# NSU Florida

## Student Handbook 2025–2026

# Nova Southeastern University Student Handbook

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate's, bachelor's, master's, educational specialist, and doctoral degrees.

This handbook and the policies and programs set forth herein are effective through the academic year 2025–2026 or until superseded. Changes in the content of the student handbook may be made, at anytime, by the university, division, or college administration. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Students are required to comply with all policies and procedures written in the entire handbook. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

The university recognizes that individual programs require different times for the completion of academic studies leading to a degree. Therefore, the time frame is a matter within the discretion of each academic program. All program/center catalogs, bulletins, and handbooks carry this information. Students should refer to their individual program's or center's catalog and/or student handbook for further information about academic programs, policies, and procedures.

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# Foreword/Reservation of Power

## Foreword

For the purpose of promoting its educational mission, Nova Southeastern University (NSU) has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. In addition to maintaining order and stability, 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 penalties. 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. This assures 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 handbook.

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 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 handbook defines a violation more stringently or differently than local/state law, the handbook'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 conduct violations.

Students are also subject to rules and regulations that apply to academic programs of the various schools and colleges of the university, including, but not limited to, the Code of Student Conduct and Academic Responsibility. Students should familiarize themselves with their individual college academic, conduct, and professionalism standards, in addition to the information contained in the *NSU Student Handbook*.

Students who engage in conduct that endangers their 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. The determination as to the student's participation and progress is to be made by the NSU Student Behavioral Concerns Committee. The university 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, is detrimental 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 penalties as may be deemed appropriate. Students should also be aware that disciplinary action may impact eligibility for scholarships or other institutional financial aid. Furthermore, admission of a student to NSU for any semester does not imply or guarantee that such student will be reenrolled in any succeeding academic semester. 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 be a contract or part of a contractual agreement between NSU and the student. Handbooks and catalogs are in effect upon publishing and will remain in effect until superseded by a new handbook/catalog. 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 enact such changes at any time. Reasonable notice may be furnished to the university community of any substantive changes but is not required. It is the responsibility of each student to remain informed about any changes to student handbooks and academic catalogs as they are published on the NSU website.

Whenever specific titles are used in these procedures, they shall include the appropriate designee of the person bearing these titles. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included.

Failure to read this handbook or catalog does not excuse the student from the rules, policies, and procedures contained within the student handbook or catalog. The rights and responsibilities that follow take effect immediately upon publication of this document.

# University Vision Statement, Mission Statement, and Core Values

## NSU's Vision

Enhance Nova Southeastern University's reputation as a leading professional-dominant, doctoral research university providing competitive career advantages to our students and fostering alumni and partnership connections.

## NSU's Mission

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

## NSU Core Values

Student-Centered

Academic Excellence

Scholarship and Research

Innovation

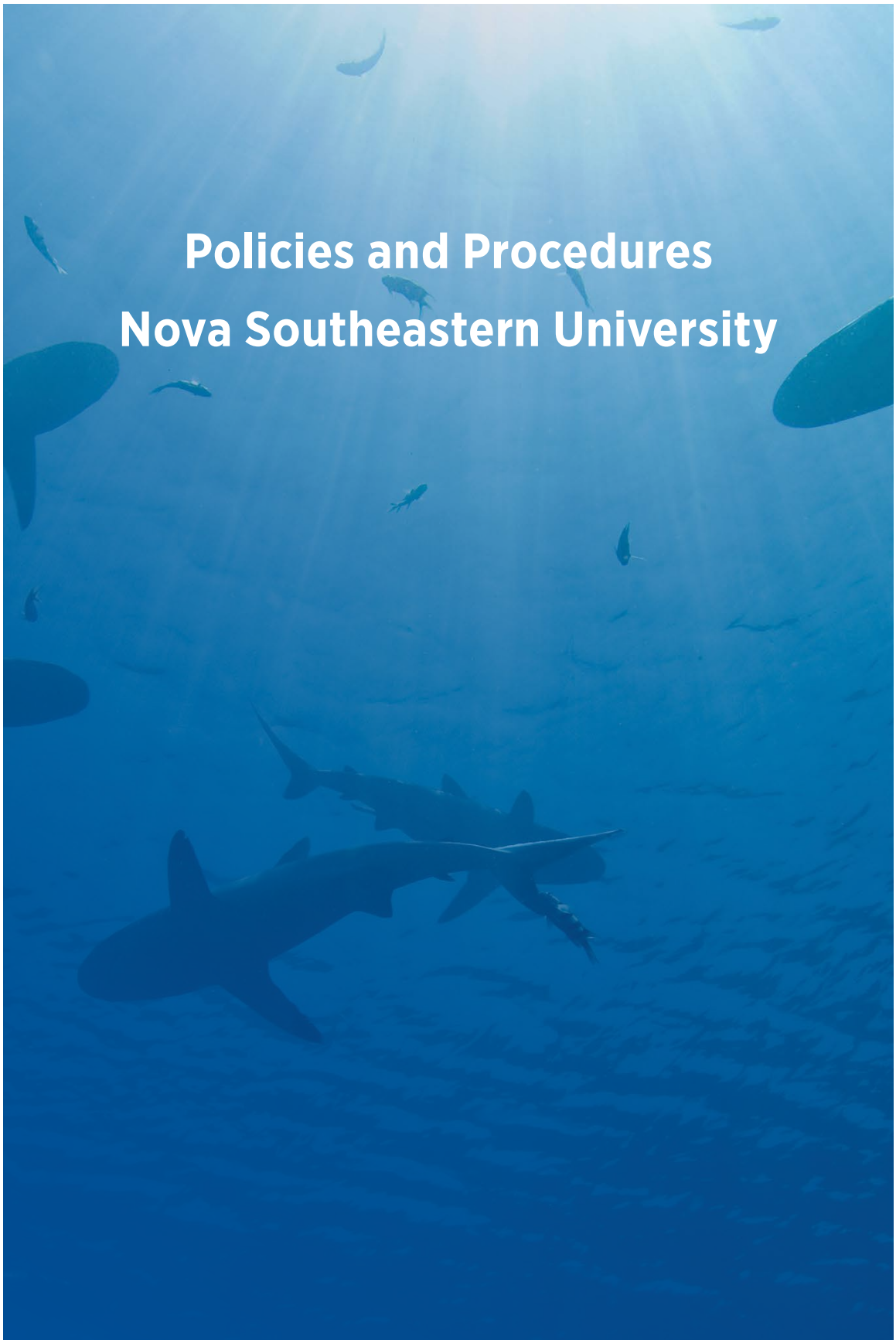
Opportunity

Community

Diversity

Integrity

# Policies and Procedures
# Nova Southeastern University



# Statement on Student Rights and Responsibilities

As a community, Nova Southeastern University (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.

## University Equal Opportunity/Nondiscrimination Policy

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, gender, military service, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone

with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to NSU's education activities and programs, including admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, gender, military service, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The person listed below has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies.

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.

NSU's Title IX coordinator is Laura Bennett.

**Laura Bennett**
Title IX Coordinator/Managing Director of Title IX Compliance
(954) 262-7858 • *laura.bennett@nova.edu*
*nova.edu/title-ix*

**Mailing Address**
Office of Human Resources
3300 S. University Drive
Fort Lauderdale, FL 33328-2004

The office of the Title IX coordinator is remote/virtual with team offices in the Campus Support Building (170B and 174). Please visit *nova.edu/title-ix* to review NSU's Title IX nondiscrimination 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.

All other inquiries or complaints regarding perceived discrimination should be directed to

**Benjamin Johnson, Ed.D.**
Dean of Students
(954) 262-7281 • *bj379@nova.edu*

## Distance Education Student Complaint Process

Nova Southeastern University provides several means through which a student may address complaints and grievances. In order to resolve academic grievances, complaints, and concerns in an expeditious, fair, and amicable manner, students are asked to consult their respective *college catalog or student*

*handbook* for information on the appropriate grievance procedures. The link above provides academic catalogs for each Nova Southeastern University college. Students are urged to exhaust all possible internal avenues for resolution before filing complaints with external agencies.

In the unlikely event that an issue cannot be resolved internally, students may file a complaint with the following external agencies:

1. **Regional Accreditor:** *Southern Association of Colleges and Schools Commission on Colleges* (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone: (404) 679-4500. The link above provides information on the SACSCOC complaint policies and procedures.

2. **State Agency:** Florida Department of Education, Office of Articulation; email: *articulation@fldoe .org*; telephone: (850) 245-0427.

3. **State Authorization Reciprocity Agreement (SARA):** SARA is a voluntary, regional approach to state oversight of postsecondary distance education. Institutions that participate in SARA are authorized to provide online and other distance education activities to students from all SARA member states. Institutions that choose to participate in SARA operate under a set of policies and standards overseen by the National Council for State Authorization Reciprocity Agreements (NC-SARA) and administered by four regional higher education compacts. Nova Southeastern University has been approved by NC-SARA to participate in this reciprocity agreement.

   Distance education students that are enrolled in a Florida institution that operates under SARA, who have completed the internal institutional grievance process and applicable state grievance process, may appeal noninstructional complaints to the Florida State Authorization Reciprocity Agreement (FL-SARA) Postsecondary Reciprocal Distance Education Coordinating Council (PRDEC). For additional information on the complaint process, please visit the *FL-SARA Complaint Process* web page.

## 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 the day the university receives a request for access. A student should submit to the Office of the University Registrar a written request that identifies the 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 the amendment of the student's education record that 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 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 to the extent that FERPA authorizes disclosure without consent. 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 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 education 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 Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605, concerning alleged failures by Nova Southeastern University 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.

Nova Southeastern University 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 consent to permit Nova Southeastern University to discuss and/or release personally identifiable information to a third party such as a spouse, a parent, a guardian, etc. Students can

manage this consent in Self-Service Banner/SharkLink (*nova.edu/roi*). However, the university is under no obligation to discuss and/or release personally identifiable information from a student's education record to a third party, except in limited circumstances under FERPA, or when legally compelled to do so.

A student may also withhold directory information (as defined above) by completing the *Request to Prevent Disclosure of Directory Information Form*. 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, and 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 to Prevent Disclosure of Directory Information Form 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 occur, or when a student's health or safety is at issue.

### 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., assignment 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 covered and noncovered functions. As such, covered health clinics at NSU are subject to the requirements of the HIPAA Privacy and Security Regulations, as well as policies implemented by NSU.

Pursuant to the HIPAA Privacy and Security Regulations, each covered health clinic at NSU is responsible for enacting privacy and security policies and procedures. Thus, the various health clinics at NSU that provide patient care in a HIPAA-covered setting have enacted such policies and procedures. 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 100 percent of the degree requirements, the earned Nova Southeastern University degree will automatically be conferred. As long as student accounts are free from any academic or financial holds, students 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*.

# Code of Student Conduct and Academic Responsibility

The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university as defined by the university administration or with the rights of other members of the university cannot be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

In support of the Code of Student Conduct and Academic Responsibility, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college or center. Student violations of conduct standards, university policies, and/or procedures will be handled by the Office of the Vice President for Student Affairs or through the individual college, when appropriate. An academic unit, as a result of professional education standards/requirements, may have additional procedures to address student misconduct. Reports of student sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and related procedures, which may ultimately result in sanctions as described in the Code of Student Conduct and Academic Responsibility. When a report of student sexual misconduct falls outside of the jurisdiction of Title IX, it will be referred for adjudication in accordance with the Code of Student Conduct and Academic Responsibility. Changes to the Code of Student Conduct and Academic Responsibility will be posted on the Student Affairs website. Students are required to be familiar with the rules, policies, and Code of Student Conduct and Academic Responsibility.

All **student organizations** are subject to university rules and regulations concerning conduct as set forth in this handbook, whether an incident occurs on campus or anywhere off campus.

Procedures for investigating and adjudicating each kind of incident are provided later in this handbook.

In circumstances where this handbook defines a violation more stringently or differently than local or state law, the handbook's definition shall supersede. The university is not limited to or bound by the definitions contained in local or state statutes or case law in addressing code of conduct violations.

## Academic Standards

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- facilitating academic dishonesty—intentionally or knowingly helping or attempting to help another to violate any provision of this code
- plagiarism—the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

Students are expected to comply with the following academic standards:

- Original work—Assignments, such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for the credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation. Students' use of generative artificial intelligence (e.g., ChatGPT, Google Bard, DALL-E, Midjourney, etc.) or similar resources on any coursework or academic assessments without the prior permission of their faculty member, or the use of these resources in any way that violates the academic standards of NSU and/or a student's academic program, is expressly prohibited.

- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards is considered plagiarism at NSU.

- Tendering of information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/or their academic program.

- Acts prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:

  - plagiarism
  - any form of cheating
  - conspiracy to commit academic dishonesty
  - misrepresentation
  - bribery in an attempt to gain an academic advantage
  - forging or altering documents or credentials
  - knowingly furnishing false information to the institution

- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.

## Academic Inactivity Policy

NSU requires all students to make consistent progress toward obtaining a degree or certificate at the university. Any student who does not complete a course and earn credit(s) for three consecutive semesters/four terms will be considered inactive and withdrawn from the university, excluding any semesters/terms where the student is on an approved leave of absence, administrative break in enrollment, or other university-approved period of temporary absence. Students withdrawn pursuant to this policy who wish to continue their academic program are required to follow the readmission process as detailed in their college or academic program's student handbook/catalog. 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. Additionally, students may be subject to the admissions standards and academic program requirements as outlined in the student handbook/catalog for the academic year in which the student is seeking readmission. While this policy is intended to set forth the maximum period of academic inactivity, colleges and academic programs are permitted to adopt more stringent standards, i.e., shorter time periods of inactivity that will lead to withdrawal. Students should consult with their college or academic program for additional information about the maximum period of academic inactivity applicable to their course of study.

## Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university's code of conduct and all university policies and procedures at all times, regardless of whether such conduct occurs on or off campus, or in connection with an NSU-sponsored or affiliated event. Additional information about specific violations of the Code of Student Conduct and Academic Responsibility is included in this handbook, under section B. Specific Conduct Violations.

## NSU University-Wide 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 notify the NSU dean of students at *bj379@nova.edu* or (954) 262-7281 within three calendar days after the start of the semester. 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 penalty 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.

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|---|---|---|
| **2025:** Sundown on Sat., April 12 through Sundown on Mon., April 14<br>**2026:** Sundown on Wed., April 1 through Sundown on Fri., April 3 | *First two (2) days of Passover* | **Judaism** |
| **2025:** Sundown on Fri., April 18 through Sundown on Sun., April 20<br>**2026:** Sundown on Tues., April 7 through Sundown on Thurs., April 9 | *Last two (2) days of Passover* | **Judaism** |
| **2025:** Sundown on Sat., August 2 through Sundown on Sun., August 3<br>**2026:** Sundown on Wed., July 22 through Sundown on Thurs., July 23 | *Tisha B'Av* | **Judaism** |
| **2025:** Sundown on Fri., June 6 through Sat., June 7<br>**2026:** Sundown on Wed., May 27 through Sundown on Thurs., May 28 | *Eid al-Adha* | **Islam** |
| **2025:** Sundown on Sun., March 30 through Sundown on Mon., March 31<br>**2026:** Sundown on Thurs., March 19 through Sundown on Fri., March 20 | *Eid-al-Fitr** | **Islam** |
| **2025:** Sundown on Mon., September 22 through Sundown on Wed., September 24<br>**2026:** Sundown on Fri., September 11 through Sundown on Sun., September 13 | *Rosh Hashanah* | **Judaism** |
| **2025:** Sundown on Wed., October 1 through Sundown on Thurs., October 2<br>**2026:** Sundown on Sun., September 20 through Sundown on Mon., September 21 | *Yom Kippur* | **Judaism** |

**Date varies and is subject to change.*

| | | |
|---|---|---|
| **2025:** Sundown on Mon., October 6 through Wed., October 8<br>**2026:** Sundown on Fri., September 25 through Sundown on Sun., September 27 | *First two (2) days of Sukkot* | **Judaism** |
| **2025:** Sundown on Mon., October 13 through Sundown on Wed., October 15<br>**2026:** Sundown on Fri., October 2 through Sundown on Sun., October 4 | *Shemini Atzeret /Simchat Torah* | **Judaism** |
| **2025:** Sundown on Sat., November 2 through Sundown on Sun., November 3<br>**2026:** Sundown on Tues., November 10 through Sundown on Wed., November 11 | *Birth of the Báb /Birth of Bahá'u'lláh* | **Bahá'í** |
| **2025:** Sundown on Sun., June 1 through Sundown on Tues., June 3<br>**2026:** Sundown on Thurs., May 21 through Sundown on Sat., May 23 | *Shavout* | **Judaism** |

# A. General Administrative Policies and Guidelines

## A.1 Alcohol Policy

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the university community—students, faculty members, employees, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), NSU endeavors to prevent substance abuse through programs of education and prevention. NSU recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is NSU's policy to work with members of the NSU community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. NSU also recognizes that the possession and/or use of certain substances is illegal. NSU is further obligated to comply with all local, state, and federal laws. The policy governing the use of alcohol by students at NSU is in compliance with the laws of the state of Florida prohibiting the consumption of alcoholic beverages by persons who are minors (under the age of 21). The policy is based on the use of alcohol in moderation and under appropriate circumstances. The university recognizes that students are adults and are expected to obey the law and take personal responsibility for their own conduct. The laws of the state of Florida prohibit the possession or consumption of alcohol by individuals younger than 21 years of age.

1. The university will not authorize the use of student activity fees or other student funds collected and administered by the university to provide alcoholic beverages for any student event.

2. The sale, delivery, possession, and/or consumption of alcoholic beverages on any property owned and controlled by NSU is strictly prohibited, except as licensed by the state of Florida or otherwise permitted in these regulations. The use of alcoholic beverages on university premises shall be considered a privilege and may be allowed only if consistent with state laws and university regulations, and only when it will not interfere with the decorum and academic atmosphere of the campus.

3. Exception to this prohibition is made for university housing residents of legal drinking age. The possession and use of alcoholic beverages in university housing is governed by the *Residential Living Guide*.

