



College of Psychology  
**NOVA SOUTHEASTERN  
UNIVERSITY**

# **Master's Program in Forensic Psychology**

## **Policies and Procedures Handbook**

2024-2025

\*Supplemental to Nova Southeastern University  
Policy and Procedure Handbook at  
[www.nova.edu/student-handbook](http://www.nova.edu/student-handbook)

Website: <http://psychology.nova.edu>

The policies contained in this handbook supersede any previous handbook versions.

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## Dean's Message

On behalf of our faculty, staff, and alumni, I am honored to extend a warm welcome to you from Nova Southeastern University and the College of Psychology. We look forward to guiding you through a rich and transformative journey where you will grow personally, academically, and socially on the road to becoming major contributors to our diverse society. We strive to provide students with the support and opportunities necessary to develop skills needed to impact the quality of life for individuals, families, communities, and institutions.


Our college offers a wide range of degree programs from bachelor's programs in psychology and neuroscience to graduate programs in counseling, clinical psychology, school psychology and experimental, forensic, and general psychology. In addition, the College has doctoral internship and postdoctoral residency programs, and offers continuing education to professionals. Our Psychology Services Center offers an array of therapy and assessment services to the community, while providing supervised training for future practitioners. Students in every program, from first year undergraduates to doctoral and postdoctoral candidates, benefit from the instruction and mentorship of experienced faculty who reach beyond the classroom to model professional success in the lab, clinic, and community.

The scope of psychology, counseling, neuroscience, and related fields is expansive, as our disciplines describe and explain the effects of psychological processes from the level of individual brain cells to the scale of complex social interactions. The areas of expertise our faculty collectively possess are similarly diverse. Regardless of the specific field or subfield of study, however, our students benefit from the greater involvement that small classes provide and from the related opportunities for research collaborations and experiential placements in community settings.

While the lasting memories of one's years at a university include many events beyond the confines of the classroom, one's day-to-day enjoyment while enrolled as a university student depends largely on his or her chosen field of study and engagement with its subject matter. The College of Psychology is proud to house engaging undergraduate majors, an array of highly regarded graduate programs and related training opportunities, and a clinic that serves our community. We hope that these opportunities will figure positively in the memories our students have of their university experience.

On behalf of all of us at NSU and in the College of Psychology, I encourage you to explore everything the university and college has to offer. We look forward to working with you as you grow, learn, and serve.

Sincerely,



Karen S. Grosby, Ed. D.

## **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](http://www.sacscoc.org))

## **Nondiscrimination Statement**

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, non-disqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, 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 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, non-disqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, 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.

## **Vision 2025**

By 2025, NSU will be recognized as a preeminent, professional-dominant, doctoral-research university that provides competitive career advantages to its students and produces alumni who serve and lead with integrity.

## **Mission Statement**

The mission of NSU—a selective, doctoral-research university—is to deliver innovative academic programs in a dynamic, lifelong learning and research environment fostering integrity, academic excellence, leadership, and community service through engaged students, faculty, and staff.

## **Core Values**

Integrity  
Academic Excellence  
Community  
Diversity  
Innovation  
Opportunity  
Scholarship/Research  
Student Centered

The Vision 2025 Statement, Mission Statement, and Core Values were adopted by the NSU Board of Trustees on March 29, 2021.

# ACADEMIC REGULATIONS AND INFORMATION

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## CALENDAR AND CLASSES

### Academic Year

The academic year for students is two 16-week semesters. Students are expected to register for classes at the designated time in accordance with procedures outlined in this text and in program literature unless they have an approved leave of absence (see section below on Student Enrollment).

Students are responsible for accessing and reviewing the academic calendar available in the handbook and at [2024-2025 Academic Calendar](#).

### New Flexibilities in Policy Statement

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. It is intended to be used as a guideline and does 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.

### Attendance

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

### Excused Absences for Participation in Co-Curricular 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 to officially represent the University in certain co-curricular activities. NSU will consider travel to and participation in certain University-sponsored co-curricular events as grounds for approval of an excused absence, including but not limited to: NCAA intercollegiate athletic competition, musical/theatrical performances, and academic program field trips. Practices and rehearsals for university-sponsored co-curricular events, participation in club or intramural athletic competition, and field trips that are not associated with the student's academic program are not considered grounds for an approved absence. Students who intend to miss class due to participation in a co-curricular 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 and to 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 excused absence.

## Religious Holidays

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [nova.edu/studentconduct/religious-holiday-policy.html](http://nova.edu/studentconduct/religious-holiday-policy.html) for more information.

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 Assistant Dean for Student Development Benjamin O. Johnson, Ph.D. at BJ379@nova.edu or (954) 262-7281 within three (3) calendar days after the start of the semester.”

## STUDENT ENROLLMENT

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

In order to maintain an active student status, all students are to be in continuous registration (minimum of 3 credit hours, including summer) until they receive their degree unless prior approval is received from the master’s program office. **Failure to remain in continuous registration will be considered formal withdrawal from the program. Students who do not complete courses for two consecutive semesters will be considered not in continuous enrollment and will be reviewed by the program office.**

### Full-time Status

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

### Leave of Absence Policy

A leave of absence is a temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. A student may request a leave when he or she can demonstrate an extenuating circumstance beyond the realm of his or her control. A request for leave due to poor academic performance, financial issues, or to delay the return of unearned Title IV funds is not considered an extenuating circumstance.

Federal guidelines state the maximum period of time allowed for an approved LOA is 180 days within a 12-month period. If the student is granted one LOA, and then is granted a second LOA, the total period of both LOAs cannot exceed 180 days within the 12-month period. Prior to an LOA approval, the university must determine there is a reasonable expectation the student will return from the leave.

