline	**Action**
Register for 18 credits	Student submits Completion Project Declaration Form
Week 7 of final coursework semester	Student submits Exam Option Request to the Director of Graduate Studies
Week 8	Director of Graduate Studies notifies student of Exam Option eligibility
Week 11	Student meets with the Director of Graduate Studies for exam preparation
Week 15	Student sits for Exam

If the student's exam score does not meet the minimum passing requirement, the student must enroll in 1 credit of WRIT 5995 Program Completion in Progress in the subsequent term (for a maximum of two terms) to proceed with re-examination. Re-examination will be available during week 7 of each term (week 6 in summer terms), as needed.

Portfolio Option

Portfolio Option	
Timeline	**Action**
Register for 18 credits	Student submits Completion Project Declaration Form
No later than one week before each semester of registered internship work	Student submits all completed and approved internship forms* to the Director of Graduate Studies and program administration

No later than Week 10 of defense semester	Student submits complete portfolio to faculty advisor & Director of Graduate Studies for defense readiness approval
No later than Week 12 of defense semester	Director of Graduate Studies notifies student and faculty advisor of defense eligibility
No later than Week 13 of defense semester	Student completes Defense

*Forms include Internship Request Form, Internship Agreement, and Offer Letter

If the portfolio does not meet minimum program requirements, the student must enroll in 1 credit of WRIT 5995 Program Completion in Progress in the subsequent term (for a maximum of two terms) to meet requirements. Additional defenses must be completed no later than the end of week 7 of the term course (week 6 in summer terms).

Thesis Option

Thesis Option	
Timeline	**Action**
Register for 18 credits	Student submits Completion Project Declaration Form
Semester before beginning thesis coursework	Student secures thesis committee and drafts proposal
No later than Week 1 of first semester of thesis credits	Thesis advisor submits the committee-approved proposal to the Director of Graduate Studies
No later than Week 7 of defense semester	Student submits final draft of thesis for defense readiness approval to the thesis committee
No later than Week 11 of defense semester	Student completes Defense
No later than Week 12 of defense semester	Thesis advisor notifies student of their defense score

If the thesis does not meet the minimum program requirement, the student must enroll in 1 credit of WRIT 6000 Master's Thesis in the subsequent semester (for a maximum of one semester) to complete the remaining requirements.

Doctoral Program in Conflict Analysis and Resolution

The Ph.D. program in Conflict Analysis and Resolution trains students in the skills and techniques of practice, interdisciplinary research, policy and program development, historical critique, cultural analysis, and theoretical foundations of the field. The mission of the doctoral program is to advance the study and practice of conflict analysis and resolution by mentoring and developing practitioners and scholars trained in theory, practice, research, teaching, and informed leadership in the field. Students pursue an in-depth study in the field of conflict resolution while drawing from a variety of theoretical perspectives and the knowledge of an experienced, interdisciplinary faculty.

The 69-credit-hour degree program prepares graduates for careers as advanced practitioners, higher education faculty, researchers, consultants, program evaluators, and organizational leaders. The program is offered in both residential and distance learning formats to support working professionals and students who are unable to attend full-time, campus-based study. Students enrolled in the distance learning format participate in online coursework are required to attend the in person Residential Institute held every year on NSU's main campus.

Learning Outcomes

The successful Ph.D. in Conflict Analysis and Resolution graduate is expected to:

- be able to identify and understand the prominent theorists and schools of thought that have contributed to the field and apply these theoretical perspectives in the analysis of conflict
- be able a) to demonstrate knowledge and understanding of the major concepts and stages of research design using both qualitative and quantitative methodologies and b) to produce and defend an original research study in the area of conflict analysis and resolution by way of a doctoral dissertation
- be able a) to demonstrate knowledge, understanding, and application of conflict management intervention processes including models, techniques, and tools such as mediation, facilitation, negotiation, and dispute systems design and b) to demonstrate knowledge and understanding of effective teaching and training in conflict analysis and resolution.

Curriculum

For degree plans please see the Appendix.

Internships

Students must complete one course from the following two options: CARD 6130 Practicum, CARD 6625 Faculty-Led Practicum. Students are encouraged to consult their Academic Advisors to determine which options best fit their career goals.

Students should visit *hcas.nova.edu/departments/conflict-resolution-studies/resources* for the Practicum Handbook and related forms.

Examinations and Evaluations

Qualifying Exam

The qualifying examination is a written examination given after students have completed all the required coursework and before beginning dissertation hours. Successfully completing the qualifying examination is required to move to advanced standing and begin dissertation research. Doctoral Seminar, a one-credit course, is offered to help students prepare for the exam and should be taken in the student's final term of coursework. In addition, some students find it helpful to form study groups. Students are encouraged to begin to prepare for the exam well in advance.

Qualifying exams are given three times per academic year, once per term. The exam is available on-line and takes place over three weekdays. Students may take the examination on NSU's campus or anywhere else. Students can access the exam at a specific time on the morning of the first day, and their answers will be due 72 hours later. Students may use whatever materials they choose but are expected to work alone. They are expected to write the exam answers in their own words and to use appropriate citations when applicable. Exam answers will be submitted to Turnitin.com to check for proper citation. The exam consists of a single question; the answer will integrate theory, research, and practice aspects of conflict analysis and resolution.

Teams of Instructors grade the exam answers. Students are assigned an examination number. Thus, Instructors do not know whose answers they are reviewing. Students' answers are evaluated on the substantive content, logical and coherent style, and relevant use of class and other academic material. Students who receive a failing grade from the team of faculty graders may retake the examination up to three times. However, students must prepare and wait until the subsequent examination is offered. Following the failure of the exam, the program office may require that a student retake a particular class, prepare a special written assignment, or perform other remedial tasks before the exam can be taken for the second time. After three consecutive failures, the student will be dismissed from the doctoral program. A failure to submit after accessing the exam will be counted as an exam fail.