4. The president, or an appropriate designee, may approve other exceptions to this prohibition to allow possession or consumption of alcoholic beverages by persons of legal drinking age at designated events and locations on campus.

5. The use of alcoholic beverages off campus by students of legal drinking age is permissible. However, incidents of intoxication and/or misconduct are subject to university disciplinary action. Students are expected to comply with municipal, state, and federal laws pertaining to the possession and consumption of alcoholic beverages.

Any violation of these laws may result in disciplinary action, including, but not limited to, probation, suspension, or expulsion from the university.

## Guidelines for the Use of Alcohol at University Student Events

- Nova Southeastern University functions, which are student oriented, may serve only beer and wine. All requests for such events must be coordinated through NSU's Office of the Vice President for Student Affairs.

- Entry fees may be charged, but this fee is only for admission to the event, not for the sale of beer or wine.

- One-quarter hour before the approved ending time of the event, ticket sales will stop.

- Any advertisements for the event (including leaflets, invitations, posters, letters, and all other forms of advertisements) cannot advertise alcohol. These advertisements must display the following information: Beverages will be available. Must have valid state-issued picture identification for verification of age.

- An adequate amount of food and alternative beverages (such as water, juice, assorted sodas, coffee, and teas) must be available throughout the duration of the event. These will be provided at the cost of the organization holding the event. The amount of food and beverages appropriate for the size of the event will be determined when the request for the event is submitted for review/approval.

- No organization or individual may purchase beer or wine for an event. No other alcohol is permitted.

- A full-time university employee will be present during an event at which beer and wine are served. If the faculty adviser of the organization is not available, the organization must identify which other university employee will be attending the event. The organizational contact of the

event must be present during the entire event as a point of contact for the university.

- The sponsoring organization is responsible for ensuring that all university policies are strictly obeyed. These guidelines do not override existing university policies; rather, these guidelines should be used in conjunction with any and all other university policies.
- Appropriate precautionary measures must be in place to ensure that alcoholic beverages are not served to persons under the legal drinking age. These measures include having a designated individual, as deemed by the Office of the Vice President for Student Affairs, screening people entering the event and attaching a bracelet or stamp indicating those of legal drinking age. At any time during the event, the screening individual has the option to decline identification provided by an individual. The entire staff working the event has the right to refuse service to individuals deemed as having had enough alcohol before or during the event.
- Under no circumstances should anyone be coerced to drink alcohol. All drinking games, contests, or events that encourage excessive drinking are prohibited. The sponsoring organization is responsible for ensuring that all NSU policies and procedures are strictly obeyed.
- It shall be at the discretion of the Office of the Vice President for Student Affairs whether to make arrangements and pay for any security needs necessary based on the specifics of the event and the number of estimated attendees.
- Violations of these guidelines during the event may result in the closing of the event. All individual violations will be referred to the Office of the Vice President for Student Affairs for review. The university can take disciplinary actions as a result of violations of these guidelines.

## A.2 Appropriate Conduct and Consensual Relationships Policy

Sexual relationships between an NSU faculty or staff member or an administrator and a student—who are not married to each other, or who do not have a preexisting analogous relationship—is inappropriate whenever the NSU faculty or staff member or administrator has or will have a professional responsibility for the student in such matters as teaching a course or in otherwise evaluating, supervising, or advising a student as part of a school program. An NSU faculty or staff member or administrator who is closely related to a student by blood or marriage, or who has a preexisting analogous relationship with a student, should eschew roles involving a professional responsibility for the student. See Guidelines for Appropriate Conduct and Ethical Behavior for Employees Policy for full text.

## A.3 Drug-Free Schools and Campuses

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), NSU has adopted the following policy for all academic units, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs* and alcohol are prohibited, in—and on—NSU-owned and/or controlled property and as a part of any of its activities. No NSU student shall report to school while under the influence of any illicit drugs or alcohol. The possession of paraphernalia for unlawful drug use is also prohibited.

* The term “illicit drugs” refers to all illegal drugs and to legal drugs obtained or used without a physician’s order. It does not prohibit the use of prescribed medication under the direction of a physician.

However, in accordance with federal law, NSU does not permit the possession or use of marijuana on NSU property or during NSU-sponsored activities for any purpose. As such, the possession or use of medical marijuana, even if authorized under state law, is prohibited on NSU property and during NSU-sponsored activities.

Any NSU student determined to have violated this policy will be subject to referral for prosecution by the appropriate authorities. Other sanctions include evaluation/treatment for drug use disorder (which may include mandatory completion of a drug/alcohol abuse rehabilitation program) or other university sanctioning up to, and including, expulsion.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or coworker has a problem with abuse of drugs and/or alcohol, help can be provided at programs at NSU and in the community. Additional information is available on the Office of Student Conduct website *nova.edu/studentconduct*.

| NSU Programs | Community Programs |
|---|---|
| **Center for Student Counseling and Well-Being**<br>For an appointment, call (954) 424-6911 or (954) 262-7050.<br>Student Affairs Building, 3rd floor<br>3300 S. University Drive<br>Fort Lauderdale, FL 33328-2004<br>*nova.edu/studentcounseling* | **Florida Department of Education, Office of Safe Schools**<br>325 West Gaines Street, Room 1444<br>Tallahassee, FL 32399<br>(850) 245-0416 • *SDFS@fldoe.org*<br>*fldoe.org/safe-schools* |
| **Healthy Lifestyles Guided Self-Change Program**<br>For an appointment, call (954) 262-5968 or email *gsc@nova.edu.*<br>3300 S. University Drive<br>Fort Lauderdale, FL 33328-2004<br>*nova.edu/gsc* | **Florida Department of Children and Families Substance Abuse Program Office**<br>2415 N. Monroe Street, Suite 400<br>Tallahassee, FL 32303<br>(850) 487-2920<br>*myflfamilies.com/service-programs/substance-abuse* |
| | **Broward Behavioral Health Coalition**<br>3521 W. Broward Boulevard<br>Lauderhill, FL 33312<br>(954) 622-8121<br>*bbhcflorida.org* |
| | Alcoholics Anonymous: (954) 462-0265<br>Narcotics Anonymous: (954) 476-9297 |

When you use or deal in drugs or abuse alcohol, you also risk incarceration and/or fines. *The Federal Sentencing Guidelines* outline federal penalties for trafficking in drugs. In addition to the federal sanctions, Florida Statutes provide sanctions in regard to the use, possession, and/or sale of illicit drugs and the abuse of alcohol. Punishment varies depending upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Misdemeanor convictions

range from less than 60 days to one-year imprisonment. For additional information, please refer to Chapters 316 and 893 of the *Florida Statutes*, or consult with a legal representative of your choosing.

## A.4 Excused Absences for Participation in Cocurricular Activities

While enrolled at NSU, students are expected to make academic participation their top priority. However, there may be instances when students must miss class due to their commitment(s) to officially represent the university in certain cocurricular activities. NSU will consider travel to—and participation in—certain university-sponsored cocurricular events as grounds for approval of an excused absence, including, but not limited to, NCAA intercollegiate athletic competitions, musical/theatrical performances, and academic program field trips. Practices and rehearsals for university-sponsored cocurricular events, participation in club or intramural athletic competitions, and field trips that are not associated with the students' academic programs are not considered grounds for approved absences. Students who intend to miss class due to participation in a cocurricular event must still follow all applicable policies and procedures of their academic program to ensure that their academic program and instructors are aware of their absence, as well as receive direction on the makeup of any missed academic instruction and/or coursework. Students who are approved for an excused absence, pursuant to this policy, remain responsible for the completion any academic instruction and/or coursework missed during the period of the excused absence.

## A.5 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.

## A.6 Health Policies

### NSU Student Health Insurance Requirement

NSU requires all students to carry adequate health insurance coverage. Therefore, all NSU students will automatically be enrolled in the NSU Student Health Insurance Plan and their student accounts will be charged when they register for classes. Students who reside and take classes outside of the United States are exempt from this requirement. Students who already have health insurance must opt out of the NSU Student Health Insurance Plan each academic year by the given waiver deadline for their program. For detailed information, including waiver deadlines, access to the online waiver, NSU Student Health Insurance Plan features, costs, and more, students should visit the *Office of the University Bursar* website.

#### *Immunization Requirements*

NSU health college students—See college- or program-specific policies.

All residential (residing in campus housing) students must satisfy the following requirements, if they were born after January 1, 1958. The required documentation of vaccinations shall include the following:

- Meningococcal meningitis
- Hepatitis B—You must show proof of one of the following:
  - immunization with three doses of hepatitis B vaccine
  - blood test showing the presence of hepatitis B surface antibody, substantiation of immunity is required
- Measles (rubella)—You must show proof of one of the following:
  - immunization with two doses of measles vaccine, the first given on or after the first birthday, the second given at least 30 days after the first, and BOTH in 1958 or later
  - blood test showing the presence of the measles antibody
- Rubella—You must show proof of one of the following:
  - one dose of rubella vaccine on or after the first birthday, and in 1969 or later
  - blood test showing the presence of the rubella antibody
- MMR (Measles, Mumps, Rubella)
  - two doses of the vaccine may be given instead of individual immunizations
  - one dose of the MMR vaccine on or after the first birthday, the second dose must be at least 30 days after the first, and both must be in 1968 or later
  - Exemptions or waivers may be obtained at the university's discretion if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations by signing a separate waiver provided by the institution for each of these vaccines, acknowledging receipt and review of the information provided. Exemptions will not necessarily be accepted by the student's program center. Other students may be subject to the immunization requirements in order to participate in clinical or practicum studies. Students are advised to consult with their program to determine whether the refusal will affect their ability to continue their studies.

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

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

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

- HRS (Department of Health and Rehabilitative Services)
- childhood immunization records
- school immunization records

- military service records
- document(s) indicating blood tests

### Communicable Diseases Guidelines

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the university to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease must report the contracting of the disease to their program dean, and are subject to the guidelines listed below. The university will be flexible in its response to incidents of communicable diseases, evaluating each occurrence in light of this policy and current available medical information.

- NSU will make available to the university community detailed information concerning the transmissibility of communicable diseases and precautions that can be taken to prevent the spread of various communicable diseases.
- Infected students can continue to study and work as long as they are able to continue to perform regular responsibilities satisfactorily, and as long as the best available medical evidence indicates that their continual status does not present a health or safety threat to themselves or others.
- An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from the treating physician indicating current medical status. Students should submit their statement to their program dean, or appropriate designee, based on the policies of their respective college/academic center.
- Within reason, the university will make arrangements for the infected person, whenever possible, to ensure continuity in the classroom.
- No infected student may be dismissed from the university solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after appropriate arrangements to assist the student have been attempted, and an examination of facts demonstrates that the infected person can no longer perform essential requirements of the position or program, with or without such arrangements, or poses a reasonable threat to the health and safety of others.

In the event that a student has a concern about the potential for the spread of a communicable disease within the university community, those concerns should be brought to the Office of the Vice President for Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the university community by an infected person, the Office of the Vice President for Student Affairs will, after notification of the issues presented to the university president, contact the Centers for Disease Control and Prevention and/or Florida Department of Health in Broward County for recommendations of appropriate action consistent with state law.

## A.7 Student Account Holds

A bursar hold is placed on a student's account on the 30th day of the semester if a balance is still due. The bursar hold prevents students from accessing student services, including, but not limited

to, campus residence hall check-in, future registration, and use of the NSU RecPlex. Other university entities, such as the Office of the University Registrar and the Office of Student Conduct, may place a hold on a student's account for different reasons. Students must contact the office that initiated the hold(s) to discuss what requirements must be met to have the hold(s) removed. To view their hold(s), students must log in to SharkLink.

## A.8 Image Use Statement

As part of the Student Enrollment Agreement (SEA), which students are required to read and accept at least annually, 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.

## A.9 Indebtedness to the University

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration for graduate and professional students. Undergraduate institutional charges; including tuition, fees, and housing, if applicable; must be paid in full or satisfied with payment arrangements by August 1 (for the fall semester) and December 1 (for the winter semester). NSU *e*Bill notices are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for the notice to pay their tuition and fees. A student will not be able to register for future semesters with outstanding balances from previous semesters. If a student has a balance 30 days after the start of the semester, a hold and a $100 late fee will be placed on the student's account. This hold freezes student services, including, but not limited to, campus residence hall check-in, future registration, and use of the NSU RecPlex. It will remain on the student's account until the balance has been paid in full. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees may be brought in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

### FORCE MAJEURE

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the university determines it is closed or ceases or modifies or curtails operations because of force majeure events, including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, physical or structural dangers, or any other event beyond the university's control. 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) will be postponed, canceled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by federal or state statute, 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 necessitated by act(s) of God, university or 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.

### UNIVERSITY FEES

NSU offers to all students—on campus, online, clinical, or hybrid—the same quality education and many opportunities for student benefits depending on the educational modality selected. Therefore, the university sets the overall student fees on an aggregate, student-centric basis for the entire student body. The overall costs exceed the amount collected from student fees charged to all students.

These student fees are blended together with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality. NSU fees are annually approved by the Board of Trustees—in the spring—for the upcoming academic year. Rates are subject to change without notice. The below fees are assessed for all NSU students. Additional fees, such as acceptance, access, and lab fees, may be assessed by the student's college and/or program.

**Student Health Insurance Fees** (coverage period)

- coverage May 1, 2025–April 30, 2026 ..... $2,430.00
- coverage June 1, 2025–May 31, 2026 ..... $2,430.00
- coverage July 1, 2025–June 30, 2026 ..... $2,430.00
- coverage August 1, 2025–July 31, 2026 ..... $2,430.00
- coverage May 1, 2025–July 31, 2026
  (final-year health college students 15 months of coverage) ..... $3,042.00

*All NSU students are required to maintain health insurance. Students who already have comparable coverage may waive out of the NSU plan. Fees are assessed per semester.*

**Student Services Fees** (per semester)

- 1–3 credits ..... $340.00
- 4 or more credits ..... $680.00

**Late Payment Fee** ..... $100.00
*(Assessed for any account with an outstanding balance at 30 days into the semester.)*

**Official Electronic Transcript Fee** ..... $17.00

**Official Printed Transcript Fee** ..... $19.50 (domestic), $22.00 (international)

## A.10 Leave of Absence Policy

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. 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*.

### 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.

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

## A.11 Emergency Actions and Involuntary Student Removal

In situations involving an imminent or ongoing threat of harm to the student or any other member of the university community, the dean of students, or designee, in the exercise of their reasonable judgment, may remove a student immediately from campus temporarily and prohibit them from entering NSU's campus, or facilities utilized for university programs or activities. Students must continue to follow the NSU Code of Student Conduct and all NSU policies and procedures during any break in enrollment. Nothing in this policy shall be construed to prevent the university from requiring students to, at all times, meet the college/program essential eligibility requirements and technical standards. Nothing in this policy shall preclude NSU from utilizing other applicable policies and procedures, such as those in the Student Code of Conduct, Residential Living Guide, and academic program handbooks, or from immediately removing a student from class, clinical, or campus as appropriate.

### PUBLIC SAFETY ACTION

If there is credible information, defined as: a specific, articulable facts that would lead a reasonable person to conclude an individual or group of individuals poses a potential threat of harm, violence, or significant disruption to the campus community, impact to individuals on the campus or campus property—the Senior Director of Public Safety or designee, is empowered to take immediate action. Interim measures include, but are not limited to, the following actions:

- **No Contact Order:** A directive prohibiting a student from contacting another student or staff member via any means (in-person, electronic, social media, or third parties).

- **Restricted Access (Trespass Directive):** Revocation of access to campus facilities, including residence halls, classrooms, dining halls, and recreational areas.
- **Interim Residential/Academic Separation:** Temporary removal from campus housing or specific classes while investigation is pending.
- **Interim Suspension:** Immediate removal from all university activities and properties when a student poses an ongoing danger to the safety of others or significantly disrupts the educational environment.
- **Other sanctions and/or actions as deemed appropriate to address such threat.**

Interim measures are mandated directives. Failure to comply with an interim measure will result in additional student conduct charges, which may lead to severe disciplinary action, up to and including immediate expulsion. Interim measures may be lifted by the Senior Director of Public Safety, the Title IX Coordinator, or Dean of Students, or their designee, following appropriate review and/or investigation.

When interim measures are imposed, the university will attempt to provide prompt written notice of the mandated interim directives. The student may request a meeting with the threat assessment team, designated by the university, by contacting the Senior Director of Public Safety, as otherwise set forth in the interim directive notice, within five business days, to review the reliability of the information concerning the student's conduct and the appropriateness of the interim measures. During this meeting, the student will have the opportunity to present documentation to make their case to reverse the interim measures previously set forth by the Senior Director of Public Safety or designee.

**INVOLUNTARY REMOVAL FROM UNIVERSITY PROGRAMS, CAMPUS, OR UNIVERSITY HOUSING**

Consistent with NSU's nondiscrimination policy, NSU prohibits unlawful discrimination on the basis of any type of disability or characteristic protected by applicable law. NSU also offers a range of resources, support services, and ADA accommodations or academic considerations to address the physical and mental health needs of students. However, in rare cases, a student's needs may require a level of care that exceeds the care that NSU can provide. Involuntary removal by the Dean of Students or designee from the university, campus, or university housing may be necessary where current knowledge about the individual student's medical condition and/or the best available objective evidence indicates that

a. A student is unable or unwilling to carry out substantial self-care obligations and poses a significant risk to the student's own safety, and/or the safety of others; or

b. A student's behavior severely disrupts the NSU educational process, environment, and/or community; and

c. The student does not want to drop or withdraw from classes; and

d. No reasonable ADA accommodation or academic consideration can adequately reduce the risks, threats, or disruption at issue. NSU utilizes the Student Behavioral Concerns Committee (SBCC), which is a subset of the Student CARE team, to determine if an involuntary removal is warranted, based upon the above criteria. If the above criteria are met, the SBCC has the authority to drop or withdraw a student from classes or remove a student from university housing in accordance with the procedures set forth in the following section. An involuntary removal from the university, campus, or university housing is not a disciplinary sanction and may not be intended or interpreted as punitive in nature.