### Conditions for a Leave of Absence

All approved LOAs (status and dates) must be reported to the National Student Clearinghouse (NSC).

A student who was approved for a leave for less than 180 days but fails to return to the university when the LOA is over will be reported as withdrawn to the NSC as of the last date of attendance.

Students who are concurrently enrolled in multiple programs of study cannot request a leave from one program and remain enrolled in a second program. Students cannot be registered in any program at the university during an approved LOA. The university will not disburse any financial

A student is expected to return at the end of his or her approved LOA. A student returning from an LOA is required to complete the courses they started prior to the leave. The university cannot impose additional charges or disburse additional financial aid until the student has earned the Title IV financial aid previously paid for the courses.

### **Requesting a Leave of Absence**

The *Leave of Absence Request Form* must be submitted at least 14 days prior to the start of the requested leave unless the student is incapacitated and unable to meet the 14-day requirement. Leaves requested after the semester/term has begun will be considered for approval only in a documented extreme circumstance.

To receive an approved LOA:

1. The student must have successfully completed one (1) semester/term in their current degree program.
2. The student must confer with their academic advisor/program office prior to submitting the *Leave of Absence Request Form*.
3. The student must not be in an academic standing that prohibits registration.
4. The student must not have a hold(s) (e.g., disciplinary, financial, etc.) which would prohibit registration. An employee hold is an exception to this requirement.
5. The student must submit a written, signed, and dated *Leave of Absence Request Form*, with documentation, detailing the reason(s) for the LOA being requested and declaring an expected return date. Medical LOA requests must be accompanied by a signed typed letter/form from a medical doctor or treating psychologist their letterhead. Military LOA requests must be accompanied by a copy of the military orders.

Students, where possible, should seek advisement from their program director or advisor when considering a leave.

The Leave of Absence Request Form and policy statement can be found here: [Leave of Absence Policy \(nova.edu\)](#).

### **Degree Recission Policy**

Nova Southeastern University (NSU) awards degrees on the basis of the successful completion of all academic and program requirements and in accordance with NSU's Code of Conduct requiring academic honesty and integrity. NSU reserves the right to rescind a degree in the event there are findings of academic misconduct, fraud, or other violations committed by a student in completing and/or obtaining the degree. The Dean or designee of the college or school that oversees the degree program is essential in determining the discovery and receipt of credible information for review or investigation and will follow the protocols outlined in the applicable student catalog and handbook.

The recission recommendation is presented to the Provost and President for review and support. The decision to rescind the degree is the responsibility of the President of the University with the approval of the NSU Board of Trustees.

Once the decision to rescind a degree has been approved by the NSU Board of Trustees, the following will occur.

The Provost will communicate the actions required to formally rescind the degree and will provide the University Registrar, with a copy to the Dean, written authorization to proceed as follows:

- f. Send a certified notification to the individual informing the individual of the university's decision to rescind the degree and requesting return of the diploma provided after degree conferral.
- b. Remove the degree conferred status and date from the individual's academic record, the official transcript, and in all other pertinent education records maintained in the student information system (current and archive).
- c. Inform the College Dean, the National Student Clearinghouse, the Office of Alumni Affairs, the Library (if applicable for publications), and, if applicable, any local, state, national, or international agency of the degree rescission so that their records are revised to reflect this action.
- d. Enter a "Degree Rescinded" notation on the individual's academic record indicating rescission action and date of the Board of Trustee's decision.
- e. Place a University (UA) Hold on the individual's record to prevent future admissions, registration, and enrollment at the university.
- f. Ensure the Provost's written authorization and all supporting documentation are placed in the individual's permanent university records.

## **Course Audit Policy**

### [Course Audit Policy \(nova.edu\)](#)

An audit is a registration status allowing students to attend a course without receiving academic credit. Undergraduate, graduate, and professional students may audit a course that does not require special preparation (e.g., prerequisite courses) and/or admissions to a program of study. Students have access to course materials and assignments but will not be required to submit assignments, participate in discussions, or take exams.

NSU must ensure all students participating in a course are registered to have accurate class rosters of individuals in a classroom in case of an emergency, to comply with maximum seating limits as set by fire marshal regulations, and to maintain university records.

## **Requirements for Course Audit**

- A course may only be audited with the written approval from the instructor and Department Chair/Director after determining if the student has met any prerequisites tied to the course.
- Students wishing to audit a course must complete the Course Audit Request Form found at [Course Audit Policy \(nova.edu\)](#).
- A course can only be audited on a space-available basis. The registration will not be processed until all non-audit students are registered.
- Students are not able to register to audit a course through their Shark Link account. The registration(s) must be processed through their advisor or program office.
- An audit course does not affect a student's part-time or full-time enrollment status and does not count toward the determination of continuous enrollment.

- An “AU” grade will be posted to the student’s academic record and will appear on the academic transcript for any audited course(s) but will not affect the student’s attempted credits, earned credits, and grade point average (GPA).
- Students must identify themselves to their instructor as auditing students and discuss the parameters of participating in class discussions and completing assignments and exams.
- Evaluation of course work is at the discretion of the instructor.
- An audited course cannot be changed to a letter grade once the course has begun (or vice versa). If a letter grade is required, a student must retake the course and pay full tuition and all applicable fees.
- An audited course(s) does not fulfill degree or certificate requirements.
- Except for students participating in the Lifelong Learning Institute, the cost of an audit course will be 100 percent of the course tuition cost as well as the University Student Services Fee, the Registration Fee, and any additional applicable fees.
- Financial aid (e.g., scholarships, grants, discounts, and loans) will not be available to cover the cost of an audit course. Audited courses will not be counted toward a student’s financial aid eligibility.
- Instructors may request the Department Chair/Director to officially withdraw a student who is auditing a course if the student is interfering with learning in the class. A tuition refund will be considered in accordance with the semester/term refund schedule dates.
- Any course required for the completion of the student’s program/degree can only be audited after it has been previously passed. In other words, students may audit a course as a “refresher” but not as a “practice run.