After students are registered for the qualifying exam by the program manager, they should register for CARD 7901 Integration. Upon passing the qualifying exam, students have achieved dissertation status.

Dissertation Chairs and Committees

A dissertation committee for all doctoral students will comprise at least three members, one of whom will serve as the dissertation chair. The dissertation chair must be a full-time faculty member affiliated with the program. At least one other committee member must be a full-time HCAS faculty member. A student may have one or more outside members on the committee if methodological or a substantive topical issue makes such membership advisable and is approved by the dissertation chair. All members who are not HCAS faculty must have an earned doctorate and must provide copies of their credentials to the program office. Dissertation committee members may not be from the student's family or personal friends or have graduated from HCAS within the past three academic years.

Before the end of CARD 7901, students must select their dissertation chair and complete the appropriate form, which is available online on the program page.

Registering for Dissertation

Students are required to complete 12 dissertation credits. Dissertation students register for three credits per term, beginning with CARD 7901 course, and continuing with three 3-credit CARD 7900 Dissertation courses. If a student is still in progress after 12 credits, the student registers for 1-credit CARD 7900 per term until they complete and successfully defend their dissertation, turn in their final document to the program office, and register their dissertation with ProQuest, UMI. Registration after final defense shall, if needed, only be for one additional term subject to exceptions provided by law. If the student fails to complete the requirements within the additional term, the student will be automatically withdrawn from the program. If a student receives a NP (No Progress) grade while registered for dissertation, that term will not count toward the required 12 dissertation credits. If, for some reason, the student cannot continue working on their dissertation, they must apply in writing for a Leave of Absence. If they request a leave for longer than a term, it may not be possible, upon their return, to continue with their original dissertation chair.

Dissertation Proposal

The doctoral candidate will defend the dissertation proposal before their full dissertation committee. All committee members must agree that the proposal is ready for defense before the defense can be scheduled. Proposal defenses may be performed using any appropriate and relevant technology, depending on the committee members' location and the student. The student can defend their proposal in person, via telephone or video conferencing. Please see the dissertation proposal guidelines and related forms on the program page.

Final Dissertation

Final dissertation defenses may take place during each of the three academic terms. The final day a student may hold the final dissertation defense within each term is the Friday two calendar weeks before the last day of the term. To participate in the June commencement ceremony, students must have their final dissertation defense notice sent out by May 1.

After the student has passed the final defense and completed all required revisions to the satisfaction of the dissertation chair, the student must submit the document to the Program Director for a format review. Upon passing the format review, the student will receive information on submitting the dissertation to ProQuest. Before degree conferral, the student must submit one pdf file of the final dissertation, including the signed approval page. Students should refer to the dissertation guidelines on the program page for detailed information.

Degree Completion Requirements

Students must comply with the following requirements to graduate with their Ph.D. in Conflict Analysis and Resolution:

1. Earn a minimum of 69 credit hours
2. Pass all course work with 3.5. cumulative GPA or above
3. No grade lower than a "C-" is permitted; only one "C" grade (C+, C, C-) is permitted.
4. Successfully defend dissertation
5. Complete the final version of the dissertation and submit it to ProQuest
6. Receive degree conferral
7. Complete all requirements above within the stated time limit of the program

Degree Completion Timeline

The Ph.D. in Conflict Analysis and Resolution can be completed within a maximum time frame of seven years. If a student has not graduated after reaching the seven-year mark, they must apply for an extension and receive approval from the Program Director. Once students pass the eight-year mark, they will be automatically dismissed from the program. Once students begin their dissertation, they are considered full-time when registered for at least three credit hours per term. After taking 12 credit hours of dissertation, students may enroll in one dissertation credit hour per term and still be considered full-time in the program. Students must continually be enrolled to remain active in the program.

Department of Humanities and Politics

The Department of Humanities and Politics in the Halmos College of Arts and Sciences aims to help students better understand their world through courses and degrees in academic disciplines focused on domestic and global affairs. Courses explore areas of study such as history, philosophy, legal studies, international studies, national security, and political science and are offered in the traditional classroom setting and online. Included among courses offered by the department are independent studies, internships, and study abroad programs.

M.S. in National Security Affairs and International Relations

The M.S. in National Security Affairs and International Relations (NSAIR) in the Department of Humanities and Politics is designed to provide students with theoretical, research, and applied skills in the emerging national security affairs academic field. Students in this program will build a core understanding of critical issues informing the field of national security today, including the assessment and analysis of the threat of terrorism in the U.S. and beyond and the analysis of intelligence collection. Students will also develop a deep understanding of the international context in which U.S. national security issues are shaped.

The program begins with a core of 7 courses (21 credits). Pedagogically, the program core focuses on building the critical analytical skills graduates need to succeed professionally and academically in national security affairs. The ability to critically analyze intelligence information and global security issues, interpret historical and contemporary issues informing the field, and perform textual analyses defines the program core's most important learning outcomes.

After completing the program core, students must complete 15 coursework credits from the available

electives list. Most elective offerings were explicitly developed for the national security and international relations program, with a small number drawn from closely related fields. The elective list contains courses that emphasize domestic security and courses with a broader international focus, resulting in sufficient breadth of subject matter to allow students to tailor their choices around particular academic or professional interests.

Students interested in Cybersecurity can choose to take a specific concentration in this area. Students who choose this option must complete nine credits from the Cybersecurity concentration and six credits from the elective list. Before choosing this option, students must secure permission from the Department of Humanities and Politics. After a consultation, it will be determined whether the student can enter the Cybersecurity concentration or if additional foundation courses are required to enter and successfully complete the concentration.

Learning Outcomes

The successful M.S. in National Security Affairs and International Relations graduate is expected to:

- Evaluate the domestic and international implications of U.S. national security policy
- Analyze critical historical and contemporary issues in U.S. national security
- Apply theoretical approaches to understanding U.S. foreign policy, international relations, global institutions, and the practices of foreign powers.