## SBCC PROCEDURES FOR REMOVAL FROM UNIVERSITY PROGRAMS, CAMPUS, OR UNIVERSITY HOUSING

1. The NSU dean of students may be notified about a student who may meet the criteria for removal from a variety of sources, including, but not limited to, the student, faculty, academic advisers, residence hall staff, coaches, or administrators. The dean of students will use this policy when a) the student's behavior poses a credible, substantial, and immediate risk of harm to self or others, or otherwise threatens the health or safety of the NSU community; b) the student's behavior substantially interferes with the educational environment, the rights of others, or the orderly operation of the university, and cannot be effectively addressed through other university policies or supportive measures; c) the student refuses, or is unable to comply with, reasonable directives from university officials that are necessary to maintain safety or university operations, including participation in assessments related to student conduct or safety concerns.; or (d) the student's continued presence in a program, residential facility, or on campus would result in significant disruption of university activities, and no reasonable accommodation or intervention can adequately mitigate the disruption. Any decisions regarding removal will be based solely on behavior and safety considerations, not on the student's medical condition, disability, or treatment history. NSU will consider reasonable modifications, ADA accommodations, academic considerations, or supportive measures where appropriate and legally required.

2. The dean of students, or designee, will issue a written notice to the student that an involuntary removal is under consideration. The written notice will include the reason(s) why the student is being considered for involuntary removal, contact information for various NSU resources, including, but not limited to, the NSU Office of Student Disability Services, and a copy of this policy. Generally, notice will be provided at least 24 hours prior to the imposition of involuntary break. The notice will encourage the student to respond within five business days with any information they would like the SBCC to consider. In addition, the notice will include a request to meet with the NSU dean of students, or designee. The dean of students, or designee, is a member of the SBCC who is also an administrator with knowledge of NSU's involuntary removal process and who will serve as a resource to answer any student questions about the process from referral through return to NSU.

3. The dean of students will convene the SBCC to review the behaviors of concern and any other relevant information regarding the student. The SBCC is responsible for conducting individualized assessments of students who meet the criteria outlined in this policy. The SBCC is the deciding body and will make the decision whether to involuntarily remove a student. The SBCC's standing members consist of the following university personnel: the dean of students, director of mental health services, assistant director of student conduct and mental health services, NSU Title IX coordinator, NSU director of public safety, NSU director of residential life, director of student disability services, NSU associate director of field operations, and a representative of the College of Psychology. However, the dean of students may appoint other and/or alternative university officials to join the SBCC on a temporary ad hoc basis as the circumstances may warrant. The director of student disability services is a non-voting member of the SBCC and is present to offer resources, recommendations, and assistance to the SBCC. The dean of students is also a non-voting member. At least three members of the SBCC, excluding the dean of students, must be convened to issue involuntary removal. The SBCC's decision need not be unanimous, but a simple majority of those convened is required to render a decision.

4. The SBCC will consider all relevant information including the following:

    a. any relevant information from the student's educational record, including student conduct or other documented behavioral issues

    b. any recent reports of behavioral concerns

    c. any other relevant information, such as public or arrest records

    d. all documentation and information provided by the student

    e. any information provided by healthcare providers (see below)

    f. any potential modifications, ADA accommodations, or academic considerations appropriate to the situation

5. As the SBCC seeks information regarding the student's ability to function academically and safely at the university, with or without reasonable ADA accommodations or academic considerations, the SBCC may request information from the student's healthcare provider(s). To that end, the SBCC may request that the student execute a release of information providing NSU personnel temporary authority to obtain information from the student's healthcare provider(s), and/or documentation from a third-party provider, regarding issues relevant and appropriate to the consideration of a removal. If the student refuses to execute a release of information, the SBCC may proceed with the assessment based on information in their possession at the time.

6. The SBCC may also request to speak with the student's treatment provider(s). The SBCC will give significant weight to the opinion of the student's treatment provider(s) regarding the student's ability to function academically and safely at the university, with or without reasonable ADA accommodations or academic considerations. If the SBCC determines that the information provided by the treatment provider is incomplete, requires further explanation or clarification, or is inconsistent with other information in the student's record, the SBCC, with proper authorization, may contact the treatment provider(s) to obtain additional information. In certain circumstances, the university may require the student to undergo an additional evaluation by an objective professional designated by NSU, if the SBCC believes it will facilitate a more informed decision.

7. The SBCC will explore potential reasonable ADA accommodations and/or modifications or academic considerations that could obviate the need for involuntary removal. These may include the student's option to voluntarily drop or withdraw from classes; take a leave of absence when appropriate; and accept academic accommodations or housing and dining modifications, as well as possible exceptions to university policies, rules, and regulations. This includes consulting with the NSU Office of Disability Services, and/or other appropriate offices as needed, to determine if there are reasonable ADA accommodations or academic considerations that would permit the student to participate in the NSU community without involuntary removal.

8. When conducting an individualized assessment regarding a student's status, the SBCC may also confer, as feasible and when appropriate in a particular matter, with others regarding the need for removal. This may include, but is not limited to, faculty, academic advisers, residence hall staff, coaches, administrators, and/or other individuals as may be appropriate in an individual matter.

9. The SBCC will pay particular attention to the factors established in this policy. Before involuntarily removing a student, the SBCC will conduct an individualized assessment as to each factor, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, and ascertain: the nature, duration, and severity of the risk or disruption; the probability that the risk or disruption will actually occur; and whether reasonable modifications of policies, practices, or procedures will adequately mitigate the risk or disruption so as to eliminate the need for an involuntary removal.

10. Following the SBCC's review of the relevant information, the SBCC will make a determination regarding the imposition of an involuntary removal. The possible outcome of this process is that the SBCC determines that the student

    a. may remain at NSU without conditions; or

    b. may remain at the university with conditions to be described in writing, which, if violated, would cause a re-evaluation of the student's status; or

    c. should be placed on an involuntary removal if the student does not elect, or is unable, to drop or withdraw from classes

11. Upon review of the SBCC's decision, the SBCC chair will provide written notice to the student of the final decision. The written notice of decision will include information about the student's right to appeal and to any applicable reasonable ADA accommodation during the appeal process. The review and notice of decision, under this policy, should be done no later than 30 calendar days after the response deadline to the notice that an involuntary removal is under consideration.

    a. If an involuntary removal is imposed, the written notice will set forth the basis for the decision, a time frame for when the student must leave NSU, a time frame for when the student may be eligible to return to NSU, and the conditions/requirements the student will need to satisfy in order to be eligible to return.

    b. If an involuntary removal is not imposed, the university may impose conditions and/or requirements under which the student is allowed to remain at NSU.

    c. During a voluntary separation or involuntary removal, a student may be barred from any NSU locations and denied access to classes and classrooms, residence halls, and university events and activities.

12. Within five business days of receiving the decision of the SBCC chair, or designee, the student may submit an appeal, in writing, to the NSU vice president of student affairs, or designee. The written request for appeal must specify the particular substantive and/or procedural basis for the appeal and must be made on grounds other than general dissatisfaction with the decision. The permissible bases for appeal are as follows:

    a. Improper or inaccurate facts and criteria were brought to bear on the decision.

    b. New information not previously available to the student may change the outcome of the decision-making process.

    c. Procedural irregularities materially affected the outcome of the matter to the detriment of the student.

**Click on the link below to submit an appeal request.**

*https://cm.maxient.com/reportingform.php?NovaSoutheasternUniv&layout_id=141&_aiid=15158*

After reviewing the matter fully, the vice president of student affairs will issue a written decision affirming, modifying, or reversing the involuntary removal decision. The vice president of student affairs' decision will be final, and no other appeals or grievance procedures are available.

**REQUEST FOR RETURN**

A student will not be allowed to return to NSU until the removal period in the notification has elapsed and all conditions and/or requirements have been met.

Thereafter, a student must make a written request to the NSU dean of students to apply to return to the university. An involuntary removal will remain in effect until the SBCC determines, following an individualized assessment conducted by the SBCC based on the best available objective evidence, that the student is

a. able to return in person to the university, with or without reasonable accommodations; and

b. has complied with any university requirements applicable to all NSU students returning from time away from NSU; and

c. has complied with any special conditions or limitations mandated upon commencement of the removal

The SBCC may require the student to provide evidence that the student has sufficiently addressed the issues that previously met the criteria for imposing an involuntary removal. The SBCC may also ask, confer with, or seek information from others in making the determination.

All returning students must meet the essential eligibility requirements and any technical standards of the university, as well as any applicable standards of the relevant school or department, with or without reasonable ADA accommodations or academic considerations.

If the SBCC determines that the student is not ready to return to NSU, the student will be notified, in writing, of the decision, including the reason for the decision, within a reasonable amount of time after the student has submitted the request for return and required documentation. The student is not permitted to appeal the decision.

Nothing in this policy precludes commencement of student conduct processes upon return.

## A.12 International Travel Registration Requirement and Program

NSU faculty and staff members and students travel across the globe to teach, conduct research, present at seminars and workshops, attend conferences, and study. The university maintains a central international travel registration program that assists travelers on NSU-related business or study. It provides assessment of health and safety issues associated with traveling to international destinations, and it supplies important contact information for services and assistance in the event of an emergency.

As per university policy, all faculty and staff members and students traveling to international destinations on NSU-related trips are required to complete the *NSU Travel Registration process*.

## A.13 Jurisdiction of University Policies and Procedures

All students attending NSU shall be subject to this code. The term "students" includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not, including during any periods of inactivity in enrollment, such as during leaves of absences or temporary lapses in registration. Students may be held accountable through this code when a violation is reported, regardless of whether such act occurred on or off campus, or in connection with an NSU-sponsored or affiliated event.

## A.14 Off-Campus Residency

The university does not approve, inspect, or supervise any off-campus student residences. The university does expect, however, that students living off campus will conduct themselves in a manner that will reflect credit on themselves and the university, which includes observing all local, state, and federal laws as well as all rules and regulations contained in this handbook.

In the event of a change of residence from on-campus housing to an off-campus location, a student should notify the Office of the University Registrar of the new address.

## A.15 Student Organization Rights and Responsibilities

All NSU students are eligible to join university student organizations. Student organizations must be registered with the Office of Campus Life and Student Engagement each year in order to be considered a student organization with rights and privileges on campus, including the reservation and/or use of university facilities. Information on establishing any other type of student organization or maintaining a current one can be obtained by contacting the Office of Campus Life and Student Engagement at the Don Taft University Center, or online at *nova.edu/campuslife/organizations/registration.html*. With the exception of fraternities and sororities, the Office of Campus Life and Student Engagement grants final approval for the creation of student organizations.

All student organizations are under the disciplinary jurisdiction of the Office of Student Conduct. All student organizations and groups are subject to the rules and policies of NSU, including, but not limited to, the *NSU Student Handbook* and the *Policies and Procedures for Student Organizations*.

The right of a student organization, including a fraternity or a sorority, to exist at the university may be revoked by the university at any time.

The policies and procedures for establishing a new fraternity or sorority on campus can be obtained by contacting the Fraternity and Sorority Life Office, which grants approval for the establishment of all fraternal organizations on campus. Additional information regarding the policies for Greek organizations is available through the *Fraternity and Sorority Life Manual*.

Sororities and fraternities may also be governed by a governing council—the Panhellenic Council (PC), the Collegiate Fraternal Council (CFC), or Unified Greek Council (UGC). The policies, governing constitutions, bylaws, rules, and regulations of these councils shall not conflict with the rules and policies of NSU. NSU rules and regulations supersede any conflicting rules or regulations.

The Office of Student Conduct shall conduct a thorough investigation to determine whether a case involving a student organization will result in charges of violation(s) of the Code of Student Conduct and Academic Responsibility and whether those charges will be seen through either a judicial conference

or a judicial hearing. Conduct actions relating to fraternity and sorority student organizations, however, may be addressed in accordance with the student conduct procedures detailed in the *Fraternity and Sorority Life Manual*, at the discretion of the dean of students. See Section D. University Disciplinary Procedures for details on how these cases will be adjudicated.

Any organization determined to be responsible for violating the Code of Student Conduct and Academic Responsibility will be sanctioned in accordance with the violation. Sanctions imposed as a result of a fraternity or sorority student-run disciplinary panel must be consistent with the purpose of the applicable governing constitution and bylaws of the organization as well as NSU.

Student organizations may appeal any disciplinary sanction imposed upon them. Procedures for an appeal can be found in Section D. University Disciplinary Procedures in this handbook.

## A.16 Stewardship of Student Records

NSU is committed to maintaining the privacy, security, and integrity of student records in accordance with applicable federal regulations, including the Family Educational Rights and Privacy Act (FERPA) and other relevant guidelines.

1. Physical Storage of Student Records: Student records maintained in physical form are securely stored in designated areas that are only accessible to authorized personnel. These areas are monitored and protected by security systems to prevent unauthorized access, as well as alteration or destruction of records. Physical records are retained for the required retention period and are disposed of in a manner that ensures confidentiality.

2. Digital Storage of Student Records: Student records stored electronically are safeguarded through encrypted storage systems and secure-access protocols. The university employs industry-standard cybersecurity measures, including firewalls, multifactor authentication, and data encryption to protect against unauthorized access and data breaches. Only authorized personnel have access to sensitive student information, and access is granted based on a need-to-know basis.

3. Data Retention and Disposal: In compliance with applicable federal regulations, student records are retained for the duration required by law. After the retention period expires, records are securely destroyed through methods that ensure the confidentiality of student information, whether in physical or digital form.

4. Access Control and Security: Access to student records—whether physical or digital—is tightly controlled. The university uses role-based access controls to ensure that only personnel with the proper clearance and a legitimate need can access sensitive information. Digital records are also protected by secure passwords and encrypted data systems to prevent unauthorized access, modification, or loss.

Additional information from the NSU Office of Records and Information Management is available at *nova.edu/records*.

## A.17 University Computer and Telecommunications Use Policy

The following five sections detail NSU's policy related to the use of computing and information technology resources, email, and the Internet. The information is available at *nova.edu/oiit/policies*.

***Acceptable Use of Information Technology Resources and All Other Policies***

NSU's Acceptable Use Policy provides guidelines for the appropriate and inappropriate use of the computing and information technology resources of NSU and can be found at *nova.edu//oiit/secure/all-users/policies/information-security-acceptable-use-policy.pdf*. This policy applies to all users of the university's information technology resources, including students, faculty and staff members, alumni, and guests of the university. Information technology resources include, but are not limited to, Internet/intranet/extranet-related systems, computing devices and related equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP data, local area networks, and listservs for which the university is responsible, as well as networks throughout the world to which the university provides computer access.

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

In addition to the policy contained herein, usage must be in accordance with applicable university policies (see related policies listed at the end of this section) and applicable state and federal laws. Among the more important laws are the Florida Computer Crimes Act, the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act. Copies of these laws and the NSU copyright policy may be examined in the Office of Academic Affairs. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities.

Policy violations generally fall into five categories that involve the use of information technology resources, including

1. for purposes other than the university's programs of instruction and research and the legitimate business of the university
2. to harass, threaten, discriminate, stalk, intimidate, or otherwise cause harm or attempt to cause harm to specific individuals or classes of individuals
3. to impede, interfere with, impair, or otherwise cause harm to the activities of others
4. to download, post, or install to university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution
5. to recklessly, willfully, negligently, or maliciously interfere with or damage NSU computer or network resources or computer data, files, or other information

Examples (not a comprehensive list) of policy violations related to the above five categories include

- using information technology resources to invade the privacy of another user/individual
- sending an individual or group repeated and unwanted (harassing) email or using email to threaten someone

- accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at personal information)
- creating a false email address
- propagating electronic mail chain, pyramid schemes, or sending forged or falsified email
- obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
- copying a graphical image from a website without permission
- posting a university site-licensed program to a public bulletin board
- using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
- releasing or threatening to release a virus, worm, or other program that damages or otherwise harms a system, network, or data
- preventing others from accessing services
- attempting to tamper with or obstruct the operation of NSU's computer systems or networks
- using or attempting to use NSU's computer systems or networks as a means for the unauthorized access to computer systems, networks, or data outside the university
- improper peer-to-peer file sharing
- viewing, distributing, downloading, posting, or transporting child or any pornography via the web, including sexually explicit material for personal use that is not required for educational purposes
- using university resources for unauthorized purposes (e.g., using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
- violating federal copyright, intellectual property, and/or trademark laws or the NSU copyright, intellectual property, and/or policy

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Student Affairs or the Office of Human Resources) depending on the individual's affiliation to the university. In cases where a user violates any of the terms of this policy, the university may, in addition to other remedies, temporarily or permanently deny access to any and all NSU information technology resources, and appropriate disciplinary actions may be taken, up to, and including, dismissal.

## Enterprise Username and Password Policy

### Policy Rationale

NSU's network and information systems provide the technical foundation for conduct of its academic, research, and administrative missions. Providing this open access to information technology is imperative

to ensuring academic freedom at the institution. An important part of providing this network access is ensuring that the network and associated information is secure.

The purpose of this policy is to provide guidance to faculty and staff members, students, and other authorized users regarding usernames and passwords in order to protect individual and university information and resources. Adherence to this policy will help ensure that the university network and information systems are standardized, secure, and available to all.

**Policy Statement**

Usernames must be assigned to each individual user to access any NSU network. Passwords must meet the minimum standards set by the chief information security officer and, if possible, applications and devices providing access to technical resources must technically enforce them. Faculty and staff members, vendors, and students must adhere to the standards for all systems and applications that come into contact with the university's technical resources.

**Remedies**

The university reserves the right to

- suspend access to preserve the confidentiality, integrity, and availability of the network, systems, or information
- periodically audit passwords for compliance
- pursue disciplinary action because of noncompliance

## Electronic Mail Communications

NSU requires students and faculty and staff members to hold and maintain one official university computer account that is used to access major computing resources, including electronic mail. These university-assigned computer accounts correspond directly to NSU email addresses (see the following). All official electronic mail communications directed to NSU students and faculty and staff members will be sent exclusively to NSU-assigned computer accounts to ensure timely and accurate delivery of information. All email communications between students and faculty and staff members, as well as administration must be sent from the students' official NSU email account to the official NSU email account of the member of the faculty, staff, or administration.