### **Student COVID-19 and Vaccine Information**

Students are encouraged to be vaccinated against COVID-19 and to monitor developments and requirements for reporting. COVID-19 information can be found at: [Coronavirus Updates | Nova Southeastern University](#) Students who are assigned to practicum or internship in clinical psychology, school psychology, or counseling may be required to show proof of vaccinations as a condition of their placement, including but not limited to COVID-19.

### **Drug and Alcohol Policy**

The use of illegal drugs, the use of controlled substances without a prescription, and the use of or being under the influence of alcohol while in class or a clinical rotation/clinical experience are prohibited. Should a student receive a positive drug or alcohol screen and a positive follow-up screen the student will be referred to the dean’s office for a professional standing review that could result in dismissal from the program. Students who receive a positive test or screen must follow the procedure for medical review. They cannot participate in a clinical or counseling placement until the disposition of the matter is determined.

If a student reports to the academic program chair for help with a personal drug or alcohol use concern, PRIOR to an impending drug test, the student will be required to report to the Dean's Office for referral to the Student Assistance Program. The student will only be permitted to report to class or a placement if cleared by the committee and Dean's Office.

### **Student, Intern, or Resident Continuing Duty to Disclose**

Students enrolled in NSU's College of Psychology have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, adjudication of guilt withheld for a criminal offense or participation in a pretrial diversion program or its equivalent for any criminal offense. Students are required to notify the dean's office within 10 days of any arrest or subsequent conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense.

While enrolled at NSU, students have a continuing duty to disclose all the above, along with any arrests or pending criminal charges, within 10 days of any arrest or charges filed. Students must notify the Dean or designee of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

### **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, cancelled, 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 Acts 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.

### **Indebtedness to the University**

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 to create INSU 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.

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.

NSU eBills are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees. A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. 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 his or her account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, academic credentials, grades, and future registrations. 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 shall be brought exclusively in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

### **Time Limit Requirements**

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

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

All other program, college, and university requirements will be in effect.

### **Failure to Register**

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

### **ADVISING**

The college offers academic advisement to students. Advisers are accessible to students to assist with course planning and selections, development of a planned program of study, appraisal of their academic standing, review of university policies and procedures, respond to individual circumstances, etc. A formal orientation program will be available to all students to familiarize them with the academic program and requirements, registration procedures, library information, student rights and responsibilities, etc. Students may meet with

an adviser regularly during registration or at any time upon request.

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

## REGISTRATION

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

Non-degree seeking students who are not registered for two consecutive semesters will be withdrawn from graduate study.

### Registration Policies and Procedures

Students register directly on the university system: <http://webstar.nova.edu>.

All students must complete the Student Enrollment Agreement (SEA) form in order to register for classes. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. Students registering for courses will be prompted to complete the form as part of the registration process on Sharklink (<https://sharklink.nova.edu/>) and Self-Service Banner/WebSTAR (<http://webstar.nova.edu>).

### Payment of Tuition and Fees

Payment of tuition and fees is due within 30 days of the beginning of a particular semester. Students awarded financial aid will have fees/tuition deducted before receiving a refund.

Arrangement with the Bursar's Office regarding payment of tuition and fees is part of the registration process and **registration is a prerequisite to class attendance.**

### Tuition and Fees

Master's tuition for 2023–2024 will be charged at the rate of \$925 per credit hour. **(Students should anticipate an annual review of fees by the university and possible increases).** Students are expected to pay tuition in full at the time of registration. Students receiving financial aid must familiarize themselves with the requirements of that office with regard to payments and may defer payment only if they have been officially notified of an award. Once a loan check is disbursed, students will be responsible for making all appropriate payments.

Tuition	\$925 per credit hour \$
Application fee	\$50 (non-refundable)
Late Payment Penalty	\$100 per semester
Student Service Fee	\$600 per semester (4 or more credits) \$300 per semester (under 4 credits)
Textbooks	\$ 80-200 per course (approximate cost)
Transcript Fee	\$17 per transcript
*Student Health Insurance	\$1056 for August 1, 2024 thru December 31, 2024 \$1464 for January 1, 2025 thru July 31, 2025; \$2520 total amount charged for August 1, 2024 thru July 31,2025 (fees subject to change)



All NSU students are required to maintain adequate health insurance. Students who already have comparable coverage may waive out of the NSU plan. Fees are assessed per semester. For details, visit the NSU Student Health Insurance website: <https://www.nova.edu/bursar/health-insurance/index.html>

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

### **Refund Policy**

Any student in good standing enrolled in the **Forensic Psychology Program** wishing to withdraw from classes because of illness or some other satisfactory reason must contact the Master's Program Office immediately at 954-262-5757 or email: [rschenck@nova.edu](mailto:rschenck@nova.edu), (Regina Schenck).

Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office of the application fee or the registration fee will be refundable upon withdrawal.

(b) The refundable percentage of total tuition (paid or due) will be computed as provided by the Program Office.