Curriculum

For degree plans please see the Appendix.

Program Formats

The NSAIR program aims for convenience and accommodation by utilizing the online and campus-based course delivery formats. We know many of our students are already engaged in work in the field of national security, and this may preclude them from participating in residential classes. Therefore, the program is designed in an online or hybrid format. Students applying to the hybrid M.S. in National Security Affairs and International Relations must register for at least three credits of campus-based coursework each fall and winter.

Students may enroll full or part-time, taking six to nine credit hours per term. Students who enroll in nine credits per term may complete the program in four terms. Part-time students can complete the program in 2 years. Unless requesting a Leave of Absence, all students must register for three terms per year.

Practicum/Internship

A practicum/internship is not required in the NSAIR program but may be selected as an elective. The department is available for assistance and advice regarding practicum/internship. It is taken as a class, and students select a field site or professional setting to work in during the same term as the class. Students interested in exploring this option are recommended to consult with the department chair or director of graduate programs early in their study.

Examinations, Evaluations, and Thesis Option

In addition to completing all course work, students must EITHER a) pass a comprehensive examination administered by the National Security Affairs and International Relations Program or b) complete a six-credit, directed thesis option.

When a student has completed all coursework, has maintained a minimum of 3.0 GPA with no "incomplete" grades, and is a "student in good standing" with no disciplinary actions pending or disciplinary tasks to

complete, the student will be eligible to take the comprehensive examination. Alternatively, when a student has completed all other coursework in the program, has maintained a minimum of 3.0 GPA with no "incomplete" grades, and is a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete, the student will be eligible to begin the directed thesis option.

The comprehensive exam assesses the student's ability to integrate the knowledge and skills gained through coursework. It tests the student's written ability to critically analyze and apply course-based knowledge to various issues. The comprehensive exam will be administered in two parts. Part one will focus on historical and theoretical knowledge acquired through coursework. In contrast, part two will test student's ability to apply knowledge and skills acquired through coursework to hypothetical security situations. The comprehensive exam will be scored like all major assignments in the program, using a rubric and assessing students' competencies regarding program outcomes. Students must receive a 70% or higher grade to pass the comprehensive exam. The comprehensive exam is a graduation requirement. Students who score below 70% on this requirement must retake the comprehensive exam. The comprehensive exam can be taken a maximum of three times. Students who cannot pass it in three attempts will not graduate. The comprehensive exam is offered three times yearly: in January, May, and August/September. Instructors are assigned to review the answers. Students are assigned an examination number, so Instructors do not know whose answers they are reviewing. To fail a question, two faculty reviewers must award a failing grade.

The directed thesis is a capstone on the student's experience in the National Security Affairs and International Relations program. As such, preparation for this course begins on the student's first day in the program. The theories, research methods, analytical skills, and substantive knowledge acquired by the student through the master's curriculum provide the foundation for this thesis project. Working under the direction of a designated faculty member in the program, students will be responsible for developing and planning an innovative project, crafting a viable thesis, engaging in research using appropriate primary and secondary resource material, and executing a polished work of analysis that contributes to knowledge in the field. In addition to submitting a written thesis, students must offer an oral defense of their project. Subject to departmental approval, students may undertake the directed thesis as two three-credit options spread out over two consecutive terms or as a single six-credit option taken in one term.

Degree Completion Requirements

To be eligible for degree conferral, NSAIR students must have completed all coursework and either passed the comprehensive examination or completed the thesis option. In addition, they must have a 3.0 GPA with no "incomplete" grades and be a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete. NSAIR students may participate in the June graduation ceremonies if they have completed all coursework, taken their comprehensive examination, or completed their directed thesis, even if they have not received their grade for the exam or the thesis. Students must complete all coursework and pass the comprehensive exam or complete a six-credit thesis within five years of starting the program.

Department of Marine and Environmental Sciences

The Department of Marine and Environmental Sciences includes the graduate programs described below.

Ph.D. in Oceanography/Marine Biology

The Ph.D. degree consists of upper-level course work and original research on a selected topic of importance in the ocean sciences. Courses consist of required general core courses (which can be transferred in from qualified M.S. courses), elective courses, as well as tutorial studies with the major professor. This Ph.D. program is informally divided into physical oceanography and marine biology.

Learning Outcomes

A successful recipient of the Ph.D. in Oceanography/Marine Biology is expected to:

- Understand basic marine biological, chemical, geological, and physical processes to a level sufficient to communicate and collaborate with experts in those sub-disciplines and to be able to apply this knowledge to issues in research and resource management
- Apply the scientific method to define, investigate, and evaluate hypotheses in at least one of these sub-disciplines
- Conduct (as guided by, and to the satisfaction of, the doctoral committee and NSU's Halmos College faculty) advanced, original, and independent research that adds to the body of oceanographic knowledge in one or more sub-disciplined areas.
- Communicate scientific results and conclusions clearly and logically in a written dissertation and scientific presentations and publications.
- Must maintain a cumulative GPA of 3.5.

Curriculum

The Ph.D. degree requires a minimum of 75 credits. Students will take 21 elective credits (OCGY 8001-8999, MSMS 5000-5999, MPSE 5000-5999), 9 credits of core courses, and a minimum of 45 research credits (OCGY 0799, OCGY 8000). At least 24 research credits must consist of dissertation research (OCGY-8000). The student may not register for research credits until after successfully defending the dissertation proposal. Before this defense, the student may register in Directed Study credits (OCGY-0799). After faculty acceptance of the dissertation proposal, the student must register for a minimum of three dissertation credits per term until completion of the degree.

Students are expected to complete degrees within 4 years of full-time study. A minimum of 3 years enrollment in the Ph.D. program is required, and the maximum time of enrollment is 7 years.