## Web Pages—Use of Material

You should assume that materials you find on the web are copyrighted unless a disclaimer or waiver is expressly stated. You may not place any materials owned by others (i.e., copyrighted works) on your web page(s) without the expressed permission of the copyright owner (e.g., graphic images from other web pages, articles, video, audio, photographs, software, or images scanned from published works). You may include short quotations of text provided you identify in an obvious way (e.g., in a footnote) the author and the work from which the quotation is taken. If you want to include something from another web page in one of your web pages, then link to it rather than copy it. The occurrence of plagiarism on your web page is subject to the same sanctions that apply to plagiarism in any other media. Images in the NSU graphics repository may be used on web pages without permission. Clip art

images provided with licensed software may be used if permitted in the license agreement for such software. You may not place any pictures or videos of people on a web page without the expressed permission of the people in the picture or video. Every person has the right to privacy, which includes the right to restrict the use of each person's own image. In addition, the picture or video may be protected by copyright.

If you have received formal permission to use material owned by another, place the following notice on the page that contains the copied material: Copyright 2005 by (name of the copyright owner). Used with permission.

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

- web pages
  - Copyright 2005 (your name). All rights reserved.
- organization web pages (examples)
  - Copyright 2005 Cornell Law Review. All Rights Reserved.
  - Copyright 2005 Nova Southeastern University. All Rights Reserved.
  - Copyright 2005 NSU College of Psychology. All Rights Reserved.

## A.18 University Copyright and Patent Policy

NSU seeks to promote respect for intellectual property and a culture of copyright compliance throughout its community. In an effort to ensure compliance university-wide, NSU has published the following policies:

- *Copyright and Patent*
- *Use of Copyright-Protected Works in Education and Research*
- *Copyright Guidelines for Electronic Course Reserves*

## A.19 University Title IX/Sexual Misconduct Policy

NSU's Title IX/Sexual Misconduct Policy may be found online at *nova.edu/title-ix*, which is the most up-to-date version of the policy and related procedures. Additional information regarding the specific violations related to Title IX/Sexual Misconduct Policy can be found in Section C of this handbook. Please be advised that the policy and procedures on the Title IX website supersede any other version of this policy or related procedures.

## A.20 Bathroom Policy

In accordance with the Florida statute known as the Safety in Private Spaces Act (Fla. Statute § 553.865), NSU is required to restrict access to restrooms and changing rooms on its Florida campuses for exclusive use by males and exclusive use by females. For purposes of this policy, **male** and **female** is defined as an individual's biological sex at birth. These exclusive-use restrooms are designated by signs for **men** for males or **women** for females. Unisex, single-person occupancy restrooms and changing rooms can be used by anyone.

A person who enters willfully, for a purpose other than those listed below, an exclusive-use restroom or changing facility designated for a sex different than their sex at birth, and who refuses to leave

when asked to do so by administrative and/or instructional personnel, faculty members, security or law enforcement personnel, will be subject to university disciplinary action. Students and employees will be subject to the corresponding disciplinary procedures (refer to the Code of Student Conduct and Academic Responsibility found on the *NSU Student Handbook*; the *Employee Policy Manual*; and/or the *NSU University School Handbook)* based on their role. Other individuals may be removed from NSU and/or subject to criminal trespass for violating this policy.

A person may enter an exclusive-use restroom or changing facility designated for a different sex only when

- the person is a parent, guardian, relative, or caregiver aiding or chaperoning a child under the age of 12, an elderly person, or a person with a disability
- the person is a law enforcement officer or government official/representative for regulatory purposes
- the person is an emergency medical assistance worker, or someone is needed to intervene in any emergency
- the person is a staff member/worker doing custodial work, maintenance, or an inspection when the exclusive-use restroom or changing facility is not in use
- the designated exclusive-use restroom or changing facility, matching an individual's sex, is out of order or under repair and another designated exclusive-use restroom or changing facility is not occupied by a person of that sex

If an individual observes someone entering an exclusive-use restroom or changing facility designated for a different sex, the individual may report their concern to the NSU Public Safety Department at (954) 262-8999. Individuals who believe NSU is not compliant with Florida Statute § 553.865 may report it to the Florida attorney general.

### A.21 Demonstration Policy

See policy info at *nova.edu/academic-affairs/demonstration-policy.html*.

## B. Specific Conduct Violations

This section applies to all students. The term "students" includes any individual enrolled in a course or academic program offered by NSU, whether in a degree-seeking program or not, including during any periods of inactivity in enrollment, such as during leaves of absences, or during temporary lapses in registration. Students may be held accountable through this code when a violation is reported, regardless of whether such act occurred on or off campus or in connection with an NSU-sponsored or affiliated event.

### B.1 Alcoholic Beverages

Failure to comply with the Alcoholic Beverages Policy (as included in Section A) is prohibited. This includes, but is not limited to, the following:

- possession of beverage(s) containing alcohol by any person younger than the age of 21, including residue or remnants of alcohol that may be found in glassware (including the presence of the aforementioned within a student's room or contained within their possessions or vehicle)
- consumption or use of alcohol by any person younger than the age of 21
- intoxication requiring evaluation and/or treatment by emergency personnel

- possession or use of any paraphernalia that enables the playing of ''drinking games'' or other activities that encourage binge drinking
- unlicensed distribution of beverage(s) containing alcohol, including the purchase for and/or delivery of alcohol to any individual(s) younger than the age of 21
- operating a motor vehicle while under the influence of beverage(s) containing alcohol, or possession of open containers of beverage(s) containing alcohol, while in a vehicle, or while parked or in operation
- public intoxication on campus or at university-sponsored events or programs, regardless of age

## B.2 Animals

No pets or animals, other than fish, are permitted on the NSU campus, including all residence halls, with the exception of assistance animals (trained service animals or approved emotional support animals). There are different policies/processes for trained service animals and emotional support animals. The Service and Support Animal Policy can be found on the *Student Disability Services website*. Students seeking an approved emotional support animal must complete the Housing/Facility Accommodation Request Form and provide documentation to support the accommodation request. The form and documentation guidelines are available on the *Student Disability Services website*. Approved emotional support animals are only permitted in NSU residence halls and may not be taken elsewhere on the NSU campus or into other university property or facilities. Students who need a service animal in campus housing must register with the Office of Student Disability Services and provide the necessary documentation that the service animal meets all requirements for the presence of animals in public places (vaccinations, licensure, ID tags, etc.) mandated by state or local ordinances and has an annual clean bill of health from a licensed veterinarian. Students who are not living on campus and are using a service animal solely to access the campus environment are encouraged to register with the Office of Student Disability Services but are not required to do so. Students are responsible for the actions of any authorized animal, both trained service animals and approved emotional support animals, that they bring onto the campus grounds or into one of the campus facilities.

- Students must adhere to the related policies specific to any building or classroom where an animal may or may not be taken.
- Damage to property caused by the animal is prohibited.
- Injuries to others caused by the animal are prohibited.
- Students who fail to abide by these rules may be subject to disciplinary action.

All questions related to service animals or support animals on NSU campus locations should be directed to the Office of Student Disability Services, via email at *disabilityservices@nova.edu* or by phone at (954) 262-7185.

## B.3 Assault/Violence

To threaten bodily harm—or discomfort to another person, or commit or aid in the commission of an act that causes bodily harm and/or any other conduct that injures, threatens, or endangers the health, safety, and/or welfare of any other member of the university community on or off campus—is prohibited. The university reserves the right to address student behavior affecting individuals who are not members of the university community.

## B.4 Bribery

To give, offer, promise, request, solicit, accept, or agree to accept for oneself or another any financial or other benefit with an intent or purpose to influence the performance of any act or omission is prohibited.

## B.5 Cheating

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise is prohibited.

## B.6 Complicity

Students associated with, or present during, the commission of an act(s) by another, which constitutes a violation of university policy, may also be charged if the student's behavior constitutes permission, contributes to, or condones the violation.

## B.7 Contracting on Behalf of the University

Unless specifically authorized by the appropriate university authority, students may not contract on behalf of the university. Students who attempt to, or enter into, a contract on behalf of the university without proper authorization, are subject to disciplinary action along with a hold being placed on the student's account until restitution is made, as well as such other sanctions as may be appropriate. Any contract entered into on behalf of the university by a student without proper authorization is void.

## B.8 Damage or Vandalism to Property

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

## B.9 Dangerous Items

Weapons, firearms, and other dangerous items are prohibited on campus.

The complete NSU Firearms/Weapons Policy is available in the *Campus Safety Handbook* and on the *Public Safety website*.

A weapon includes

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

For the purpose of this policy, the term **weapon** or **weapons** means any object, device, or instrument that is designed as a weapon; or through its use is capable of threatening or producing bodily harm; or which may be used to inflict self-injury. To see definition of weapons in our policy, please review our policy at *nova.edu/public-safety/documents/nsu_weapons_policy.pdf*.

Additionally, due to safety concerns raised by the Consumer Product Safety Commission regarding hoverboards—and the potential detrimental impact to the safety of our campuses—the operation, storing, and use of hoverboards is prohibited on all NSU campuses and sites and at all university facilities. Those in violation of this policy may be subject to disciplinary action.

## B.10 Disorderly Conduct

Disorderly conduct that is prohibited includes

- loud, threatening, or aggressive behavior or any other behavior which disturbs the peace and/or impedes the rights of others; and/or disrupts the orderly functioning of the university
- lewd, indecent, or obscene conduct or expression made by any means, on or off campus
- disruptive behavior which substantially interferes with, obstructs, or in any way negatively impacts the safety, viewing, or enjoyment of others in the residence halls, classrooms, or at a university-sponsored event, on or off campus

## B.11 Distributing or Posting Printed Media

The posting or distribution of printed materials not previously approved by the *Posting and Publicity Policies* is prohibited. Additional information regarding *individual buildings or academic unit* policies are also included online for reference.

## B.12 Drugs, Drug Paraphernalia

The possession (including the presence of a substance as identified below within a student's room or contained within a student's possessions), manufacture, distribution, use, abuse, or sale of the following is prohibited:

- possession or use of marijuana, even if prescribed
- illegal drugs, including, but not limited to, ecstasy/MDMA, lysergic acid diethylamide (LSD), cocaine, and/or heroin
- other substances, including, but not limited to, salvia, spice, "bath salts," flakka, or NBOMe
- any drugs requiring evaluation and/or treatment by emergency personnel
- use of any legally or illegally obtained over-the-counter medications in a manner contrary to medical use
- counterfeit/simulated drugs or controlled substances
- misuse or unprescribed possession of prescription medications
- drug-related paraphernalia or any item that potentially contains illegal residue
- distribution or sale of illegal drugs or prescription drugs that were not prescribed to the person receiving the drugs

## B.13 Emergency Equipment and Procedures

Unnecessarily setting off a fire alarm; tampering with fire hoses, extinguishers, exit signs, and alarm equipment; or blocking fire exits and other means of impeding traffic may result in immediate university

disciplinary action and criminal prosecution. Failure to evacuate any building on campus during a fire alarm is also prohibited.

## B.14 Facilitating Academic Dishonesty

Intentionally or knowingly helping or attempting to help another to violate any provision of this code is prohibited.

## B.15 Failure to Disclose Criminal Offenses

NSU students are required to disclose information about their criminal history and/or new or pending criminal charges. The duty to disclose begins at the time of submission of an admissions application and continues throughout the entirety of the student's enrollment at NSU, including during temporary periods of inactivity in registration. Students have a continuing duty to disclose

- arrests for any criminal offense in any city, state, or country, other than minor traffic offenses
- convictions of any criminal offense in any city, state, or country, other than minor traffic offenses
- any pending criminal charges filed against them
- any time they have entered a plea of guilty or nolo contendere (no contest) to a criminal offense; had adjudication of guilt withheld for a criminal offense; participated in a first-offender or pretrial diversion program, or its equivalent; or committed any offense where the records have been sealed or expunged, including criminal offenses committed as a juvenile
- driving under the influence is not a minor traffic offense for purposes of this policy, and must be disclosed
- if they are currently incarcerated or will be incarcerated upon or during enrollment at NSU

Any such information must be disclosed in writing within 10 days of its occurrence to the dean of students, unless the student is applying to, or enrolled in, a college within the university's health colleges, in which case the disclosure must be made to the dean of the student's college. Failing to disclose or timely disclose, omitting, or providing false information relating to any of the above may result in rescission of admissions offers or disciplinary action against a student, up to, and including, dismissal from NSU.

A student's criminal history may have a significant impact on the student's ability to participate in the educational programs of NSU and its affiliates. As such, even if properly disclosed, NSU reserves the right to request additional information concerning any of the above from the student, and to take further action pursuant to the NSU Code of Student Conduct and Academic Responsibility, up to, and including, potential dismissal from NSU.

## B.16 False Information (Including Fabrication, Fraud, and Falsification of Records)

Any act or statement (written or oral) containing false, incomplete, or misleading information intended to deceive or misrepresent any agency of the university or any person or business is prohibited.

Providing false, misleading, or materially incomplete information or documents to the university or a university official, or to a local, state, or national agency or official is a violation of the Code of Student

Conduct and Academic Responsibility, subjecting a student to disciplinary action, up to, and including, expulsion from NSU. If the student/applicant has been admitted to NSU but not yet registered, their offer of admission will be rescinded. Individuals found to have submitted false, misleading, or materially incomplete information or documents in connection with the admissions process will be barred from future admission or enrollment with NSU.

The impersonation of a university official or office is a violation of the Code of Student Conduct and Academic Responsibility and may subject a student to disciplinary action, up to, and including, dismissal from NSU.

In addition, falsification of university records is prohibited. University records include, but are not limited to, admission, enrollment, registration, financial aid, student disciplinary, academic, health records, parking decals/hang tags, and student employment records. Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Vice President for Student Affairs or the Office of Human Resources) depending on the individual's affiliation with the university.

## B.17 Fire

No student shall commit or aid in the intentional commission of an act that results in a fire being ignited, which causes damage, or is intended to cause damage, to the property of the university or the personal property of any member of the university community.

## B.18 Gambling and/or Games of Chance

Gambling may include, but is not limited to, wagering on or selling betting-pools on any athletics or other event; possessing on one's person, premises (e.g., rooms, residence unit, car), or in a computer account or electronic format, any card, book, or other device for registering bets; knowingly using or permitting the use of one's premises or one's telephone or other electronic communication device for illegal gambling; knowingly receiving or delivering a letter, package, parcel, or electronic or telephonic communication related to illegal gambling; or playing or engaging in any game, at any place, by any device whatever for money or other things of value. Students found in violation of the prohibition against gambling may be subject to disciplinary action, up to, and including, dismissal.

## B.19 Guests

Students are welcome to bring guests to the campus, but they must assume responsibility for the conduct of their guests and must accompany them at all times. If a guest is asked to leave a specific area of campus, it is the responsibility of the student host to cooperate with the university official making the request. The university reserves the right to exclude all guests from any area on campus in times of impending or actual crises or emergencies, such as hurricanes, campus disruptions, or bomb threats, and to exclude any guests from any area of the campus for any reason the university deems appropriate. Health college students—see the College-Level Policies and Procedures section for policy on visitors.

## B.20 Harassment or Harm to Others

Harassment is defined as any conduct (words or acts)—whether intentional or unintentional—or a product of disregard for the safety, rights, or welfare of others, which causes physical, verbal, or emotional harm. It is any conduct that intimidates, degrades, demeans, threatens, hazes, or otherwise interferes

Figure 1

Reported Incident
Investigation
No Violation(s)
When it is determined that no policies have been violated, the student/student organization is not charged and the case is closed. File retained.
Violation(s)
When it is determined that there is reasonable cause to believe policy violations have occurred, charges are clearly outlined and they are delivered in writing to the student/ student organization.
Violation(s) that do not lead to suspension, dismissal, or expulsion.
Violation(s) that may lead to suspension, dismissal, or expulsion.
Premeeting (Optional)
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Premeeting
Meeting to discuss the adjudication process and to answer any questions the student/student organization may have.
Administrative Judicial Conference
Administrative Judicial Proceeding
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Not Responsible
When determined no policies have been violated, case is closed. File retained.
Responsible
When determined policies have been violated.
Sanctioning
Sanctioning
Appeal
Appeal
Upheld
Denied
Upheld
Denied

with another person's right to participate in their education and be free from a hostile environment. This includes, but is not limited to, loud or aggressive behavior; behavior that disrupts the orderly functioning of the university; behavior that disturbs the peace and/or comfort of person(s) on the campus of the university; and behavior that creates an intimidating, hostile, or offensive environment. It also includes any conduct (words or acts) in which the university can determine a threat exists to the educational process or to the health or safety of a member of the NSU community. The university reserves the right to address student behavior affecting individuals who are not members of the university community.

## B.21 Hate-Based Conduct Violations

Any code of student conduct violation that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim may be considered a hate-based conduct violation. The categories of bias include any actual or perceived identity protection under NSU's Nondiscrimination Policy as well as ethnicity and homeless status. Any student found to have committed a hate-based conduct violation may be subject to disciplinary action, up to, and including, dismissal from NSU.

## B.22 Hazing

Any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, or exposure to the elements; forced consumptions of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student; and any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers legal and legitimate objective (Florida Hazing Law, 1006.63). Engaging in, supporting, promoting, or sponsoring hazing or violating university rules governing hazing is prohibited.

## B.23 Health and Safety

NSU recognizes that certain life-threatening behavior (e.g., suicide threats, gestures, or attempts; eating disorders; substance abuse; threats, gestures, or attempts to harm others) is a sign of personal distress. The university is committed to helping students alleviate whatever stress factors are precipitating life-threatening behavior by providing support and/or referral through use of appropriate resources. However, since it is critically important to maintain civility and respect for all members of the university community, it is recognized that action must be taken when such behavior is considered by the university to be disruptive to and unacceptable in the academic and social/living environment.