### **Class Cancellation Policy**

The university reserves the right to cancel any class. If a class is cancelled and a replacement is not offered, then students will receive a full refund of tuition paid for the cancelled class. If the student registered for only one class, then the registration fee would be refunded as well.

### **Drop/Add**

The academic calendar outlines the dates and refund schedule for courses dropped or added. A course that is dropped within the time frame indicated on the academic calendar will not appear on the student's official transcript. Once a semester begins, Master's students must contact the program office to drop a course.

### **Withdrawal from a Course**

When the student withdraws from a course prior to the first class, the course is deleted from the student's record. A "W" grade is assigned when a student withdraws from a course after the last date indicated on the academic calendar to drop courses with a refund and prior to last published date to withdraw for the term. If the student fails to withdraw by the final published date to withdraw for the term, the student will be assigned a grade of "F." Withdrawal from a course may affect the student's financial aid status.

### **Transfer of Credit**

All transfer credit must be awarded during the student's **first academic year in the master's program**. Students requesting transfer of credit must submit a written request for transfer along with supporting documentation to the master's program office. Sufficient documentation is required to allow for evaluation by faculty committee and the Department Chair, including an official transcript from the institution where the course was taken and a course description as listed in the institution's catalog. Other documentation may be required, such as syllabi, course notes, or other material.

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

It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.

- 1.

2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five years prior to the student's first enrollment in the program.
4. A grade of B or higher was received. A grade of P (Pass) or CR (Credit) or other such grades cannot be accepted as equivalent unless it can be officially verified as such.

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

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

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

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

## **PROVISIONAL ADMISSIONS**

Students may be provisionally admitted to a degree-seeking program based on a review of unofficial transcripts or other specific program admission requirements. However, this admission includes a condition that final and official documents and requirements must be received within 90 calendar days from the start of the term. If these final and official documents and/or requirements are not received by that time, the student will not be allowed to continue class attendance. Financial aid will not be disbursed to a provisional/conditional student until he or she has been fully admitted as a regular student (all admission requirements have been approved by the college/program admissions office).

## **GRADING POLICY**

The following policies apply to all academic programs in the College of Psychology. All degree programs in the College of Psychology programs assign grades to coursework according to the following system:

<b>Grade</b>	<b>Points or Percentage Earned</b>	<b>Quality Points</b>
A	93–100	4.00
A-	90–92	3.75
B+	88–89	3.50
B	83–87	3.00
B-	80–82	2.75
C+	78–79	2.50
C	73–77	2.00
C-	70–72	1.75
F	Below 70	0.00
I	Incomplete	-
PR	Progressing	-
W	Withdraw	-

In all courses, a letter grade will be assigned based on the individual instructor's assessment and evaluation of the student's work.

**Before the first class session, dropped courses will be deleted from a student's record.** A grade of W is assigned when a student withdraws from a course after the "last day to drop courses," indicated in the section on Withdrawal from Classes. A grade of W will appear on the student's official transcript and will be included in attempted credit hours. **Students failing to officially withdraw before the "last day to drop courses" will be subject to grading as described in the course syllabus.**

A "PR" (Progressing) grade indicates that clinical or research activities are ongoing. It is used for practicum and internship.

An "I" (Incomplete) indicates that the student has not completed the course requirements during the scheduled time and the instructor has given additional time to do so. An "I" grade is not routinely assigned in courses. An "I" grade is not assigned by faculty members when students fail to complete the course requirements. Students cannot be assigned an "I" to finish extra credit work. A student must request an Incomplete from the instructor. If the instructor approves an Incomplete, a contract form is signed by the instructor and the student and submitted to the master's program office. The contract must specify the following:

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

Should the instructor choose not to assign an incomplete, the grade assigned will then be based upon the instructor's assessment of the quality and quantity of work completed. A student will not be permitted to register for a sequential course when a grade lower than a B- or an "I" (incomplete) has been received in a prerequisite course.

## **Grade Dispute Policy**

Grade disputes shall be limited to concerns about the method(s) (i.e., error in calculation of grades) by which grades are determined. A student seeking to dispute a decision regarding a course grade and/or other evaluation should seek solutions through the following administrative channels by entering at the appropriate level and proceeding in the order stated:

- a. Course Instructor/Supervisor
- b. Program Coordinator
- c. Department Chair or Designee (**Final Decision of Dispute Process**)

A student seeking to resolve a grade problem or dispute through the administrative channels cited above must initiate such action in writing within five business days (excluding official school holidays and weekends) from the date that the grade was recorded in Self-Service Banner/WebSTAR. The grade appeal should include a concise statement of the basis of the appeal and shall not exceed one (1) page. The student will then have five days from the time of notification of the decision at each level in order to proceed to the next level in the administrative channels cited above (i.e., if the student receives notification of an unfavorable decision by the course

instructor/supervisor, the student must proceed with his/her appeal to the program administrator

within five days of said notification). Where a student fails to either initiate this process or proceed through this process within the specified time frame, the student will be deemed to have waived his/her right to dispute the grade in question.

In the case of a grade dispute or other appeals relating directly to a student's academic performance, an administrator may not substitute his/her judgment for the performance appraisal of the faculty member rendering the grade or assessing the students' work. **The decision of the faculty chair is the final decision in the process. There are no further appeals permitted.**

## EVALUATION OF MASTER'S STUDENTS

### Core Performance Standards for Admission and Progress

Candidates for the degree must possess with or without reasonable accommodation, multiple abilities and skills including intellectual, conceptual, integrative, and quantitative abilities; and intrapersonal, communication, behavioral, and personal attributes including empathy, emotional self-awareness, and emotional maturity.