For degree plans please see the Appendix.

Academic Course Approvals and Transfers

For up-to-date information, please see the department website at:
hcas.nova.edu/degrees/doctoral/oceanography-marine-biology.html.

Course Eligibility

- Students may transfer up to 30 credits of master's coursework to count towards the Ph.D. program's upper-level credit requirement.
- Students may take any of the courses offered under the Marine Science (M.S.) program to count towards their upper-level credits. This includes all the courses offered under the three different concentrations among the Marine Science (M.S.) program.
- Students may take Directed Independent Study (DIS) courses as recommended/directed by their major advisor to count towards their upper-level elective credits.

Ph.D. Full Time Status Requirements

Ph.D. in Oceanography:

- One doctoral level class or enrollment in dissertation credits.

Ph.D. Time Limit

The maximum time limit for completing the Ph.D. in Oceanography/Marine Biology is 7 years. Ph.D. students must petition the program office in writing for an extension of the time limit, which may be granted only under extenuating circumstances.

Timeline For Ph.D. in Oceanography

- Full-time students taking 6 credits/semester: complete coursework in 3 – 4 years.
    - Once all upper-level coursework has been completed, students may take 3 research credits/semester to maintain full-time status.
- Maximum enrollment time is 7 years.
- Summer attendance is mandatory.

Ph.D. Minimum Graduation Requirements

Conferrals for the Ph.D. in Oceanography require a minimum GPA of 3.50

The following items must be successfully completed to achieve a Doctoral degree at HCAS.

- Earn a minimum of 75 credits beyond the baccalaureate. At least 24 credits must consist of dissertation research.
- Pass all coursework with a cumulative GPA of 3.5 or higher
    - No grade lower than a "C^+" is permitted.
- Attend a minimum of 8 0-credit/0-cost seminars/student defenses.
    - DoMES/NCRI guest seminars and DoMES MSMS thesis and Ph.D dissertation & proposal defenses are eligible for credit.
- Successfully submit a proposal of dissertation work to NSU Works and defend the dissertation proposal in an oral presentation to the committee, faculty and public during the first year of enrollment.
- Successfully complete comprehensive examinations during the second year of enrollment.
- Successfully defend the final dissertation in an oral presentation to the committee, faculty and public.
- Submit the final dissertation copy to the William H. Richardson Library, located on the Oceanographic Campus.
- Complete all requirements above within the stated time limit of the program

Seminar Requirements

As part of the curriculum for the Department of Marine and Environmental Sciences, students in the Ph.D. in Oceanography and M.S. in Marine Science programs are required to attend a minimum of eight seminars for this 0-credit/0-cost seminar series before they graduate. Research and defense seminars count towards this number.

Requirements For Report of Progress – Dissertation

The report of progress is required from each student registered for thesis, DIS, or dissertation credits by the end of each term of registration before a grade is issued. The completed report is turned into the Program Office by the student's major advisor. Not submitting the Report of Progress prior to the end of term will result in failing the thesis, dissertation, or Directed Independent Study (DIS) credits for that term.

- The report of progress is a summary of all the research work completed in the current term. Only Ph.D. students currently registered for following courses need to submit the report:
    - Directed Independent Study
    - Ph.D. Directed Study (OCGY 0799)
    - Dissertation Credits (OCGY 8000)
- The Report of Progress is due the Friday before the end of term. Defending students do not need to submit the report
- The form must be completed by the student and submitted to the student's major advisor for signature and comments. The report must include the following:
    - Student's name and date
    - A brief narrative of synopsis of the work completed since the last report (for example, details of experiments conducted, and literature reviewed)
    - Target date for thesis/capstone completion
    - Estimate of time spent on thesis/capstone work for the term
    - A list of problems experienced (if any) and proposed/implemented solutions
    - Major Professor's comments
    - Major Professor's signature
- Failure to turn in a report of progress is an automatic F for the term.

Ph.D. Dissertation Information

COMMITTEE

The candidate's Ph.D. committee consists, at a minimum, of four people, at least three of whom must be Halmos College of Arts and Sciences (HCAS) faculty and one from outside the HCAS. The committee monitors all phases of the candidate's progress. The committee is formed before acceptance or within two terms of admission.

PROPOSAL DEFENSE

Before a Ph.D. project can be accepted, a proposal must be submitted to the students chosen committee. The major advisor and committee members will review the proposal draft. The student may meet and discuss issues with the professor and committee. The committee members make a final decision as to whether the proposal is defendable.

If the proposal is approved for submission by the committee, the student can submit their proposal online through NSU Works HCAS Proposal Review. From there, the student's committee members must log in and approve of the students' proposal within 10 days of submission. After receiving approval from all committee members in NSUWorks, the Program Office will review the proposal for final approval. When the Program Office approves of the proposal, an email will be automatically generated alerting the student that their proposal has been accepted. The student will then need to schedule a defense date with all committee members and reserve the date with the Program Office.

Students should not register for dissertation credits until they have successfully defended their research proposal in an oral defense to the committee members and public. After the proposal has been successfully defended, the student will receive notification from the program office to register in dissertation credits.

The proposal is a demonstration by the student and the involved faculty that the student is indeed ready to produce a dissertation that will allow graduation according to the standards of HCAS. This forms the basis of

an understanding that the faculty involved (including the department chair, who has final signing authority) will allow graduation if the student produces a document with agreed-upon quality and content.

To avoid unpleasant surprises and undue delays to a student's graduation, a proposal is only acceptable once it demonstrates, in all matters, that the student will indeed be able to produce the dissertation and meet the high-quality criteria required by the department. Fairness to the student and committee as well as maintenance of academic integrity are of the utmost concern here.

A proposal will not be accepted if the style, presentation, and content are not of the quality as would be accepted in the final dissertation. This is because it may give the student a wrong impression of what is acceptable as a dissertation – leading ultimately to unnecessary delays at submission stage. Therefore, the proposal should be seen as a "mini-dissertation" that is the blueprint for the work that will be done in the dissertation.