The determination of a student's participation and progress is to be made by the Student Behavioral Concerns Committee. 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, 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, is detrimental 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%20Committee%20Policies.html*. Concerns about the well-being of a student can be reported at *nova.edu/studentconduct/report-a-concern.html*.

Any action(s) taken by the Student Behavioral Concerns Committee does not preclude disciplinary action by NSU.

## B.24 Identification Cards

University identification cards (SharkCards) may only be used by the student whose name appears on the card. Any alteration or illegal use of university identification cards is prohibited. SharkCards that are misused are subject to confiscation by university personnel.

**Other Identification Cards:** Possession of an identification card that bears another person's likeness or contains false demographic information is prohibited. This includes all altered, blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification cards. Identification cards meeting any of these criteria will be confiscated from students found with them in their possession and will be turned in to the Office of Student Conduct and/or the Public Safety Department (NSU Public Safety) as evidence of misuse and policy violation.

## B.25 Interference with University Investigations, Disciplinary Proceedings, or Records

Interference with university investigations, administrative procedures, or disciplinary proceedings, or judicial proceedings such as those conducted by NSU Public Safety, the Office of the Vice President for Student Affairs, the Department of Residence Life, or any other university office authorized to conduct investigations or disciplinary proceedings is prohibited. This includes, but is not limited to, the use of force, threat of force, coercion, communications about proceedings in which causes disruption or compromises impartiality, actual disruption of proceedings, or promise of reward to any person or property of persons involved in university investigations or disciplinary proceedings. No person may, without authorization, examine, take possession of, alter, or destroy university investigations or destroy university records or evidence. Interference with university investigations, disciplinary proceedings, or records may result in disciplinary action.

In an effort to foster and provide an environment free from bias or prejudice for the parties involved, publication (verbal or written communication) regarding any university investigatory, administrative, disciplinary, or judicial proceeding is prohibited, if the publication is deemed by the appropriate official overseeing the proceeding to compromise the impartiality and integrity of the proceeding. This does not prohibit the student from filing a grievance or complaint as provided in this handbook or through any outside governmental agency.

Communication related to the proceeding will be limited to identified individuals using administrative discretion.

## B.26 Lake Swimming

Swimming in any lake, canal, and/or body of water on the NSU campus or being in the shark fountain is strictly prohibited and any violations of this policy will be subject to disciplinary action.

## B.27 Littering/Projecting Objects

Students may not throw, discard, place, or deposit litter or project objects from university buildings or on university grounds except in receptacles provided for such purposes.

## B.28 Misuse of Computers or Telecommunications (Technology)

Violation of University Computer and Telecommunications Policy is prohibited (as detailed in Section A.15).

## B.29 Noise

The university noise policy is based on the belief that all students have a responsibility to respect the rights, health, security, and safety of other university and community members. Excessive noise that disturbs the campus environment, unless approved by the Office of the Vice President for Student Affairs, or designee, for a special event, is prohibited. Students are held responsible for the actions of their guests.

## B.30 Online/Internet Social Networking Usage

All students are responsible for their postings on the Internet and/or social networking sites. Prohibited usage of Internet/social networking sites may include

- stalking, harassing, or threatening another person or group
- creating language on a social network that is threatening, vulgar, or derogatory
- displaying or being displayed in an activity that violates federal, state, or local law and/or any regulation outlined elsewhere in the *NSU Student Handbook*

## B.31 Parking and Motor Vehicle Policy

Failure to comply with the Parking and Motor Vehicle Policy is prohibited and may result in disciplinary action.

In order to park a motor vehicle on campus in any university parking area, the vehicle must be registered in the NSU Parking Portal to obtain a digital virtual permit linked to the vehicle's license plate and ensure a NSU parking sticker is properly affixed and displayed on the rear windshield or bumper. It is the responsibility of the NSU Parking Portal account holder to ensure that a virtual permit is linked to their vehicle(s) and that all information (license plate, make, model, year, and color) is accurately entered and updated in the portal. All administrators, faculty and staff members, students, and visitors must register vehicles to be driven or parked on campus. All administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicle is involved. Motorcycles, motor scooters, and mopeds are subject to the regulations governing automobiles.

Students may pick up their NSU parking sticker at various locations on the Fort Lauderdale/Davie Campus, including the Campus Support Building, Carl DeSantis Building, Don Taft University Center (NSU RecPlex front desk), Terry Building, Horvitz Administration Building, Family Center Village (Building 100/200), Law School, Student Affairs Building, The Commons Residence Hall, Mako Residence Hall, and Rolling Hills Residence Halls A and B.

At **regional campuses**, NSU parking stickers are available at the main administrative office or security desk at the following locations: Fort Myers, Jacksonville, Miami, Miramar, Oceanographic, Orlando, Palm Beach, Tampa, and San Juan.

NSU Public Safety is authorized to designate any spaces as temporary reserved parking. Abandoned vehicles are subject to towing at the owner's expense, unless the owner notifies NSU Public Safety, in writing, at the time the vehicle becomes disabled. The director of NSU Public Safety will determine whether a disabled vehicle is allowed to remain on campus. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the administering of any repairs is the responsibility of the person making such repairs.

Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of NSU Public Safety. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the Town of Davie, Broward County, or the state of Florida—is 15 miles per hour or less. All vehicle operators must obey NSU Public Safety and police direction and instructions regarding operating and parking motor vehicles. For additional information on public safety, parking, and traffic policies and procedures at the university, please visit the NSU Public Safety website at *nova.edu/public-safety*.

## B.32 Plagiarism

The adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment is prohibited.

## B.33 RecWell Center Policies and Procedures

NSU students and their guests who utilize the facilities (including fields and pools) managed by the Office of Recreation and Wellness must comply with the policies and procedures established by the department. *Department policies* are available online through the Office of Recreation and Wellness website.

## B.34 Removal or Ejection from a University-Sponsored Event

Behavior which causes removal or ejection from any university-sponsored event, occurring either on campus or off campus, is prohibited.

## B.35 Requests or Orders

All students and guests of NSU are expected to comply with the directives or reasonable requests of university officials acting in the performance of their duties. This requirement includes reasonable requests for students to meet appointments in administrative offices, participation in administration and/or judicial proceedings, and the compliance by the stated deadline with all the terms and conditions of all disciplinary sanctions. Additionally, this includes a failure to comply with published guidelines for common areas or with any other university policy. Administrative discretion may be used to place

a hold on a student's account if the student fails to comply with the directions of a university official.

## B.36 University Housing and Residence Life Policies and Procedures

All residents and/or guests in the residential buildings are required to comply with the University Housing and Residence Life policies and procedures at all times. A complete list of policies are included in the *Residential Living Guide* available online.

## B.37 Retaliation

To directly harass or threaten, to engage another person to commit an act on your behalf against, or otherwise commit an act against, another student who has reported a possible policy violation or who has participated in an investigation into the possible violation of a policy, is prohibited.

## B.38 Smoking/Tobacco-Free Policy

Smoking and tobacco use are prohibited in all NSU facilities and on all university property and other properties owned or leased by the university, with no exception.

For purposes of this policy, "smoking" is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product including cigarettes, cigars, pipe tobacco, and any other lit tobacco products. For the purposes of this policy, "tobacco use" is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined above, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco. Additional information on the *Tobacco-Free Policy* is available online.

## B.39 Solicitation

Solicitation is defined as any approach of one person by another person for the purpose of buying, exchanging, or selling goods or services, or distributing literature to cause a person to buy, exchange, or sell goods or services, or for the purpose of requesting funds, time membership, goods, services and/or equipment or materials to benefit either the university, its employees, outside organizations, or student organizations.

Personal solicitation, accosting individuals, hawking, or shouting is strictly prohibited.

All student on-campus sales and solicitations must be operated or sponsored by a university-recognized student organization and must receive the proper authorization from the *Office of Campus Life and Student Engagement*. The Office of University Housing must approve sales and solicitations in the residence halls.

## B.40 Stalking

Stalking is prohibited and is defined as: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, and/or to suffer substantial emotional distress. For the purpose of this definition, see the following:

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker

directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

## B.41 *Fraternity and Sorority Life Manual*/Policies

NSU students affiliated with Social Greek Letter organizations are required to abide by the policies outlined by the *Fraternity and Sorority Life Manual*. Chapters and/or individuals can be held responsible for violations of the published policies contained therein.

## B.42 Theft or Unauthorized Possession

Students involved in the taking, sale, or possession of property without the consent of its owner or without proper remuneration may be subject to university disciplinary action and a fine, as well as arrest and prosecution by legal authorities.

## B.43 Unauthorized Entry

Entering, attempts to enter, or remaining in any room, building, motor vehicle, trailer, or machinery, or other university property without proper authorization is prohibited. This includes attempting to stay past operating hours in any university facility.

## B.44 Unauthorized Possession of University Property

Students in possession of property owned or controlled by NSU without authorization for such property will be subject to university disciplinary action and/or restitution. In addition, students may be referred to legal authorities for prosecution.

## B.45 Unauthorized Recording

Students are prohibited from making or attempting to make audio or video recordings of members of the university community in any location or situation wherein an individual has reasonable expectation of privacy unless all parties being recorded are aware of, and consent to, such recordings. Students are prohibited from recording audio or video, or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Code of Student Conduct and Academic Responsibility and subject to disciplinary action.

## B.46 Video and/or Audio Copyright Violation

Federal copyright law restricts the use and/or distribution of copyrighted video and audio recordings

without appropriate licenses or permission. Any use or distribution of audio or video recordings without appropriate approvals, or any other violation of NSU's copyright office is prohibited. Additional information, including NSU's full copyright policies, is available from the *NSU Copyright Office*.

### B.47 Violation of Disciplinary Status/Conditions

Violating university policies or procedures while currently on disciplinary status (including probation or suspension) for a previous violation is prohibited. This may serve as grounds for a university judicial hearing.

### B.48 Worthless Checks

Students who make and/or deliver checks to NSU—or any of its affiliates—that are not honored by a bank for proper cause shall be subject to a charge for administrative costs, restitution, and disciplinary action.

## C. University Title IX/Sexual Misconduct Policy

The complete and most current NSU Title IX/Sexual Misconduct Policy is available online at *nova.edu/title-ix*. The Title IX Resolution Procedures are used to investigate and resolve formal complaints of sexual harassment under Title IX, which include the following:

1. **Quid pro quo Harassment by an Employee**
2. **Denial of Access**
3. **Title IX Sex Offense**
    a. Nonconsensual sexual penetration
    b. Nonconsensual sexual contact
    c. Nonforcible sexual offenses
    d. Dating Violence
    e. Domestic Violence
    f. Stalking
4. **Retaliation**

If a report of sexual misconduct does not fall under the jurisdiction of Title IX, it is subject to the procedures in Section D. University Disciplinary Procedures, as well as any procedural protections afforded by the Violence Against Women Act (VAWA). This includes the violations below, as defined in the Title IX/Sexual Misconduct Policy.

5. **Non-Title IX Sex Offense**
6. **Sexual Harassment**

7. **Gender-Based Harassment**

8. **Sexual Exploitation**

9. **Hostile Environment**

# D. University Disciplinary Procedures

## D.1 Introduction

A student (or student organization) who is alleged to have violated policies of the NSU Code of Student Conduct and Academic Responsibility and/or any other university policies and procedures (other than the University Title IX/Sexual Misconduct Policy) may be charged under the NSU Student Disciplinary Process. Conduct actions relating to fraternity and sorority student organizations may be addressed in accordance with the student conduct procedures detailed in the *NSU Fraternity and Sorority Life Manual,* at the discretion of the dean of students. A complaint may be made by any member of the university and/or nonuniversity community. The process through which students (or the student organization) are held accountable to 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 university 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.

Upon notification that a violation may have occurred, the dean of students, and/or designee, will investigate the circumstances of the case using the following process:

The figure on the previous page (Figure 1) illustrates the NSU Student Disciplinary Process for individual students/student organizations (not used for university sexual misconduct cases—please refer to Section D.5):

### Personal Rights of a Student (or Student Organization) during the Discipline Process

a. Right to abstain from verbal participation—Students/student organizations are not required to share their version of the incident in question, but must understand that their nonparticipation will not preclude a discipline officer from making a decision on charges or responsibility.

b. Right to review and provide information and offer witnesses. Students/student organizations are permitted to review the incident report that initiated the conduct process against them, and any other documentation they would otherwise be permitted to inspect or review pursuant to FERPA. Students/student organizations may provide any information, documentation, or evidence to the investigator and/or discipline officer for consideration up to 48 hours after the conclusion of the conference/proceeding.

c. Right to an adviser—For any alleged violation that will impact student enrollment status, students/student organizations may choose to seek out an adviser. That individual may be present with the students/student organizations during all meetings and/or hearings. An adviser must be either a full-time member of the university staff or faculty, unless 1) the alleged conduct arises under

the Title IX/Sexual Misconduct Policy, in which case the Sexual Misconduct Policy procedures will apply, or 2) the student is alleged to have engaged in stalking, domestic violence, dating violence, or sexual assault outside of the Title IX context, in which case the student may select the adviser of the student's choice, in accordance with the policies described in the remainder of this paragraph. The adviser should be someone who understands the policies and procedures used in the student discipline process. An adviser may not "represent" a student/student organization or speak for the student/student organization at any point. Rather, an adviser may be present to answer questions the involved student/student organization poses directly to the adviser. Regardless of whether a student/student organization chooses to utilize an adviser or not, every effort will be made by the discipline officer adjudicating the process to answer any questions a student/student organization may have before or after any meetings or hearings.

d. Right to an impartial process—Students/student organizations who believe that the judicial officer has a conflict of interest, which prevents them from conducting the student conduct process in an impartial manner, should notify the judicial officer of such allegation, along with any supporting information, in writing, prior to the occurrence of the student judicial conference/proceeding. In such circumstances, an independent administrator will be appointed by the vice president for Student Affairs to review such claims and make a determination if a conflict of interest exists. If the determination is made that a conflict exists, the vice president for Student Affairs will designate a replacement judicial officer to complete the student conduct process. If a determination is made that no conflict exists, the student conduct process will continue with the original judicial officer.

## Scheduling

Purpose—Ensure that the student-conduct process is timely.

### Procedures

- An email will be sent requesting the student(s) availability for the judicial conference/proceeding and premeeting, if applicable.
- If the student fails to respond within 48 hours, the premeeting and judicial conference/proceeding will be scheduled for the student(s) according to the availability of the hearing officer(s).
- The student(s) will be notified of the scheduled premeeting and judicial conference/proceeding with all relevant details.
- If the conference/proceeding is scheduled during the student's class, a request for an excused absence will be submitted to the student's professor on behalf of the dean of students.
- If a student fails to attend a scheduled premeeting, the student will be deemed to have waived their right to a premeeting.
- If a student fails to attend a scheduled judicial conference/proceeding, the judicial conference/proceeding will be held *in absentia*.

## Adjudication Process

### Premeeting

Upon receipt of the reported incident(s), the dean of students will conduct an investigation into the allegations. The dean of students has the discretion to designate another individual to conduct the investigation. Upon completion of the investigation, the dean of students will contact the student/student organization to schedule a premeeting in the case of an administrative judicial proceeding, or to schedule the judicial conference. The purpose of the premeeting is to discuss the adjudication process and to answer any questions the student/student organization may have. Students/student organizations are required to attend a premeeting for violation(s) that may lead to suspension, dismissal, or expulsion (i.e., administrative judicial proceedings). Students have the option to request a premeeting for violation(s) that do not lead to suspension, dismissal, or expulsion (i.e., judicial conferences). Students/student organizations requesting a premeeting prior to their judicial conference must contact the dean of students to schedule it. Where a premeeting occurs, students/student organizations have the option to submit a written statement to the dean of students within five days of the premeeting for consideration.

**Notification**

Should the investigation reveal that there is reasonable cause to believe a violation of policy occurred, communication of the alleged violation(s) will be provided to a student/student organization via their NSU provided email. Notices to student organizations will be sent via NSU email to the president of the organization. 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/student organization's rights
- a statement that within five business days of receipt of the notice, the student/student organization must contact the dean of students to schedule a conference/proceeding
- an invitation to provide the judicial officer with any relevant information, evidence, or witnesses in relation to the alleged conduct

For any graduate or professional student who is alleged to have violated the Code of Student Conduct and Academic Responsibility, a copy of the notification of charges will be provided to the dean's office of the student's college. If new conduct issues are brought forth during the student conduct process, additional notice in accordance with this section will be provided to the student. A student/student organization that is alleged to have violated the Code of Student Conduct and Academic Responsibility shall have the matter adjudicated by either an administrative conference or proceeding, based on the alleged violations.

Reasonable effort will be made to have the accused student/student organization misconduct considered expeditiously. If a student withdraws from the university or is no longer an active student, the university may, at its discretion, continue through the disciplinary process without the student's participation, or place the disciplinary process on hold until the student's attempted return to NSU. Students are not permitted to reenter NSU until all outstanding disciplinary cases are resolved. Additionally, degrees will not be conferred to students with pending disciplinary matters until all such matters are resolved.

## D.2 Student Judicial Resolution (SJR)

Purpose—Provide students, who opt to take responsibility for an alleged charge(s), a way to accept responsibility without having a formal judicial conference.

- This SJR option is only applicable to cases that are identified as an administrative judicial conference.
- The SJR takes place during the premeeting.
- If the student selects an SJR, the student waives their right to appeal.

**Procedures**

- Presenting the allegations: The specific allegations against the student will be presented within their Notice to Appear. The student reserves the right to review and read all relevant details and evidence. The student may also ask questions and seek clarification on the charges.
- Accepting Responsibility: The student will be provided with an opportunity to accept responsibility for the alleged charges and sanctions during the premeeting. The SJR agreement form must be signed by the student during the premeeting. The SJR form will be added to the student's case file. If the student is not in agreement with any part of the outcome, the adjudication process will continue as an administrative judicial conference.
- Outcome Letter: If the student accepts responsibility and agrees that they would like an SJR, the student will receive an outcome letter within three business days.