In addition to academic abilities and skills, students will be evaluated on intrapersonal, communication, behavioral, and personal attributes that are considered integral and necessary parts of professional functioning on an ongoing basis. Faculty will monitor these areas of functioning and may identify problems in their students' functioning, provide constructive feedback, and implement a remediation plan to address those difficulties.

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

1. Academic Achievement
    - a. Academic standing as discussed in this handbook.
    - b. Ability to communicate orally and in writing.
    - c. Management of Capstone experience.
  2. Responsible Behavior
    - a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with research participants, etc.).
    - b. Accepts responsibility for own work.
    - c. Carries through and completes tasks.
    - d. Seeks needed guidance from appropriate sources.
  3. Ethical Behavior
    - a. Abides by university requirements as outlined in this handbook and in other published university and center documents.
  4. Intrapersonal Behavior
    - a. Displays mature and appropriate behavior.
    - b. Demonstrates ability to function independently.
    - c. Exhibits usual and customary judgment and discretion in both student and professional activities.
    - d. Presents a generally respectful and non-hostile attitude.
    - e. Participates in activities that are pursuant to professional development.
    - f. Develops intrinsic criteria to evaluate own performance.
- a. Cooperative with and respectful of others.

## 5. Interpersonal Behavior

- a. Cooperative and respectful of others
- b. Ability to give, accept, and utilize constructive criticism.
- c. Develops and maintains positive relationships with peers and faculty.
- d. Develops satisfactory working relationships with supervisors and advisers
- e. Ability to give, accept, and utilize constructive criticism.
- f. Develops and maintains positive relationships with peers and faculty.
- g. Develops satisfactory working relationships with supervisors and advisers

- a. Cooperative with and respectful of others<sub>1,6</sub>



## **NSU CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY**

### **Purpose**

This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership. Please refer to the NSU Student Handbook for more details: [www.nova.edu/student-handbook](http://www.nova.edu/student-handbook)

### **PROFESSIONAL STANDING COMMITTEE**

The Professional Standing Committee of the College of Psychology is appointed by the Dean and serves in a variety of capacities related to the review of student professional standing matters. The committee consists of faculty, concentration adviser, and other members as appointed by the Dean.

The committee may be asked to review alleged violations of the university Student Code of Conduct, including academic standards and ethical standards of the field. In addition, the committee may conduct reviews concerning emotional and behavioral problems serious enough to suggest interference with professional functioning (e.g., in relation to staff and faculty, other students in the program, and/or those in practicum and internship sites), academic performance, or performance in a clinical practicum or internship setting.

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

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

### **DEGREE CONFERRAL**

Students who have completed all requirements for the master's degree must submit an online application for degree. **Forms are available via the Office of the University Registrar's website: <http://www.nova.edu/cwis/registrar/instructions.html>.** A fee is required upon submission of the degree application form.

Degree applications require approval by the Office of the Dean, University Comptroller, Registrar, and Library. These offices verify that requirements are met and that the student's accounts, records, etc. are in good standing. Upon approval, the application is presented to the NSU Board of Trustees for conferral. Following the official conferral of the degree, which is noted on the transcript, a diploma is mailed to the student. Students are encouraged to submit their degree applications at least one month prior to the completion of their program.

### **GRADUATION**

Graduation exercises for Nova Southeastern University take place each summer.

Eligibility to graduate is determined by having completed all requirements prior to the graduation date eligible to participate in graduation may contact the Office of the University Registrar for information.



# STUDENT RIGHTS AND RESPONSIBILITIES

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## ETHICAL ISSUES IN THE MASTER'S PROGRAMS

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

1. Students have an obligation to disclose if they have been convicted of a criminal offense, been found not guilty, or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication. The disclosure obligation is a continuing one. All students must report to the College of Psychology any such arrest or conviction after the filing of the application for admissions or during the time that the student is enrolled at the college. The College of Psychology will consider new information submitted and, in appropriate circumstances, may change the status of an applicant or student. Students at application give permission to make any necessary inquiries and voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents or any other person or entity making a written or oral request for such information.
2. No student should represent him/herself as being in possession of the master's degree, either orally or in writing, directly or by implication, until all formal requirements for the degree have been satisfactorily completed, and the NSU Board of Trustees has met and conferred the degree.
3. It is misleading and inappropriate to append "master's student", or some similar designation, after your name.
4. Any academic, professional, or personal difficulty which results in action being taken by the master's program regarding a student will be brought to the attention of a program administrator. Depending upon the particular type of difficulty identified, a number of processes are available to the program administrator.

## Dual Relationships between Faculty Members and Students

Faculty members and students are urged to be sensitive to and aware of the existence of dual relationships and to enter into these with full awareness of their implications. Sexual relationships between a university faculty member or administrator and a student who are not married to each other or who do not have a preexisting analogous relationship are inappropriate whenever the university faculty member or administrator has a professional responsibility for the student in such matters as teaching a course or otherwise evaluating, supervising, or advising a student as part of a school program. Even when a university faculty member or administrator has no professional responsibility for a student, the university faculty member or administrator should be sensitive to the perceptions of other students that a student who has a sexual relationship with a professor may receive preferential treatment. A university faculty 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 whenever possible. Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may be or appear to be coercive and are discouraged. Even when no coercion is present, such relationships create an appearance of impropriety and favoritism, which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student enrolled in the faculty member's class.

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

It is specifically required that when either a faculty member or any agency, corporation, or program under the auspices of a faculty member employs a student, or whenever a student or any agency, corporation, or program under the auspices of a student employs a faculty member, both parties shall document the existence of this dual relationship in a letter to the Dean of the College of Psychology. This documentation shall be retained in both the student's and the faculty member's permanent files. As necessary, an ad hoc committee shall be appointed to review any complaints that might arise as the result of dual employment relationships.