The Program Office must approve the proposal at least two weeks prior to the start of each term, unless an extension of time is formally approved by the Department Chair and Program Office due to extenuating circumstances. Proposal approvals to begin research credits in the Winter semester must submit their proposal and all revisions before Winter closure to ensure timely review of their submitted work.

PROPOSAL SUBMISSION DIRECTIONS

The following are the directions to upload the proposal into NSUWorks:

1. Create a new account at *nsuworks.nova.edu*. The username and password can be unique from the myNSU Identity.
2. Once the account is created, log out of the system and visit *libguides.nova.edu/hcas-ETD-submission-guide*.
3. If a committee member is not an NSU member, please include their email address with the proposal submission.
4. Inform the program office that you have successfully submitted the proposal.
5. Committee members will be sent automated emails to go in and approve the proposal within 10 days of submission.
6. Once the proposal is approved, the student will be notified that they are eligible to schedule a defense date with the Program Office.
7. After successful oral defense of the proposal, the student will be notified by the Program Office that they are eligible to enroll in dissertation credits.
8. It is the responsibility of the candidate to communicate a defense date with all committee members before a reservation request. Prior to the reservation request, the dissertation must be approved by all committee members, the Program Office, and the department chair in NSU Works. Defenses are held at 9:30am, 12:00pm, and 2:30pm. No defenses will be held in between semesters.

COMPREHENSIVE EXAMINATION

The examination consists of written and oral phases. The written exams, taken on completion of formal course work, are administered by the major professor and consist of questions submitted by each committee member. The candidate is allowed a day to answer each member's questions.

The exam takes at least four days. The candidate is informed of the written examination results within one week of completion. At that time, the committee determines if the answers to the written portion warrant

further examination, in which case an oral exam is scheduled. The student normally takes the oral examination within two weeks of this notification.

DIRECTIONS FOR SUBMITTING FINAL DISSERTATION

- Log into NSUWorks - Nova Southeastern University Institutional Repository, using the same account as for the proposal submission.
- Visit Submit Defense Research to submit the final Dissertation.
- If a committee member is not a member of NSU, please be sure to include their email address with the proposal submission.
- Inform the Program Office of having successfully submitted the defensible paper. Once approved, the candidate will be notified by email. This email will include the next steps in setting up the final defense.
- The committee members will need to create an account in NSUWorks to approve the defense.
- Final Dissertation Submission Criteria
- The dissertation must be at least 90% complete.
- The paper must be uploaded to NSU Works at least two weeks prior to your desired defense date.

DISSERTATION PROPOSAL AND DEFENSE FORMATTING

Create a title page that follows the formatting guidelines below.

Include keywords - place them after your abstract on the same page (if possible). Keywords should be important terms not included in your title.

Thesis Formatting	
Margins	All margins = 1 inch
Font	Times New Roman
Font Size	12 point font
Spacing	1.5 spaced, except for: • Abstract should be single spaced. • Figure & Table captions should be single spaced (The caption for a figure appears below the graphic; for a table, above). • References should be single spaced with a hard enter between each citation or a layout space between each one.
Length	There are no set guidelines on length, but most dissertation papers are around 150 pages in length (excluding tables and figures).
Citation and Writing Style	• Default: APA or Chicago Author-Date formatting • Please confirm with your major advisor on their preferred writing style.

DISSERTATION STRUCTURE

The dissertation structure is up to the Ph.D. candidate's committee. However, it must contain the following:

Dissertation Style
Title Page
Table of Contents (detailed outline, using outline headings in text, same format)
Reference

COPYRIGHTS

The directions for each track and the Ph.D. programs are found under their specific curriculum. As part of the online submission process, students will be required to upload the paper into NSU's Institutional Repository, NSUWorks. Please review the copyright statements contained therein before submission. While entering text into the appropriate fields, the student must take note that the email address provided will be the only form of contact for your paper in the event that someone needs to ask for your permission to use or view it. Please use a permanent email address. Embargoes will only be approved for works that are being published in a journal or if a grant stipulates an embargo.

DISSERTATION DEFENSE

Upon completing the dissertation to the major professor's satisfaction, it is formally submitted to the other committee members. Before a reservation request, the candidate must communicate a defense date with all committee members. Before the reservation request, the dissertation must be approved by all committee members and the department chair. No defenses will be held in between semesters. Please consult with program office for detailed information.

Information regarding dissertation requirements can be found through the Oceanographic Campus Library at *libguides.nova.edu/hcas-ETD-submission-guide*.

Master of Professional Science in Environmental Sciences (M.P.S.)

The M.P.S. in Environmental Sciences is a 30-credit program which provides beside a solid background in environmental science as well as practical and managerial skills that are required to solve problems and advance in the professional field surrounding environmental issues. The M.P.S. is designed to provide professionals with a solid graduate level education, delivered in an attractive and time-efficient manner. The curriculum consists of related subject matter courses and does not require a thesis or capstone paper.

The M.P.S. consists of a core of courses that provide highly relevant baseline knowledge of the marine and environmental sciences. Specialty courses are provided that are relevant to the core fields. This degree provides the graduate with the practical skills to formulate, abstract, analyze and solve problems typically encountered by marine and environmental scientists, educators, government officials, engineers, and other professionals. A graduate will be prepared to enter the marketplace and be able to pursue a career in science, education, industry, or business.

Curriculum

Successful graduation in the M.P.S. requires a minimum of 30 credits. This includes 15 credits of core courses and 15 credits of electives. There is no thesis required, but a rigorous "writing and calculating throughout the curriculum" policy will be applied. Course descriptions may be found within the attached catalog.