## D.3 Judicial Conference

A judicial conference is a meeting related to violation(s) that could not result in suspension, dismissal, or expulsion from the university.

### Conference Procedures

Following notification of charges, the accused student/student organization must schedule a conference meeting with the designated discipline officer. If a student/student organization does not respond to a request to schedule a conference, the university reserves the right to continue its disciplinary procedure, conducting an *in absentia* conference. In addition, holds may be placed on a student's account that restrict registration for future semesters.

The conference is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The conference meeting will only be open to the accused student/student organization and the discipline officer. The accused student/student organization is presumed not responsible unless the student/student organization accepts responsibility, or is determined responsible for the alleged violation(s) based on the preponderance of the evidence. The dean of students, at their discretion, may hold the proceeding remotely.

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

The student/student organization will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student/student organization accepts responsibility, the only

determination the discipline officer makes is regarding the sanctions to be imposed. If the student/student organization responds with "not responsible," the student/student organization will be provided the opportunity to provide evidence, a witness, or information for the review of the discipline officer. 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 accepted.

*In Absentia*—If the student/student organization fails to schedule—or appear for—a scheduled conference, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/student organization is found responsible, the officer may impose sanctions. This decision shall be communicated, in writing, to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled conference may also result in a student conduct hold.

After the conclusion of the conference, the student/student organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student, a copy of the final disposition will be provided to the dean's office of the student's/student organization's college.

## Sanctions

If, following a judicial conference, the student and/or organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

**Final Disciplinary Probation**—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president for Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

**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 to the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion), if the student is found in violation.

**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.

**Verbal Warning**—A verbal admonition to the student by a university staff member that the student's behavior is inappropriate.

**Fines**—Penalty fees payable to the university for violation of certain regulations within the Code of Student Conduct and Academic Responsibility.

**Restitution**—A payment made for damages or losses to the university, as directed by the discipline officer.

**Restriction or Revocation of Privileges**—Temporary or permanent loss of privileges that include, but are not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

**Termination or Change of Residence Hall Agreement/Accommodation**—A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president for Student Affairs, the dean of students, and/or the director of university housing, or designee.

**Counseling Intervention**—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

**Other Appropriate Action**—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, approved through the dean of students, or designee.

**Parent/Legal Guardian Notification**—When university personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student younger than 21 years of age—in writing or by phone—when alcohol or drug violations of university policy occur.

### Appeal Process

An appeal of disciplinary action taken must be in writing and addressed to the Office of Student Conduct 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/student organization 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 designated appeal officers. The appellate officer shall not be the same conduct/discipline officer that heard the original case. A written decision will be provided by the vice president for Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president for Student Affairs, or designee, will be final.

## D.4 Administrative Judicial Proceeding

An administrative judicial proceeding is a meeting conducted for violation(s) that could result in suspension, dismissal, or expulsion.

### Administrative Judicial Proceedings

Following notification of charges, the accused student/student organization must schedule an administrative judicial proceeding with the designated discipline officer. If a student/student organization does not respond to a request to schedule a proceeding, the university reserves the right to continue its disciplinary procedure, conducting an *in absentia* judicial proceeding. In addition, holds may be placed on a student's account that restrict registration for future semester(s).

The judicial proceeding is for the purpose of discussing the alleged violation(s) of the Code of Student Conduct and Academic Responsibility. The judicial proceeding will only be open to the accused student, the student's adviser (should the student choose to have one), the discipline officer, and a recorder. All meetings will be digitally recorded. An individual recorder will be present during the judicial proceeding to ensure this process. The individual has no other role in the judicial proceeding. The recording will be used only for the appellate process. The record will be the property of the university. The dean of students, at their discretion, may hold the proceeding remotely.

The accused student/student organization is presumed not responsible unless the student/student organization accepts responsibility, or are determined responsible for the alleged violation(s) based on the preponderance of the evidence.

At the beginning of the conversation, the discipline officer will review with the accused student/student organization their rights in the process as outlined before, as well as the alleged code violations.

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

*In Absentia*—If the student/student organization fails to schedule—or appear for—a scheduled judicial proceeding, and the discipline officer has, in good faith, exhausted reasonable efforts to schedule the meeting, the discipline officer may make a determination based on the information available. If the student/student organization is found responsible, the officer may impose sanctions. This decision shall be communicated in writing to the student/student organization via NSU email. By failing to schedule or appear for a scheduled conference, students/student organizations waive their right to appeal the decision. Failure to appear for a scheduled proceeding may also result in a student account hold.

After the conclusion of the judicial proceeding, the student/student organization will receive a written statement as to the disposition of the case, with information regarding each violation alleged. For any graduate or professional student, a copy of the final disposition will be provided to the dean's office of the student's/student organization's college.

## Sanctions

If, following a judicial proceeding, the student/student organization is found in violation of the Code of Student Conduct and Academic Responsibility, the discipline officer will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

**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.

**Suspension**—A mandatory separation from the university for a period of time specified in an order of suspension. An application for admission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus-visiting privileges unless specific permission is granted by the vice president for Student Affairs, or designee.

**Temporary Suspension**—Action taken by the vice president for Student Affairs or the dean of students that requires a student's temporary separation from the university until a final determination is made of whether a student is in violation of the Code of Student Conduct and Academic Responsibility.

**Final Disciplinary Probation**—A disciplinary sanction serving notice to a student that the student's behavior is in flagrant violation of university standards, under which the following conditions exist:

a. The sanction is for the remainder of the student's career and may be reviewed by the vice president for Student Affairs no sooner than two regular academic semesters—or equivalent—after the sanction is imposed. After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to disciplinary probation, but must also demonstrate reason to substantiate the request.

b. Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

**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 to the Code of Student Conduct and Academic Responsibility will automatically raise the question of a more severe sanction (suspension or expulsion), if the student is found in violation.

**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.

**Verbal Warning**—A verbal admonition to the student by a university staff member that the student's behavior is inappropriate.

**Fines**—Penalty fees payable to the university for violation of certain regulations within the Code of Student Conduct and Academic Responsibility.

**Restitution**—A payment made for damages or losses to the university, as directed by the discipline officer.

**Restriction or Revocation of Privileges**—Temporary or permanent loss of privileges that includes, but is not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

**Termination or Change of Residence Hall Agreement/Accommodation**—A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president for Student Affairs, the dean of students, and/or the director of university housing, or designee.

**Counseling Intervention**—When extreme behavior indicates that counseling may be beneficial. The student may be referred to the Center for Student Counseling and Well-Being or other university health provider/program.

**Other Appropriate Action**—Disciplinary action, including educational sanctions (such as research papers or presentations) not specifically outlined before, but approved through the dean of students, or designee.

**Parent/Legal Guardian Notification**—When university personnel may, at times of extreme concern for a student's welfare, notify parent(s)/legal guardian(s) of a student younger than 21 years of age—in writing or by phone—when alcohol or drug violations of university policy occur.

### Appeal Process

An appeal of disciplinary action taken following an administrative judicial proceeding must be submitted, in writing, to the vice president for Student Affairs, or designee, within five business days of the receipt of the written disposition of the hearing. In appealing a judicial decision, the appeal must fall into one of the following categories:

- The student/student organization 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(s).

A written decision will be provided by the vice president for Student Affairs, or designee, within 30 calendar days of receipt of the appeal request. The decision of the vice president for Student Affairs, or designee, 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.

## D.5 University Title IX/Sexual Misconduct Disciplinary Procedures

All reports of sexual misconduct are subject to the Title IX/Sexual Misconduct Policy and accompanying procedures found at *nova.edu/title-ix*. Any questions about the Title IX/Sexual Misconduct Policy and related procedures may be addressed to the Title IX coordinator.

Reports of sexual misconduct outside of the jurisdiction of Title IX may be referred for review under the university disciplinary procedures. In cases where the reported behavior may constitute sexual assault, domestic violence, dating violence, and/or stalking, the disciplinary procedures will include

the procedural rights required by federal law. These include a prompt, fair, and impartial disciplinary proceeding in which the respondent(s) and complainant(s) are provided with

- equal opportunities to have others present, including an adviser of their choice
- simultaneous written notification of the result of the proceeding and any available appeals procedures
- timely notice of meetings
- timely and equal access to information that may be used during informal and formal disciplinary meetings and hearings

# E. Additional Grievance Procedures Available

## E.1 Grievance Procedure for Discrimination Based on Disability

Nova Southeastern University has established the below grievance procedures to review, investigate, and resolve allegations of discrimination, harassment, and/or retaliation in violation of the University Equal Opportunity/Nondiscrimination Policy, other than complaints subject to the NSU Title IX/Sexual Misconduct Policy, which will follow the policies and procedures contained therein.

**a. Discrimination**

Discrimination occurs whenever an individual is denied the same opportunities as other university students, faculty members, staff members, or third parties because of their status in a protected class as defined by the University Equal Opportunity/Nondiscrimination Policy.

**b. Harassment**

Harassment on the basis of an actual or perceived protected characteristic indicated in the University Equal Opportunity/Nondiscrimination Policy is also a form of prohibited discrimination. Harassment consists of unwelcome verbal, written, or physical conduct based on a protected characteristic, when

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

**c. Hostile Environment**

The university will not tolerate the creation or existence of an environment that is hostile on the basis of a protected class as detailed in the University Equal Opportunity/Nondiscrimination Policy. 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 severe, pervasive, or persistent so as (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. Whether the harassing conduct is considered severe, persistent, or pervasive depends upon the context in which the behavior occurred.

## Requirements for Filing Complaints of Discrimination

The purpose of this policy is to provide for the prompt, adequate, and impartial investigation of all complaints of discrimination and/or harassment.

### Contact Information

Inquiries or complaints regarding perceived discrimination on the basis of sex should be directed to

Laura Bennett
Title IX Coordinator
(954) 262-7858 • *laura.bennett@nova.edu or titleix@nova.edu*
Website and online reporting form are available at *nova.edu/title-ix*.

Any complaint relating to a disability accommodation decision must be filed in accordance with the policies as outlined in the Office of Disability Services' website. The appeals process, as well as additional information, can be found at *nova.edu/disability-services*.

### a. Filing a Complaint

A written, formal complaint may be submitted by students, faculty or staff members, other NSU employees, or third parties (i.e., an individual who is not a student, faculty member, or employee of NSU). A formal complaint must be written* and must provide detailed allegations of the alleged discrimination.

The appropriate individual designated above will be responsible for overseeing the university's response to the complaint, which includes a thorough and fair investigation and unbiased decision-making process.

Any complaint relating to harassment or discrimination made against faculty or staff members may be referred to the NSU Office of Human Resources (OHR) where appropriate, at the discretion of the dean of students. Any complaints referred to the OHR will be investigated and processed to conclusion in accordance with the policies contained in the *Faculty Policy Manual* or *Employee Policy Manual* and the grievance procedures contained therein. If a complainant is both a student and an employee, the appropriate university official will consider the context in which the alleged discrimination occurred.

**NSU also will accept oral complaints from individuals with disabilities, if, due to their disability, they are unable to file a written complaint. The university will memorialize the individual's complaint, in writing, and the individual will certify that the written complaint is an accurate representation of their complaint.*

### b. Initial Review of Student Complaints

Upon receipt of a formal complaint, an initial review will be conducted by the appropriate university official to evaluate the jurisdiction and nature of the complaint. This generally involves the following:

- The university official will contact the complainant (or affected party, if the complainant is not the person who experienced the alleged discrimination) to review the complaint procedures and seek any clarification about the complaint.

- If appropriate, supportive measures may be offered while the complaint is under review.

**c. Referral or Dismissal of Reports**

Some complaints may not actually fall within the definition of discrimination, set forth by university policy, or otherwise may be more appropriately handled by other offices. These reports will be dismissed or referred to other offices as appropriate, at the discretion of the university official overseeing the investigation.

**d. Notice of Allegations**

The university will provide notice of the allegations to the parties with sufficient time to review and respond to them.

**e. Informal/Early Resolution of Student Complaints**

The university may attempt to resolve matters through mediation or other alternative resolution, when appropriate. Mediation will not be used for reports of extreme forms of discrimination or harassment or where prohibited by law. In mediation, the investigator(s)—or an assigned individual—typically meets with the reporting party and the respondent—separately and/or together—to seek an acceptable resolution. Any informal resolution may be made only with the agreement of all affected parties.

If an alternative resolution is unsuccessful, the matter will proceed to investigation.

**f. Investigation**

Grievance investigations are objective, fact-finding inquiries. The purpose of the investigation is to gather facts relating to the allegations made by the complainant and to enable the university decision-maker to decide whether NSU policy has been violated. During the investigation, the parties will have the opportunity to present relevant information to support or refute the allegations and to respond to the information collected. The burden is on NSU and not on the parties to investigate the allegations.

- The university official overseeing the complaint will appoint an investigator(s) who will contact the complainant/affected party within five business days to coordinate a meeting to document the allegations, based on the written complaint and any other information gathered.

- The investigation will include interviews with the complainant, respondent, and any other witnesses deemed to potentially have relevant information. Both complainant and respondent may identify witnesses who can provide information relevant to the allegations, but the investigator(s) determines which witnesses will be interviewed. Complainant and respondent are always permitted to present written statements from witnesses for the investigator(s)' consideration during the investigation process.

- The investigation may include written statements, interviews, document requests, and any other sources the investigator(s) deems appropriate. The complainant and respondent are permitted to provide the investigator(s) with evidence.

- Investigations may be expanded to address additional allegations that surface during the investigation at the investigator(s)' discretion. If appropriate, the parties will be provided with written notice of any such additional allegations related to them and will be given the opportunity to respond to the additional allegations.

- The investigator(s) typically will complete the investigation within 90 calendar days of the date the report was filed. Should additional time be required to complete the investigation, the investigator(s) will provide written notification to the parties detailing the reason(s) additional time is necessary.
- Parties and witnesses are expected to speak for themselves during the investigation; attorneys are not permitted to be present during university interviews or meetings in the course of an investigation or resolution of a report, unless the allegations involve a crime under the Violence Against Women Act.

**g. Investigation Report**

At the conclusion of the investigation, the investigator(s) will prepare a written report. The report typically will summarize the allegations investigated and describe the relevant information discovered and factual findings made, including whether any allegations were substantiated, and the basis for such findings, which may include credibility as determined in the investigator(s)' judgment. The report will not make any findings as to whether there has been a violation of law or university policy. The investigator(s) will indicate any facts or allegations in dispute and present their conclusions (if any) about such facts or allegations, including the basis for such conclusions (e.g., whether an allegation was corroborated by witnesses, or whether the investigator(s) found one version of events more credible than another). Both parties (complainants and respondents) are permitted to review and inspect the investigation report upon request.

The investigator(s) will provide the investigation report, the written complaint, the response, and any other information deemed necessary to the university official overseeing the complaint. The university official overseeing the complaint will then designate a decision-maker and provide them with the above information. After receiving and reviewing the information, the university decision-maker will make a determination of whether a policy violation occurred. (See section g for a description of the possible determinations.)

**h. Determinations**

The university decision-maker will make a determination whether there has been a violation or no violation regarding each allegation, based on a preponderance of the evidence. If there is a violation found, the university decision-maker, in consultation with other appropriate officials, will also make a determination of any sanctions, remedies, and/or corrective actions to be taken. If the respondent has prior relevant misconduct, that will be taken into consideration prior to determining corrective actions and/or sanctions. Information specific to the respondent's prior conduct will not be shared with the complainant.

**i. Notification of Outcome**

After a final determination is made, the university official overseeing the complaint, or designee, will provide simultaneous written notification of the outcomes to the complainant and respondent informing them of the findings and rationale. If there are any concerns for safety, the university official overseeing the complaint, or designee, make take appropriate measures to provide the notice of outcomes in a way that protects the safety of those involved.

### j. Appeals

A party (complainant or respondent) may appeal a determination of responsibility and/or the dismissal of all or part of a complaint of harassment or discrimination, in writing, based on any of the following:

- Procedural irregularity that affected the outcome,
- New evidence that was not reasonably available at the time the decision was made that could affect the outcome.
- The investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents, generally, or the individual complainant or respondent that affected the outcome.

Appeals must be submitted in writing within five calendar days of the issuance of the decision. If an appeal is received, the other party will be notified and both have the opportunity to submit, in writing, any information they wish to have considered by the appeals officer. Appeals will be reviewed and responded to, in writing, within two weeks of receipt. Appeals of decisions are heard by the vice president of student affairs, or designee. The decision of the appeals officer is final.

### k. Remediating Discrimination

Discrimination and/or harassment are not tolerated at NSU. The university is committed to taking necessary remedial steps that are designed to stop the discrimination, correct its effects, and prevent the discrimination from recurring. Such actions may or may not be the action that the reporting party requests or prefers. Steps may be specific to the parties involved or may be aimed at a broader group. Typical steps range from counseling (which may be either remedial counseling for the respondent, or supportive counseling for the reporting party) or training or separation of the parties to discipline of the respondent, including a written warning, probation, suspension, demotion, transfer, expulsion, or termination for cause. The appropriate discipline will depend on the nature and severity of the conduct, the respondent's overall record, the applicable policy on discipline, and other factors where relevant.

### l. Retaliation

The law prohibits retaliation. No person nor NSU may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this 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. NSU will immediately investigate and remedy (if appropriate) any reported retaliatory actions taken by the respondent or other individuals.

## E.2 Nonacademic Grievance Procedure

Except for grievances and/or complaints involving sexual misconduct, discrimination, and disability accommodations, this process should be followed for all nonacademic grievances of policies/procedures that are not governed by a specific academic center, program, college, or school. Academic grievances should be referred to the student's academic center. The purpose of these grievance procedures is to promote the orderly resolution of problems arising out of a student complaint concerning a policy, procedure, or administrative action of NSU. Grievances can often be adversarial, unpleasant, and unsatisfying, so we recommend that students discuss problems before resorting to the formal

grievance steps. When formal grievance steps are perceived as necessary, students have a right to a fair process and hearing without retribution. This policy is not an avenue to challenge a disciplinary decision or to appeal an academic assessment.