Further, no services provided by a faculty member or any agency, corporation, or program under the auspices of a faculty member shall result in academic credit being granted to a student unless the services are officially rendered as part of the recognized curriculum (e.g., practicum work, supervised university research, internship, or course work). Approval of such rendering of service must be in writing and approved by the Dean.

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

### **No Direct Payment to Faculty**

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

### **STUDENT GRIEVANCES AND APPEALS**

The College of Psychology faculty and staff value professionalism, honesty, and ethical conduct in the handling of student concerns. At all times, matters are handled in the spirit of education and development. The purpose of the student grievance and appeals process is to allow for the orderly resolution of student grievances concerning a policy, procedure, or administrative action. At all times, the respect and protection of students is of utmost concern.

Evaluation of course work and assessment of competency resides within the expertise of faculty who are uniquely qualified by their training experience. Such evaluations and grades are not subject to student grievances and appeals under this section, unless there is an allegation of federally/state protected discrimination, but rather are subject only to appeal under the Policy for Grading Disputes where applicable.

### **Informal Procedure**

Before initiating a formal appeal, the student must first meet with the party against whom the complaint is being made and present supporting information in an attempt to resolve the matter informally. If this does not result in an acceptable resolution the student shall bring all academic matters to the attention of the Program Coordinator within 30 working days of its occurrence, where informal resolution will continue in consultation with the Department Chair or Designee. Should the Department Chair or Designee find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the Dean of the College of Psychology within another 30 days.

## **Formal Procedure**

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

## **REMEDIATION POLICY**

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

Progress in the degree program requires that students maintain good course grades, academic standing, and professional functioning as outlined in academic standing policies, core performance standards for admission and progress, and criteria for evaluation of students as listed in this handbook.

Progress in the degree program requires that students maintain a cumulative grade point average (GPA) of 3.0 or better, and professional functioning as outlined in academic standing policies, core performance standards for admission and progress, and criteria for evaluation of students as listed in this handbook.

Students may be referred to the Professional Standing Committee for a review of areas needing remediation, for violations of the academic code of conduct, or other concerns about professional

functioning in the program. The committee reserves the right to dismiss students from the program.

In the event students are unsuccessful with remediation, they will be referred to the college's professional standing committee for review. The committee reserves the right to dismiss students from the program.

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

### **University-Wide Academic Inactivity Policy**

NSU requires all students to make consistent progress toward obtaining an eligible degree or certificate program 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. 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 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.

## **READMISSION**

Students dismissed from the program may petition for readmission after one academic year. Applicants should supply documentation regarding remediation. Readmission petitions should be submitted to the College of Psychology Admissions Office. Students will have their records examined by the master's program admission committee. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses, previously completed in the College of Psychology master's program within the past five years with grades of B or better and that are equivalent will be applied toward the master's degree.

Students withdrawn from NSU due to academic inactivity and seeking readmission to their academic program will be required to petition their specific college or academic program for readmission.

## OTHER POLICIES AND INFORMATION

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### COURSE ATTENDANCE AND ENGAGEMENT



Students are expected to engage with the course on the first day of class. Students not attending the course by the 14<sup>th</sup> day of class will be marked as non-attending and may be withdrawn from coursework in accordance with University Registrar and Roster Reconciliation policies.

### IMAGE USE STATEMENT

As part of the Student Enrollment Agreement (SEA), which students must complete with their first registration each academic year, students are required to agree with 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 at any NSU-related events or at any public areas on NSU's property to take and/or obtain and use my photograph, name, alias, a video and/or audio recording, or other likeness of myself (hereinafter collectively referred to as "My Likeness"). I grant NSU permission to take and use My Likeness for purposes related to the educational mission of NSU, including instructional and/or educational purposes, as well as publicity, marketing, promotion, or other commercial ventures for NSU and its various programs without compensation to me. I understand my Likeness may be copied/reproduced and distributed in any media format. I further understand that My Likeness may be subject to reasonable modification and/or editing. I acknowledge that NSU has the right to make one or more reproductions of My Likeness in any media. I 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 all rights to My Likeness. I 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 supervision or control. Accordingly, I release NSU from any and all liability related to the 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.

### CLASSROOM RECORDING POLICY

NSU recognizes that recordings of live class content can be a valuable tool in enhancing the academic experience for students and in supporting the University's goals in improving the delivery of education. As such, course instructors are permitted to record their live class content (e.g. lectures, presentations, student participation, etc.) and make it available for review utilizing the tools provided by NSU and subject to the requirements of this policy. Students, faculty, staff, and visitors should not have an expectations of privacy while they are in recordable spaces at NSU, such as classroom/lecture halls (including online participants), common areas, or other spaces that are generally open to members of the NSU community. Any course where class content may be recorded should include a syllabus statement detailing the terms and conditions associated with such recordings, such as statement included in this policy detailed below.