CORE COURSES

Course Number	Course Name	Credit Hours
MPSE 5010	Biostatistics	3

MPSE 5020	Ecosystems Processes	3
MPSE 5030	Geological Processes	3
MPSE 5040	Environmental Chemistry	3
MPSE 5060	Scientific Communication	3

M.P.S. FULL TIME STATUS REQUIREMENTS

M.P.S. in Environmental Sciences:

- 6 credit hours minimum (3 credit hours for part time students)

M.P.S. TIME LIMIT

The maximum time limit for completing the M.P.S. in Environmental Sciences five years. M.P.S. students must petition the program office in writing for an extension of the time limit for one year, which may be granted only under extenuating circumstances.

- Full-time students taking 6 credits/semester: complete coursework in about 18 months.
- Part-time students taking 3 credits/semester: complete coursework in 3 years.
    - Completing the program entirely at part-time status is not possible because it must be completed within 3 years, so students must take at least one semester at full-time status.
- Maximum enrollment time is 3 years.
- Summer attendance is mandatory.
- Completing a thesis is NOT required.

M.S. in Marine Science

Everything that humans do impacts marine ecosystems, and in turn, marine ecosystems impact humans' lives. Nova Southeastern University's M.S. in Marine Sciences program allows you to dive deep into the study of marine systems, learning about various special topics, including everything from shark research to coral reef reservation.

The M.S. in Marine Sciences allows three concentrations:

1. Marine Biology Concentration
2. Coastal Zone Management
3. Marine Environmental Sciences

As a joint option, students may combine two concentrations. The M.S. in Marine Science degree requires a minimum of 36 total credits, nine credits of core/required courses, 18 credits of electives in the concentration, three credits of electives outside of your concentration, and a minimum of six capstone or thesis credits. Students must maintain a cumulative GPA of 3.0

Curriculum

For degree plans please see the Appendix.

M.S. in Marine Science: Thesis Information

DEFINITION OF A THESIS

A thesis is an original contribution to knowledge from systematically studying a significant problem or issue.

It requires the student to secure agreement from a faculty member, with adequate funding to carry out the proposed research, to be the student's major professor. Students are not guaranteed a thesis advisor.

Before beginning thesis research and registering for thesis credits, the student must write a proposal, which must be approved by the student's major professor, committee, and the Departmental Chair. The approval process takes place through submission to nsuworks.nova.edu. Once the thesis proposal has been approved, M.S. thesis students sequentially register for and complete at least six thesis credits for Marine Science or fifteen thesis credits for Biological Science in each succeeding term until the thesis is complete and successfully defended. Sequential registration continues until the thesis is finished. If a student fails to register for any given term without written approval by the Chair, missed credits must be made up before graduation, usually during the next term of registration. It should be noted that while a minimum of six (Marine Science) thesis research credits are required, more than this may be necessary to complete M.S. research.

THESIS PROPOSAL

Students should not register for thesis credits until they receive full approval from the program office. The proposal is a demonstration by the student and the involved faculty that the student is ready to produce a thesis that will allow graduation according to the standards of HCAS. This forms the basis of an understanding that the faculty involved (including the department chair, who has final signing authority) will allow graduation if the student produces a document with agreed-upon quality and content.

To avoid surprises and undue delays to a student's graduation, a proposal is only acceptable once it demonstrates that the student can produce the thesis and meet the high-quality criteria required by the department. Fairness to students and committees and maintaining academic integrity is the utmost concern.

A proposal will not be accepted if the style, presentation, and content are not of the same quality as would be accepted in the thesis. This is because it may give the student a wrong impression of what is acceptable as a thesis, leading to unnecessary delays at the submission stage. Therefore, the proposal should be seen as a "mini-thesis" at the same stage as the blueprint for the work that will be done in the thesis.

The program chair must approve the proposal at least two weeks before the start of each term. Proposal approval to begin research credits in the Winter semester is urged to submit their proposal before Winter closure to ensure a timely review of their submitted work.

Information regarding thesis requirements can be found through the Oceanographic Campus Library at libguides.nova.edu/hcas-ETD-submission-guide.

COMMITTEE COMPOSITION

Each M.S. student will have an advisory committee. To obtain the maximum benefit, it is to the student's advantage to form this committee early in their program.

The thesis advisory committee will consist of a major professor from the HCAS faculty and at least two additional members, one of whom must be from another college of Nova Southeastern University or from outside the university. In rare cases requiring approval by the Department Chair, the major professor may be an adjunct faculty member. The committee participates in topic selection and preparation of the proposal/outline and thesis. Close coordination between students and committees during this process is strongly advised. The major professor must have a terminal degree in a field relevant to thesis research. Other members of the committee must ordinarily have a terminal degree.

APPENDIX: SAMPLE CURRICULUM

M.S. in Biological Sciences – Bioinformatics Concentration

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
BCOR 5585 Genomics	3	MSIT 501 Foundations of Programming, Data Structures, and Algorithms	3		
BMME 5900 Biological Data Science	3	MSBI 5920 Transcriptomics	3		
MATG 5005 Statistical Inference	3	MSBI 5910 Metagenomics	3		
BMME 8053 Introduction to Bioinformatics	3				
Total Fall Credits	12	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	21
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Open Elective in Computer Science (MMIS 630, MMIS 643, MMIS 621, MMIS 671, MSIT 630, BMME 6000, CISC 502, 670, 672, 502) or prior approval from the Department of Biological Sciences	3				
MSBI 5930 Machine Learning for Biology	3				
BCOR 5000 Graduate Seminar+	3				
Total Fall Credits	9	Total Winter Credits	0	Total Summer Credits	0
				Year Two Total	9
				Total	30

+ Bioinformatics concentration students must take the section of BCOR 5000 Graduate Seminar offered in the fall specifically for bioinformatics students.