1. First, the student should attempt to resolve an issue in dispute at the level at which the dispute occurred. This attempt must be in writing (i.e., email, regular mail, or fax). The student may wish to use certified mail to verify receipt of the correspondence. In the correspondence, the student must present a rationale for the student's position based on factual information.
2. The student will receive a reply, in writing, which addresses the complaint.
3. If the reply is not acceptable, the student is encouraged to submit the complaint, in writing, to the dean of students. The dean of students will attempt to resolve the dispute.
4. If the dean of students is unable to resolve the dispute, the dean of students will notify the student and the vice president of Student Affairs, or designee, in writing.
5. The student may then appeal, in writing, to the vice president of Student Affairs, or designee.
6. The vice president, or designee, will will investigate and review the findings, and will notify the student, in writing, of the decision.
7. The vice president's, or designee's, decision is final and binding and cannot be appealed.

# NSU Resources and Administrative Offices

## ATMs

There are several automated teller machines (ATMs) on NSU's Fort Lauderdale/Davie Campus. They are located in the Don Taft University Center, the Rick Case Arena, the Terry Building, and the Carl DeSantis Building. The ATMs are operated by Truist Bank, which may charge a fee for their use in addition to charges by your financial institution.

## Bookstore

The *NSU Bookstore* carries all the required and recommended textbooks and supplies for each class. It has the largest selection of new, used, and digital textbooks available for purchase and rental. The bookstore also carries an array of NSU clothing, accessories, gifts, school supplies, reference titles, and graduation regalia. You can order online at *nsubooks.bncollege.com* for free in-store and regional campus pickup or for domestic and international delivery (delivery fees apply). The NSU Bookstore is conveniently located in the center of campus, right in front of the Alvin Sherman Library. Normal

operating hours are Monday through Friday, 8:30 a.m.–6:15 p.m.; Saturday, 10:00 a.m.–1:30 p.m.; and Sunday closed. Please refer to the website for operating hours during holidays and school closures. At commencement time, the NSU Bookstore provides all graduate candidates with their regalia.

The NSU Shark Store is an extension of the NSU Bookstore and is located on the ground floor of the Don Taft University Center. The Shark Store carries a variety of school spirit clothing, accessories, and gifts. The Shark Store operates Monday through Thursday, 10:00 a.m.–4:00 p.m. The Shark Store is also open outside of these hours to support special athletics and university-sponsored events.

## Campus Shuttle

The *Shark Shuttle* provides free transportation on a fixed route within the NSU campus for students and faculty and staff members. The iShark App can be utilized to access real-time arrival data. Shark Shuttle buses are monitored via GPS. A complete Shark Shuttle route information can be found at *nova.edu/facilities/shuttle.html*. To gain access to real-time bus arrival predictions, access the NSU iShark App or call the Shark Shuttle Office at (954) 262-8871.

## Center for Academic and Professional Success

The *Center for Academic and Professional Success (CAPS)* provides career consulting and job search assistance to undergraduate students, graduate students, and alumni. Through personalized consulting and various career-related resources, the center aims to educate students and alumni on how to create an individualized career action plan—ranging from selecting a major to navigating a competitive job search. Additionally, CAPS helps students and alumni explore opportunities in careers and graduate or professional schools.

CAPS provides a variety of programs and services, including pre-health advising, career assessments, internship and experiential learning opportunities, job fairs, guest speakers, and soft skills development workshops.

In addition, CAPS offers comprehensive academic support services to help undergraduate students achieve their academic goals. These services include academic planning, course sequencing, meeting prerequisites, preparing for graduate and professional school, and assistance with class registration.

## Center for Student Counseling and Well-Being

The *Center for Student Counseling and Well-Being (CSCW)* offers student counseling services to the student body of NSU to help students maximize their best self academically, personally, and professionally. NSU's clinical partner is Henderson Behavioral Health, a leader in behavioral healthcare providing comprehensive, recovery-focused services and is accredited at the highest level for student counseling services by the Commission on the Accreditation of Rehabilitation Facilities (CARF).

Services provided at the CSCW range from stress management and coping strategies to psychiatric assessment and crisis intervention. The center provides the student with an assessment, counseling, consultation, psychiatric services, wellness and recovery education, and when needed, case management services and linkage or referral. In addition, the CSCW provides various outreach programs and support groups on such topics as stress management, transitions to college and grad school, as well as coping

with oneself and others.

Individual, couples, family, and group counseling that utilizes a brief therapy model is provided in a welcoming office environment. The option for telehealth services is also an option when appropriate. Services are scheduled based upon the identified needs and service options chosen by the student. The counselor's goal is to build upon the student's current skill sets for positive behavioral change. Services are provided by licensed counselors, licensed psychologist, and a psychiatrist.

Full- and part-time enrolled students are eligible for 10 counseling sessions per academic year at no cost. Psychiatric services are available and are covered by many commercial insurance plans, or for a nominal fee. Daily appointments available for new students. You can register at: *nova.edu/studentcounseling*.

## Center for Student Leadership and Global Engagement

The *Center for Student Leadership and Global Engagement* provides NSU students with the opportunity to become involved in a variety of leadership development programs, as well as civic engagement and service learning activities in the community, in the state of Florida, nationally, and internationally. The Global Mosaic Student Council provides educational and social opportunities for cultural and international connections. Signature programs include service days, alternative breaks, LEAD Week, the Annual Leadership Conference, the Tool Kit Series for leadership development, and the facilitation of Experiential Education and Learning Units in leadership development and community engagement. The office also houses NSU's premier leadership program, *Hochberg-Miniaci Razor's Edge Leadership*, a dynamic leadership development program for high-performing student leaders who participate in a four-year curriculum that includes curricular and cocurricular elements. Students in the program graduate with a minor in Experiential Leadership. The Center for Student Leadership and Global Engagement is also the home to NSU's Undergraduate Student Government Association. The Office of Study Abroad provides comprehensive assistance to all students (domestic and international) who wish to travel abroad on any of the many international travel experiences offered at the institution, including summer, semester, and academic year study abroad programs, faculty-led travel study programs, international internships, and international-service learning opportunities, as well as the information regarding academic international travel, international risk management, and travel registration procedures.

## Mako Media Network

*Mako Media Network* is NSU's student run media network. Students learn journalism ethics and standards while producing *The Current* newspaper, Mako TV newscasts, and Mako Radio DJ shows, events and podcasts.

## Military Affairs Veterans Resource Center

The *Military Affairs Veterans Resource Center* (VRC) was developed to provide a centralized location for resources and services specifically designed for our veteran, ROTC, and military-affiliated students.

The mission of the VRC is multifaceted and includes the facilitation of academic success, transitional assistance, supporting university and community engagement, providing professional development opportunities, and ultimately graduation and career attainment. Located in the Carl DeSantis Building, the VRC provides students with a home away from home, with lounge space, study areas, conference room,

refrigerator, microwave, and a computer lab. It is also the host of the Student Veterans of America (SVA) veteran student group Freedom Sharks. Additional information can be found online at *nova.edu/veterans*.

NSU Military Affairs also collaborates with the Veterans Access Clinic, which provides veterans and their immediate family members priority access to NSU's healthcare clinics.

## NSU Alumni Association

Once a Shark, always a Shark. The NSU Alumni Association is your connection to a global network of more than 220,000 alumni, with members across all 50 states and more than 119 countries around the world. Get involved by joining the **Student Alumni Association**, which provides current students with exclusive opportunities to gain leadership experience and build relationships with alumni for future success. Through *nsuconnect.net*, students can also receive mentorship and career opportunities with alumni in specific industries. Upon graduation, students receive a complimentary membership to the NSU Alumni Association with access to special members-only benefits and services.

To learn more about the NSU Alumni Association, visit *alumni.nova.edu*.

## NSU Athletics

NSU recognizes, values, and supports intercollegiate athletics as an integral part of the educational mission of the university. Central to the program's mandate, and in accordance with the stated goals of the university, the Department of Intercollegiate Athletics commits itself to fostering leadership, lifelong learning, and service to the community among its student-athletes. *NSU Athletics* is also dedicated to sponsoring competitive intercollegiate programs for both men and women. Valuing deeply the physical, social, and emotional welfare of those who participate, the department and the university express this commitment through their membership with NCAA Division II (DII) and the Sunshine State Conference. Both exemplify the principles of amateur athletics, which include sportsmanship, fair play, and equitable opportunity for all. In its 42-year history, NSU Athletics, beginning as a one-sport NAIA program in 1982, has grown into the 17-sport NCAA program that it is today. During this time, NSU Athletics has won 13 team national championships, 47 individual national championships, 398 All-American honors, 399 Scholar All-Americans, and countless conference championships. Men's sports include baseball, basketball, cross country, golf, rowing, soccer, swimming, and distance track. Women's sports include basketball, cross country, golf, soccer, softball, swimming, tennis, distance track, and volleyball. NSU Athletics is excited to be expanding sports offerings in the upcoming years, as we add men's and women's lacrosse to our sports sponsorship. As an NCAA Division II member, NSU Athletics has experienced an unprecedented amount of success in the past decade. Valuing deeply the commitment to academic success, NSU student-athletes have also maintained a cumulative departmental GPA of 3.0, or better, every year since obtaining NCAA DII membership in 2002.

## NSU Health

*NSU Health* a patient-centric, integrated healthcare network built on a foundation of education, research, and the highest-quality patient care. NSU Health offers whole-person patient care across an array of services, from primary, dental, and eye care to mental health counseling, pediatrics, women's health, a full-service pharmacy, and more on campus. One additional highlight of NSU Health is the Student

Medical Center, a special health center devoted exclusively to student healthcare, which is located in the Dr. Sanford L. Ziff Health Care Center. Specific information about the clinics and services available to enrolled students are included on the NSU Health website at *nsuhealth.nova.edu*.

### Student Medical Center

The mission of the Student Medical Center is to provide quality primary healthcare services to our collegiate population. The center is located in Fort Lauderdale on the first floor of the Dr. Sanford L. Ziff Health Care Center. The friendly staff of physicians are board-certified in multiple specialties, from internal medicine to emergency medicine. Services available include physical examinations; women's healthcare; vaccinations; STI prevention, testing, and treatment; birth control; general medical care; and minor surgical procedures. Students can schedule an appointment by calling (954) 262-4100.

More information about the student medical center is available online at *nsuhealth.nova.edu/student-care/student-medical-center.html*. Additional Information about healthcare services and clinics available to enrolled students can be found on the NSU Health website at *nsuhealth.nova.edu*.

## NSU Public Safety Department

The *NSU Public Safety Department* (NSU Public Safety) provides protective caregiving services on campus 24 hours a day. NSU Public Safety uses community-focused crime prevention, including patrolling officers, to help prevent crimes and threats on the Fort Lauderdale/Davie Campus, Oceanographic Campus, and at the NSU Art Museum Fort Lauderdale. It also utilizes contract security officers to assist with traffic direction and special events on the Fort Lauderdale/Davie Campus and to provide on-site security services at NSU's regional campuses, as well as to augment security services at the Oceanographic Campus and the NSU Art Museum Fort Lauderdale. NSU Public Safety and contract security officers only patrol and have jurisdiction to report and enforce university policies and parking and traffic enforcement on university property. NSU Public Safety officers and contract security personnel are not police, are not empowered as such, and do not have the authority to make arrests.

NSU Alert: Stay informed of all campus emergencies.

- Call 9-1-1 for any emergency while on campus, then call NSU Public Safety at (954) 262-8999.
- Sign up for NSU's Emergency Notification System. This is done by updating your emergency contact information at *nova.edu/emergency*. Program the NSU Emergency Hotline number, 800-256-5065, and SMS short code 82932 as NSU ALERT as contacts into your cell phone so you will recognize NSU ALERT messages sent to your phone from the NSU Emergency Notification System.

**If you see something, send something.**

- Download the SaferWatch app.
- Receive real-time alerts and updates.
- Report crime, threats, and suspicious activity.
- Subscribe for FREE to the NSU locations of your choice.

If you have information about something that seems a little off, take a picture, write a text, or take a screenshot and send it to SaferWatch. The information goes directly to NSU's Public Safety officers, so they can review it, take appropriate action, and send updates via the SaferWatch app. NOTE: SaferWatch is not a replacement for 9-1-1. This is something to report tips. If you see an in-progress emergency, call 9-1-1. Visit the *NSU Alert website* to learn more.

The *Campus Safety Handbook* has additional crime prevention and safety information.

## Office of Campus Life and Student Engagement

The *Office of Campus Life and Student Engagement* (CLSE) is home to the Student Events and Activities (SEA) Board, more than 150 registered undergraduate student organizations, as well as the Inter-Organizational Council (IOC), and the Undergraduate Student Government Association (USGA). This office hosts and sponsors university-wide events such as the Student Life Achievement Awards, Sharkapalooza, Homecoming, and CommunityFest. CLSE is also responsible for our Sharks on the Scene (S.O.S.) program, offering students exclusive discounted tickets to some of the largest events South Florida has to offer. The Office of Campus Life oversees the Fraternity and Sorority Life Office (FSL) and Orientation.

- The FSL office oversees our 12 social Greek lettered organizations by 3 distinct councils: Collegiate Fraternal Council, Panhellenic Council, and Unified Greek Council. Joining the Greek Community provides opportunities for academic support, social networking, service to the greater community, and a chance to be a part of NSU tradition.

- Orientation at Nova Southeastern University is designed to help new students transition smoothly into campus life. It offers an exciting introduction to the university's resources, services, and community. Through interactive sessions, you'll get familiar with academic expectations, student life, and campus facilities while meeting fellow students and faculty and staff members. The program is aimed at ensuring you feel supported and confident as you begin your academic journey at NSU, providing essential information about everything from student organizations to wellness services.

CLSE plays a key role in assisting students to develop an affinity to NSU through engagement in organizations and activities related to their interests.

## Office of Financial Aid

The *Office of Financial Aid* is dedicated to assisting students in making well-informed decisions regarding the funding of their education at NSU. The office administers grants, scholarships, student employment, and loans and prepares student financial aid offers based on federal and state regulations

and institutional guidelines. It provides information on the application processes for financial aid, student employment, and veterans educational benefits and counsels students on proactive debt management strategies and financial literacy. The office also monitors student Satisfactory Academic Progress (SAP) for financial aid eligibility and awards scholarships from internal and external sources. Students may receive financial aid guidance in person, by email, or by telephone. For more details, including contact information, visit *nova.edu/financialaid* or call (954) 262-3380 or 800-541-6682, ext. 23380.

## Office of Innovation and Information Technology

The *Office of Innovation and Information Technology's* unit maintains several computer labs and classrooms at the Fort Lauderdale/Davie Campus and at every regional campus, i.e., Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, Tampa Bay, and Puerto Rico. In addition to courses, open labs are scheduled and maintained for student use on NSU campuses and at other university locations. NSU's labs house a variety of computer equipment for student use.

Students and faculty and staff members have access to printers, projectors, speaker and microphone systems, and other technology tools. Wireless laptops are available for use in the library, study rooms, and several regional campuses. Color printers and printing stations located in high traffic areas for on-the-go printing are also available.

## Office of International Affairs

The *Office of International Affairs* (OIA) serves as a base for the university's international initiatives, including international student services and undergraduate international recruitment and admissions. The OIA includes the Office of International Students and Scholars (OISS) and the Office of International Undergraduate Admissions (OIUGA). The OIA provides ongoing assistance and support for all members of the university community engaged in campus internationalization, global partnerships and exchanges, and other globalization efforts.

- The OISS provides immigration, orientation, counseling, and overall assistance to all new and continuing international students, visiting scholars, and faculty members on and off campus.
- The OIUGA provides comprehensive international student recruitment and admission support for prospective international students.

The OIA is committed to welcoming international students, scholars, and their families while facilitating their transition to life at NSU. For further information, contact the OIA at (954) 262-7240 or visit the website at *nova.edu/internationalaffairs*.

## Office of Pre-Health

As part of the Center for Academic and Professional Success, the Office of Pre-Health supports NSU undergraduate students with a long-term goal of entering the healthcare field. Our goal is to provide NSU pre-health students with a competitive advantage in their career journey by offering career coaching, events, resource hubs, healthcare immersion experiences, and connections to NSU graduate school programs.

## Office of Recreation and Wellness

The *Office of Recreation and Wellness* (NSU RecWell) strives to enhance the health and well-being of the NSU community through robust programs and services. The many vast oppor-tunities include intramural and club sports, group fitness, wellness education, as well as instructional how-to recreation.

The face of NSU RecWell is its recreational complex, known as the RecPlex. This 100,000-square-foot facility is located in the Don Taft University Center and houses a 15,000-square-foot cardiovascular and strength training area, two indoor basketball courts, three indoor racquetball courts, an indoor climbing wall, a leisure swimming pool, three multipurpose rooms, and locker rooms—equipped with showers and saunas.

## Office of Residence Life

The *Office of Residence Life* provides students with a dynamic living experience with an emphasis on building a strong sense of community and belonging throughout each residence hall. Full- and part-time live-in staff are in each community and ensure safety, well-being, and support for all residents. A professional staff member is on-call 24/7 to address any and all incidents that may occur and to provide various types of student support.

## Office of Student Affairs at the Regional Campuses

*Student Affairs at NSU's regional campuses* serves as the liaison with the Fort Lauderdale/Davie Campus to provide an array of programs, services, resources, and opportunities for all regional campus students. This function oversees and advises the student advisory board that advocates on behalf of regional campus students, in addition to fostering campus and community engagement.

## Office of Student Affairs Marketing

The *Office of Student Affairs Marketing* sets the communication standards and assists all offices within the Division of Enrollment Management and Student Affairs with their promotional and marketing needs. The office works to inform the students and the university community of available activities, programs, and services being offered. The office also serves students and student organizations, and provides guidance to ensure adherence and compliance to the university brand. Services for students and the university community include, but are not limited to, Student Poster Printing Services—complimentary large format poster printing service for curricular-related use by students and faculty, and extracurricular use by student organizations—the Shark Fountain Brick Project, SharkLens (student photography services), and SharkFINS—a weekly student *e*-newsletter.