Recordings depicting personally identifiable information of students (such as images, audio recordings, or documents) are considered education records subject to the Family Educational Records Privacy Act (“FERPA”). As such, student access to recorded class content will be limited to those students registered to participate in the live offering of the class, regardless of a student’s section, discipline, or if they are participating online. *(Some class lectures/content may be delivered to students form separate courses, colleges, or disciplines, in a single classroom setting. For purposes of this policy, all students registered to participate in the class, including those participating online, will be permitted to access and review the recorded course content.)* Faculty members seeking to grant access to or share recordings of class content with students or third parties who were not registered to participate in the live offering of the class must obtain written approval from their college’s Dean or designee before doing so. If approved, the faculty member must make the following steps before making the recording available to students or third parties who were not registered to participate in the liver offering of the class:

1. Review the lecture recording for any personally identifiable student information and remove or redact any such information from the recording (e.g., blurring the student’s image, altering the student’s voice, removing sections of the recording featuring student information, etc.); or
2. Obtain written consent from any student whose personally identifiable information appears in the recording (including video, audio, or student documentation) using the Distribution Student Recording Classroom Consent Form. The college must provide a copy of the signed form to the NSU Registrar’s Office to be maintained in accordance with the student’s educational records. Faculty members cannot compel or require students to give consent to the release of their information.
3. Nothing in this policy restricts access to or disclosure of classroom recordings where in such access or disclosure is otherwise permissible in accordance with the Family Educational Rights and Privacy Act (“FERPA”).

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 Student Code of Conduct and subject to disciplinary action.

Individuals seeking guidance on issues related to student consent and FERPA should contact Nova Southeastern University’s Office of the University Registrar at (954) 262-7263 or [nsuregistrar@nova.edu](mailto:nsuregistrar@nova.edu).

### **Title IX**

For inquires or reports regarding perceived discrimination or harassment based on sex, gender, gender identity, pregnancy status or sexual orientation, please contact:

Laura Bennett  
Title IX Coordinator  
(954) 262-7858  
[Laura.bennett@nova.edu](mailto:Laura.bennett@nova.edu)

Information about NSU’s Title IX/Sexual Misconduct policy, confidential resources, rights of all parties, definitions and examples of prohibited behaviors, and the procedures for investigating and resolving reports of sexual misconduct is available on the Title IX website at [Title IX | Nova Southeastern University](#). Individuals may report incidents through a secure online form on the Title IX website and/or may contact the Title IX Coordinator directly. The Title IX Coordinator also assists students in learning about their protections under Title

IX, such as those for pregnant/parenting students as well as those who may have experienced sexual violence on- or off-campus that affects their ability to participate in an NSU educational program or activity.

All other reports or inquiries regarding perceived discrimination should be directed to:

Benjamin O. Johnson, Ph.D.  
Assistant Dean for Student Development  
(954) 262-7281

[BJ379@nova.edu](mailto:BJ379@nova.edu)

## **COLLEGE OF PSYCHOLOGY STUDENT AID PROGRAMS**

### **College Scholarships**

The College of Psychology maintains a limited amount of scholarship funds. Information on various scholarships, including College of Psychology, is available at:  
<https://www.nova.edu/financialaid/scholarships/index.html>  
<https://psychology.nova.edu/scholarships/>

## **COLLEGE OF PSYCHOLOGY STUDENT EMPLOYMENT**

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

### **Assistantships**

Graduate Assistantships are available for College of Psychology students through the college. Contact the coordinator of employee services in NSU Human Resources for information regarding the availability of graduate assistantships.

## **STUDENT FACILITIES**

### **Notice (Bulletin) Boards**

After approval from the Office of the Dean, students may post notices on the Maltz Building bulletin boards located in the first floor lounge, the student carrel area, and designated bulletin boards on the second floor. Other boards are for department or university use only. Students are prohibited from posting, altering, or removing notices or messages from these boards. No announcements or notices may be posted anywhere on doors, walls, or in the elevator.

## Forensic Psychology Program

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The College of Psychology began the Master's of Science degree in Forensic Psychology in August 2012. This program does not duplicate training for doctoral level psychologists who work with the legal and criminal justice system as expert witnesses, child custody evaluators, or interpreters of psychological findings. Students who complete the M.S. in Forensic Psychology program will be able to seek advanced training in such programs as NSU's criminal justice doctoral program or, with psychology prerequisites, a doctoral degree program in clinical psychology. The majority of the program's graduates, however, will begin or continue their careers in the areas where psychology and the criminal justice system intersect, including law, national security, law enforcement, corrections, child protection, the military and related areas. So far state psychology licensing boards do not permit a master's level psychologist to call themselves a psychologist but this training will permit other mental health or legal professionals to have more knowledge working in the field.

The 36-credit hour, online format and non-clinical curriculum make the program a good option for working professionals needing to integrate graduate study with job responsibilities. The program also targets those living in rural or frontier areas in and outside the United States, those with limited or no access to this graduate level educational program, and individuals working non-traditional shift schedules, such as those in law enforcement, corrections, national security, and the military.

Individuals with a master's degree in forensic psychology can work in fields that utilize the application of psychology to the law and legal system, such as the court systems, correctional facilities, child advocacy centers, forensic assessment and treatment facilities, and law firms. The strong growth of the criminal justice related careers over the past decade has opened new professional opportunities in the field. Some master's level graduates, for instance, are involved with client care and conduct background investigations of use in custody cases. They may also work as consultants due to their knowledge of psychology and background in assessing behavioral situations. The *2023 Occupational Outlook Handbook* projects many areas in law enforcement and corrections to grow faster than average with advancement supported by graduate training in psychology or related fields (e.g. corrections specialists, federal law enforcement). The average salary for a master's level professional is approximately \$50,000 per year, depending on the specific sub-field.

\* Note: Graduate students who earn this degree will not have met the educational requirements for certification or licensure in the state of Florida and should not expect to provide psychological services as an independent practitioner. Rather, this degree demonstrates master's-level achievement and enhances employment opportunities in the forensic arena especially for those with other master's degree licenses in the health care field such as social work, counseling education, counseling psychology, marriage and family psychology, and psychiatric nursing. Lawyers who wish to build their practice can use the program to add psychology to their careers while first responders and those in national security professions may do the same.