M.S. in Biological Sciences – Health Studies Concentration

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer*	Credits
				BCOR 5000 Graduate Seminar	3
				BMHS 5105 Physical Diagnostic Skills or BMHS 5110 Introduction to the Dental Professions	3
Total Fall Credits	0	Total Winter Credits	0	Total Summer Credits	6
				Year One Total	6
YEAR TWO					
Fall	Credits	Winter	Credits	Summer*	Credits
BMHS 5200 Pathophysiology	3	BMHS 5450 Integrated Sys. in HS	3		
BMHS 5300 Pharmacodynamics	3	BCOR 5150 Immunobiology	3		
BMHS 5400 Adv. Anatomy /Lab	3	BMHS 5250 Systems Neuroscience	3		
BMHS 5500 Adv. Biochemistry	3	BCOR 5350 Principles of Epidemiology	3		
		Comprehensive Exam	0		
Total Fall Credits	12	Total Winter Credits	12	Total Summer Credits	0
				Year Two Total	24
				Total	30

M.S. in Biological Sciences – Thesis

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MATG 5005 Stat. Infer. or BCOR 5570 Biostatistics	3	BCOR 5350 Principles of Epidemiology **	3	BCOR 5000 Graduate Seminar*	3
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective) or prior approval from the Department of Biological Sciences	3	BCOR 5580 Scientific Methods and Experimental Design	3	BMME 7030 Thesis	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	BMME 7030 Thesis	3	BMME 7030 Thesis***	3
BMME 7030 Thesis	3			Thesis Defense and Approval	0
Total Fall Credits	6	Total Winter Credits	3	Total Summer Credits	3
				Year Two Total	12
				Total	30

*Thesis students must take the section of BCOR 5000 offered in the summer in person only but may petition the department chair for special permission to take the online BCOR 5000 section offered in fall to support the bioinformatics concentration.

** or BCOR 5585 Genomics (fall term) or BCOR 5150 Immunobiology (winter term) or BMME 5900 Biological Data Science (fall term).

***Students must be registered in thesis course BMME 7030 each semester until they have successfully written, defended and submitted their thesis project, based on approval of the Thesis Committee Chair and all Committee Members. Students may petition the department chair to register in BMME 7035 Thesis Continuation, 1 CREDIT, if the 12 credits of BMME 7030 Thesis have been met (as well as all other course requirements) and the student has defended the Thesis project.

M.S. in Biological Sciences – Capstone

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
BCOR 5570 Biostatistics or MATG 5005 Stat. Infer.	3	BCOR 5350 Principles of Epidemiology *	3	BCOR 5000 Graduate Seminar**	3
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	BCOR 5580 Scientific Methods and Experimental Design	3		
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3				
Total Fall Credits	9	Total Winter Credits	6	Total Summer Credits	3
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	Graduate Biology Elective (BMHS 5250, 5450, BMME 6770, MSBI 5910, 5920 MSIT 0501, 0630, MSMS)	3		
BMME 7040 Capstone	3	BMME 7040 Capstone***	3		
		Capstone Defense and Approval	0		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

* or BCOR 5585 Genomics (fall term) or BCOR 5150 Immunobiology (winter term) or BMME 5900 Biological Data Science (fall term).

**Capstone students must take the section of BCOR 5000 offered in the summer in person only but may petition the department chair for special permission to take the online BCOR 5000 section offered in fall to support the bioinformatics concentration.

***Students must be registered in capstone course BMME 7040 each semester until they have successfully written, defended and submitted their capstone project, based on approval of the Capstone Committee Chair and all Committee Members. Students may petition the department chair to register in BMME 7045, 1 CREDIT, Capstone Continuation if the 6 credits of BMME 7040 Capstone have been met and the student has defended their Capstone project.

M.S. in Medicinal Chemistry – Thesis

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 5500 Advanced Biochemistry	3	MCMS 6100 Principles of Drug Design	3		
MCMS 5600 Advanced Organic Chemistry	3	PHRM 5012 Advanced Pharmacokinetics and Biopharmaceutics	3		
MCMS 6000 Advanced Instrumentation	3	MCMS 7200 Research in Medicinal Chemistry	3		
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
PHRM 5004 Advanced Physical Pharmacy	3	MCMS 7300 Thesis in Medicinal Chemistry	3		
MCMS 7200 Research in Medicinal Chemistry	3	Graduate Elective	3		
PHRM 5701 Graduate Seminar	1	PHRM 5701 Graduate Seminar	1		
Graduate Elective	3				
Total Fall Credits	10	Total Winter Credits	7	Total Summer Credits	0
				Year Two Total	17
				Total	35

M.S. in Medicinal Chemistry – Capstone

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 5500 Advanced Biochemistry	3	MCMS 6100 Principles of Drug Design	3		
MCMS 5600 Advanced Organic Chemistry	3	MCMS 7000 Internship in Medicinal Chemistry	3		
MCMS 6000 Advanced Instrumentation	3	PHRM 5012 Advanced Pharmacokinetics and Biopharmaceutics	3		
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 7000 Internship in Medicinal Chemistry	3	MCMS 7100 Capstone in Medicinal Chemistry	3		
PHRM 5004 Advanced Physical Pharmacy	3	PHRM 5701 Graduate Seminar	1		
PHRM 5701 Graduate Seminar	1	Graduate Elective	3		
Graduate Elective	3				
Total Fall Credits	10	Total Winter Credits	7	Total Summer Credits	0
				Year Two Total	17
				Total	35

M.A. in Composition, Rhetoric, and Digital Media

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 5010 Research Methods	3	WRIT 5120 Theories of Composition	3	Elective	3
WRIT 5340 Studies in Multimodality and Digital Media	3	WRIT 5650 Rhetorical Criticism	3	Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Elective	3	Elective	3	WRIT 5995 or 6000 as needed*	
WRIT 5950 or WRIT 6000 or elective	3	WRIT 5950 or WRIT 6000 or elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

Exam students take the degree completion exam.