## Office of Student Conduct

The *Office of Student Conduct* supports the educational mission of the institution by reviewing and resolving alleged violations of the Code of Student Conduct and Academic Responsibility. Guided by the university's eight core values, the office encourages students to take responsibility for their actions, learn conflict resolution skills, enhance decision-making abilities and develop social awareness and ethical values.

Additionally, the office supports the NSU Student CARE Team, a multidisciplinary team designed to provide support for students' well-being and academic success by connecting students in need with campus and community resources.

In addition, the office supports the Student Behavioral Concerns Committee by ensuring that students experiencing or exhibiting behaviors that are of concern in relation to their personal, physical, and emotional well-being are supported and connected to various resources.

## Office of Student Disability Services

The *Office of Student Disability Services* provides information and individualized accommodations to ensure equal and comprehensive access to university programs, services, and campus facilities. *Information about requirements* for requesting academic or facility accommodations, by any student enrolled at the university, is available online through the office website.

## Office of the University Bursar

The *Office ofUniversity Bursar* is responsible for billing students, collecting and depositing payments, sending invoices and receipts, providing access to student educational tax forms, issuing refunds from excess financial aid funds, and verifying students' eligibility for financial aid funds. The office also assists borrowers of Federal Perkins and Health and Human Services Loans with repayment options. NSU Student Health Insurance is also housed within this office. For more information, visit *nova.edu /bursar* or call (954) 262-5200 or 800-541-6682, ext. 25200.

## Office of the University Registrar

The *Office of the University Registrar* offers a variety of services to the university community. These services include, but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, degree conferral, and diploma printing. The office also facilitates and communicates academic progress standing to students on a trimester basis and oversees all related communications with students and academic programs. The essential responsibility of the registrar's office is to create, maintain, and protect students' academic records, as well as interpret and uphold university policy. For more information, visit *nova.edu /registrar* or call (954) 262-7200, 800-262-7200, or 800-541-6682, ext. 27200.

## Office of Undergraduate Admissions

The *Office of Undergraduate Admissions* guides and supports students and families through all of the processes related to enrolling in undergraduate programs at NSU. The office works closely with all of the university's colleges that house undergraduate academic programs, Financial Aid and Academic Records, and other campus departments and offices that are relevant to undergraduate recruitment and admissions. The office also participates in numerous college admission fairs, hosts school counselors on campus, provides campus tours through student ambassadors, and maintains an active national and international student recruitment schedule.

## Office of University Housing

The *Office of University Housing* provides quality facilities for students who live on campus, and coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the nine on-campus residence halls. On-campus housing consists of a traditional residence hall with private bath facilities for undergraduate students, as well as apartment-style housing for upper-division undergraduate students.

## One-Stop Shop

The *One-Stop Shop* is the central point of contact for information and service for walk-in prospective, new, and continuing students. Staff members are cross-trained to answer inquiries about financial aid, registrar, and bursar functions. Students can submit required financial aid documents, obtain enrollment verification, request official transcripts, and register for classes. The One-Stop Shop is located in the Horvitz Administration Building on the Fort Lauderdale/Davie Campus. For a comprehensive listing of services and hours of operations, visit *nova.edu/financialaid/contactus*.

## Shark Dining Services

An integral feature to campus life undoubtedly lies within the dining services. The passion and pride of *Shark Dining* is undeniable as the team has the sole objective of delivering an unforgettable dining experience through the highest quality, menu ingenuity, and value. The team also strives to build community through its culinary expertise. The team embraces cooking from scratch, menuing seasonally, and resourcing responsibly. Shark Dining offers 15 distinctive dining venues, 3 convenient locations. Dining on campus hosts popular national brands such as Starbucks, Sushi Maki, Chick-fil-A, Einstein Bros. Bagels, Sambazon Açai Bowls, Qdoba Mexican Eats, and illy Coffee. Shark Dining also provides a range of internal concepts to include extended options for *vegetarians and vegans*. Shark Dining has an acute focus on health and wellness, nutritional labeling, and accommodating special dietary requests, ensuring no student will go hungry. The flavor and variety will satisfy any craving at Nova Southeastern University's Fort Lauderdale/Davie Campus. Shark Dining has partnerships with various departments to bring a monthly Teaching Kitchen experience, focused on getting students comfortable with cooking nutritional and manageable meals. Shark Dining also hosts a monthly dining forum to target feedback from the campus community and maintain an open line of communication with on-site senior management team. Menus, hours, dining venues, events, and more can be accessed any time at *dineoncampus.com/nsu* or through the iShark app. Students can get connected to their dining funds and SharkCard with *Grubhub*, NSU's official mobile ordering app. Students can use their declining balance on Grubhub to skip all those lines. The app is free to download and can be found in your smartphone's app store. Download it today and enjoy all of the perks.

## SharkCard Services

The *SharkCard* is the official NSU identification card. All students and faculty and staff members affiliated with the university are required to carry the SharkCard at all times while on campus and to present their identification card when requested by authorized university personnel. The SharkCard features a digitized photo, biometrics, SmartChip, and magnetic strip. The SharkCard is NSU's single-

card program that combines a number of features and uses, including the following:

- building access
- campus and student event access
- copier usage
- identification purposes
- library privileges
- meal plans
- pay-for-print
- use as a form of payment at participating off-campus retailers and merchants
- vending machine usage

This high-tech card has two embedded antennas that will allow access to various areas around campus, from parking garages to computer labs. The card also links biometric data used to calculate time and attendance for both students and staff members. The magnetic stripe allows users to add funds in increments of $1, $5, $10, or $20 to an online account that can be used for copying, printing, vending machines, and more. Students are able to add these funds online or at dedicated value stations located at the Alvin Sherman Library or at the Press Library/Lab Building. SharkCard Services is located in the Don Taft University Center, entering from the east side entrance (Shark Fountain side), by the box office.

## SharkPrint

NSU provides students with laser printing at libraries, computer laboratories, and on regional campuses. The print release stations, either stand alone or embedded, are located in various locations around each campus and control the process. Each registered NSU student (both full time and part time) receives a credit of $75 per fiscal year (July 1 through June 30) on the student's MyNSU Print account. The student also can use these funds for making copies at the photocopy machines. Unused credits cannot be carried over to the following year. The *MyNSU Print* credits feed directly from the NSU Banner Administrative system. The public does not receive any print or copy credits. Revalue stations are available for the public and for NSU students to add value to their SharkCards.

## Student Activity Fee Accounts Office

The *Student Activity Fee Accounts Office* is responsible for providing effective financial accounts management for NSU student clubs, organizations, and Shark Cage Businesses. Account services include reimbursements to students, faculty members, and staff affiliated with a club or organization, payment to vendors, account deposits, fundraising, credit card terminal rentals, management of student government (SGA) allocations, and fund reconciliation.

## Title IX/Sexual Misconduct

The *Title IX coordinator* and staff provide prevention and response to sexual misconduct affecting students at NSU. This includes assistance to those who may have experienced sexual harassment, sexual assault, dating or domestic violence, sex- or relationship-related stalking, or pregnancy- or sex-related discrimination. The *Title IX website* includes the secure Title IX/Sexual Misconduct Incident

Initial Reporting Form, which can be accessed 24/7 to report an incident directly to the Title IX staff. The Title IX staff provide a variety of supportive measures and assist students in reporting to law enforcement, connecting with community resources, and accessing other supports to promote their success as students at NSU. Additionally, the NSU Peer Educator Program is available for students interested in leading prevention programming for their peers on campus.

## Tutoring and Testing Center

The *Tutoring and Testing Center* (TTC) offers a variety of peer-led academic support services, including supplemental instruction, individualized and group tutoring, academic consultants, and an array of testing services and resources. Students are encouraged to take advantage of these free services to help meet their educational goals, achieve academic excellence, and enhance personal growth.

## University Libraries

The *university library* system is composed of the *Alvin Sherman Library, Research, and Information Technology Center*, the *Martin and Gail Press Library*, the *Panza Maurer Law Library*, the *Oceanographic Campus Library*, and the *Tampa Bay Regional Campus Library*. The 325,000-square-foot Alvin Sherman Library is a joint-use facility with the Broward County Board of County Commissioners. It serves students and faculty and staff members of NSU, as well as residents of Broward County. The five-story structure encompasses electronic classrooms, group-study rooms, a café, Ann Porterfield digital media lab and creative makerspace, and service desks with staff trained and ready to serve library users. Collections of print and electronic resources support the research of students and faculty and staff members. A large spacious atrium houses educational art pieces. The second-floor reference desk is clearly visible to students and enhanced by The NSU Glass Garden created by glass artist Dale Chihuly for the Sherman Library. Also on the second floor is the Craig and Barbara Weiner Holocaust Museum, as well as the Adolfo and Marisela Cotilla Gallery that features visiting exhibits and cultural events throughout the year. Overall, the university's libraries house more than one million items. Interlibrary Loan agreements through organizations such as the Online Computer Library Center, the Southeast Florida Library Information Network, the Consortium of Southeastern Law Libraries, and the National Library of Medicine provide broad access to a wide range of materials.

## Wireless Networking

NSU's wireless networking 1NSU provides wireless access for all the students of the university. In order to connect to 1NSU, you will need an active NSU account. Select 1NSU from the dropdown on your device and enter your NSU credentials. For more information, visit *nova.edu/it-help/wireless*.

## Writing and Communication Center (WCC)

The *WCC* offers NSU students one-on-one assistance at any stage of the writing process, from brainstorming through final editing. WCC consultants help students develop and strengthen general writing and communication skills during face-to-face or online consultations. Services include assistance on academic projects (essays, lab reports, theses, and dissertations); digital projects (presentations, posters, and infographics); professional projects (articles for publication); personal projects (creative writing); and oral presentations.

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

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

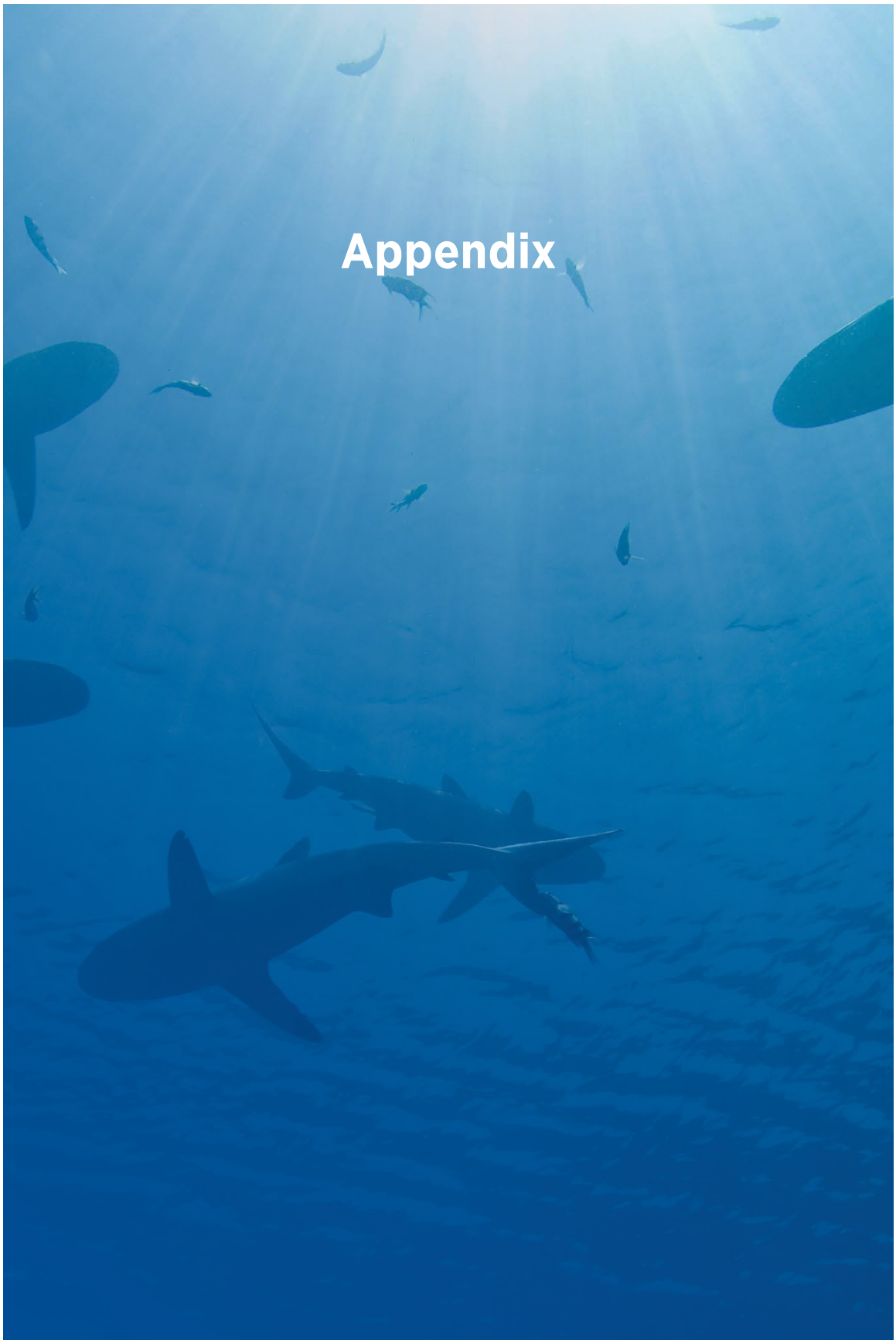
Ron and Kathy Assaf College of Nursing, (954) 262-1813

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

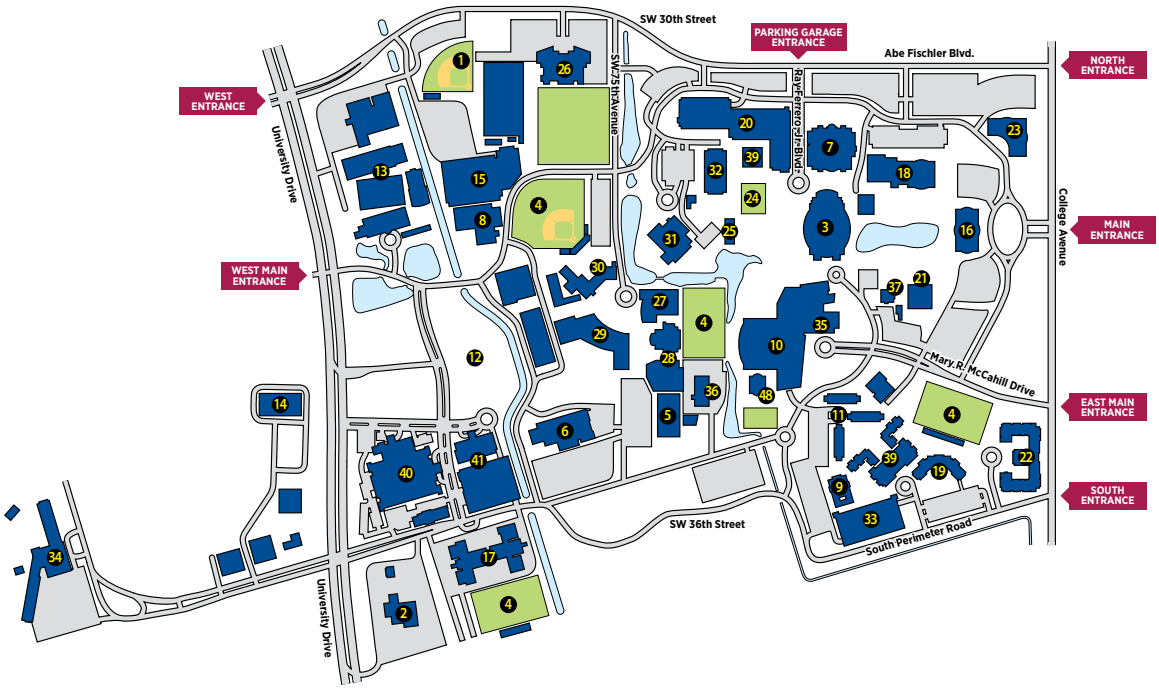
# Accreditation

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).



# Appendix

## NSU Fort Lauderdale/Davie Campus Map




A.D. Griffin Sports Complex with Lighted Softball Fields ..... 1
Administrative Services Building ..... 2
Alvin Sherman Library, Research, and Information Technology Center ..... 3
Athletics Fields ..... 4
Aquatics Complex ..... 5
Campus Support Building ..... 6
Carl DeSantis Building ..... 7
Center for Collaborative Research ..... 8
Cultural Living Center ..... 9
Don Taft University Center ..... 10
Farquhar, Founders, and Vettel Apartments ..... 11
Future Site of Academical Village ..... 12
Health Colleges Complex ..... 13
Health Colleges Annex ..... 14
Health Colleges and Health Care Center Parking Garage ..... 15
Horvitz Administration Building ..... 16
Jim & Jan Moran Family Center Village ..... 17
Leo Goodwin Sr. Building ..... 18
Leo Goodwin Sr. Hall ..... 19
Library and Student Main Parking Garage ..... 20
Mailman-Hollywood Building ..... 21
Mako Hall ..... 22
Maltz Building ..... 23
Medicinal and Healing Garden ..... 24
NSU Bookstore ..... 25
NSU Future Expansion Space ..... 26
NSU University School—AutoNation Center for the Arts ..... 27
NSU University School—Nöel P. Brown Sports Center (North and South Buildings) ..... 28
NSU University School—Lower School ..... 29
NSU University School—Middle School (Dauer Building) ..... 30
NSU University School—Upper School (Sonken Building) ..... 31
Parker Building ..... 32
Residence Hall Parking Garage ..... 33
Rolling Hills Apartments ..... 34
Rosenthal Student Center ..... 35
Shark Athletics Building ..... 36
Student Affairs Building ..... 37
The Commons Hall ..... 38
Tom Panza Science Annex ..... 39
HCA Florida University Hospital ..... 40
HCA Florida University Hospital Parking Garage ..... 41

Visit *nova.edu/locations/main-campus* to view campus map.

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