*WRIT 5995 or 6000 as needed until Portfolio or Thesis is successfully defended, or the exam is passed.

M.A. + Ph.D. in Composition, Rhetoric, and Digital Media

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 5100 Research Methods	3	WRIT 5340 Studies in Multimodality and Digital Media	3	Elective	3
WRIT 5340 Studies in Multimodality and Digital Media	3	WRIT 5650 Rhetorical Criticism	3	Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 6100 Contemporary Issues	3	WRIT 6100 Contemporary Issues	3	WRIT 7000 Doctoral Dissertation	4
Elective	4	Elective	3	Elective	3
Total Fall Credits	7	Total Winter Credits	6	Total Summer Credits	7
				Year Two Total	19
				Running Total	37
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 7000 Doctoral Dissertation	4	WRIT 7000 Doctoral Dissertation	4	WRIT 7000 Doctoral Dissertation	6
WRIT 6100 Contemporary Issues	3	Elective	3		
		Comprehensive Exam Completed			
Total Fall Credits	6	Total Winter Credits	7	Total Summer Credits	6
				Year Three Total	20
				Running Total	57
YEAR FOUR					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 7000 Doctoral Dissertation	6	WRIT 7000 Doctoral Dissertation	6	WRIT 7000 as needed until the Dissertation is successfully defended and submitted to NSUWorks.	
		Dissertation Defense competed			
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Four Total	12
				Total	69

Ph.D. in Composition, Rhetoric, and Digital Media

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 5340 Studies in Multimodality	3	WRIT 5102 Theories of Composition	3	Elective	3
Elective	3	WRIT 5650 Rhetorical Criticism	3	Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 6100 Contemporary Issues	3	WRIT 6100 Contemporary Issues	3	WRIT 6900 Doctoral Research	4
WRIT 6900 Doctoral Research	4	WRIT 6900 Doctoral Research	4		
Total Fall Credits	7	Total Winter Credits	7	Total Summer Credits	4
				Year Two Total	18
				Running Total	36
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 6100 Contemporary Issues	3	WRIT 7000 Doctoral Dissertation	6	WRIT 7000 Doctoral Dissertation	6
WRIT 7000 Doctoral Dissertation	6				
Total Fall Credits	9	Total Winter Credits	6	Total Summer Credits	6
				Year Three Total	21
				Total	57

Ph.D. in Conflict Analysis and Resolution

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 5000 Foundations	3	CARD 5200 Research Design and Program Development	3	CARD 66__ Elective	3
CARD 5040 Conflict Resolution Approaches and Skills	3	CARD 6120 Conflict Culture and Peace	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	3
				Year One Total	15
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 6150 Professional Practice & Ethics	3	CARD 6619 CR Intervenor Skills	3	CARD 66__ Elective	3
CARD 7090 Quantitative Research Methods	3	CARD 7110 Qualitative Research Methods	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	3
				Year Two Total	15
				Running Total	30
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 7040 Philosophies and Paradigms of Social Science	3	CARD 7020 Human Centered Systems Approach	3	CARD 6130 Practicum 1: Supervised Field Experience or CARD 6625: Faculty Led Practicum	3
CARD 66__ Elective	3	CARD 66__ Elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	3
				Year Three Total	15
				Running Total	45
YEAR FOUR					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 7250 Public Policy	3	CARD 66__ Elective	3	CARD 7901 Integration	3
CARD 66__ Elective	3	CARD 66__ Elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	3
				Year Four Total	15
				Running Total	60
YEAR FIVE					
Fall	Credits	Winter	Credits	Summer	Credits

CARD 7900: Dissertation	3	CARD 7900: Dissertation	3	CARD 7900: Dissertation	3
Total Fall Credits	3	Total Winter Credits	3	Total Summer Credits	3
				Year Five Total	9
				Total	69

M.S. in National Security Affairs and International Relations

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
NSAM 5005 Research and Evaluation in National Security Affairs	3	NSAM 5001 Current Issues in National Security	3	NSAM 5003 National Intelligence Collection and Analysis	3
NSAM 5010 US Foreign Policy and National Security	3	NSAM 5015 International Relations: Theory & Practice	3	NSAM 5004 Border Protection and Military Issue	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
NSAM 5014 Ethical Issues in National Security	3	NSAM Elective	3	NSAM Elective	3
NSAM Elective	3	NSAM Elective	3	NSAM Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Total	36

Ph.D. in Marine Biology/Physical Oceanography

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
Transfer credits (up to 30)	30	OCGY 0799 Directed Study: PhD	6	OCGY 0799 Directed Study: PhD	6
OCGY 0799 Directed Study: PhD	6				
Total Fall Credits	36	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	48
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	6
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Running Total	66
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	3		
Total Fall Credits	6	Total Winter Credits	3	Total Summer Credits	0
				Year Three Total	9
				Total	75

M.P.S. in Environmental Sciences

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5010 Biostatistics or MSMS 5020 Marine Ecosystems	3	MSMS 5030 Marine Geology or MSMS 5040 Marine Chemistry	3	MSMS 5060 Scientific Communication	3
Graduate Elective	3	Graduate Elective	3	Graduate Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5020 Marine Ecosystems or MSMS 5010 Biostatistics	3	MSMS 5040 Marine Chemistry or MSMS 5030 Marine Geology	3		
Graduate Elective	3	Graduate Elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

M.S. in Marine Sciences

SAMPLE CURRICULUM | 2026-2027 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5010 Biostatistics or Graduate Elective	3	MSMS 5040 Marine Chemistry or Graduate Elective	3	MSMS 5060 Scientific Communication or Graduate Elective	3
Graduate Elective	3	Graduate Elective	3	Graduate Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5010 Biostatistics or Graduate Elective	3	MSMS 5040 Marine Chemistry or Graduate Elective	3	MSMS 5060 Scientific Communication or Graduate Elective	3
Graduate Elective	3	Thesis	3	Thesis	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Total	36