### **CURRICULUM AND DEGREE COMPLETION REQUIREMENTS**

The Master of Science in Forensic Psychology program requires a total of 36 semester hours of graduate course work. The program consists of a core of 24 credits and students are required to complete one of two possible 9-credit specialization tracks, and a 3-credit capstone course. Students can choose to complete either a field experience or advanced research for their capstone course, although if students are looking to continue their studies it is recommended they choose the advanced research option.

## Master's Forensic Psychology Program Curriculum

### Core Foundational Courses (24 credits)

- PSY 0900 Introduction to Forensic Psychology
- PSY 0901 Psychopathology, Personality Disorders, and Behavioral Interventions in Forensic Settings
- PSY 0902 Methods and Tools of Psychological & Violence Risk Assessment
- PSY 0903 Evaluation, Methodology & Psychological Research
- PSY 0904 Ethical Concerns & Multicultural Issues in Forensic Psychology
- PSY 0906 Best Practices & Policies for the Mentally Ill in the Criminal Justice System
- PSY 0907 Gender Violence: Domestic Violence, Sexual Assault & Child Abuse
- PSY 0922 Communication Skills, Tools, & Expert Witness Testimony

### Specialization Track 1: Forensic Psychology in the Legal System (choose 3 courses – 9 credits)

- PSY 0908 Psychological Issues in Dependency & Family Court
- PSY 0909 Therapeutic Jurisprudence & Problem-Solving Courts
- PSY 0910 Assessment of Psychological Injury for Legal Cases
- PSY 0911 Psychological Issues in Juvenile Justice Assessment & Intervention Programs
- PSY 0912 Psychological Evaluation of Competencies, Syndromes & Sanity Issues
- PSY 0913/CJI 6230 Behavioral Criminology

### Specialization Track 2: Forensic Psychology for Mental Health Workers, First Responders, and Disaster Teams (choose 3 courses- 9 credits)

- PSY 0915 Suicide Prevention & Crisis Intervention Skills
- PSY 0916 Trauma Informed Assessment & Intervention
- PSY 0917 Child Maltreatment & Trauma Assessment & Intervention
- PSY 0918 Intervening in School & Workplace Violence
- PSY 0919 Substance Abuse, Mental Illness & Trauma
- PSY 0920/CJI 6220 Police Psychology

### Capstone Project (applicable to both tracks - choose 1 in either area – 3 credits)

- PSY 0930 Advanced Research
- PSY 0931 Field Experience

Students matriculate after successfully completing four courses. A student must complete all course work required for the degree with a minimum grade point average of a 3.0 (B) and successfully complete the Capstone Project (an advanced research or field experience). Students will have their projects approved by applying to the Program Director. A student will have five (5) years to complete the program unless written approval for more time has been requested and granted by the Program Director.

### MATRICULATION REQUIREMENTS (DEGREE CANDIDACY)

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

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

Prior to the formal matriculation review, should a student receive a second grade below B minus (B-) or a grade of F, the student will automatically be withdrawn from graduate study. Under no circumstances will students who achieve a grade point average of 2.5 or below in the first four courses be permitted to take graduate level courses in the MS Forensic Psychology program.

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

### **ACADEMIC STANDING (FOLLOWING MATRICULATION)**

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

#### **Probation**

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

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

The student, the director of the program, and the Office of Student Financial Services will be notified in writing of the student's probationary status. A student is allowed one year (excluding leaves of absence) to remove probationary status.

Academic probation may affect the student's financial aid status.

#### **Dismissal**

Automatic dismissal from any graduate program in the College of Psychology will occur when any of the following conditions exist:

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

## Master's in Forensic Psychology Program (Online)

<b>Fall 2024</b>
August 19 – December 8, 2024
<b>Winter 2025</b>
January 6– May 4, 2025
<b>Summer 2025</b>
May 5 – August 10, 2025

### ACADEMIC CALENDAR 2024-2025 Doctoral, Specialist, & Master's Programs

Fall 2024 – Full Semester	
<b>TBA</b>	Orientation for new on-campus students
Monday, August 19	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 25	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, September 1	End of 75% refund
<b>Monday, September 2</b>	<b>Labor Day – university offices closed</b>
Sunday, September 8	End of 50% refund
Sunday, September 15	End of 25% refund Last day for dropping classes with refund
<b>TBA</b>	Mid-Term Exam Dates
Sunday, November 17	Last day to withdraw from classes (no refund)
<b>Thursday, November 28 Friday, November 29</b>	<b>Thanksgiving – university offices closed</b>
<b>TBA</b>	Final Exam Dates

Sunday, December 8	Fall semester classes end
<b>TBA</b>	<b>Winter Holiday – university offices closed</b>

<b>Winter 2025– Full Semester</b>	
<b>TBA</b>	<b>Winter Holiday – university offices closed</b>
<b>TBA</b>	University offices reopen
Wednesday, January 6	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
<b>Sunday, January 12</b>	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 19	End of 75% refund
<b>Monday, January 20</b>	<b>Martin L. King, Jr. Day – university offices closed</b>
Tuesday, January 26	End of 50% refund
Sunday, February 2	End of 25% refund Last day for dropping classes with refund
<b>TBA</b>	Residential Institute – Ft. Lauderdale (Online Clinical Mental Health Counseling and School Counseling)
<b>TBA</b>	Residential Institute – Orlando (Online Clinical Mental Health Counseling and School Counseling)
<b>March 3-March 9</b>	<b>Spring Break</b>
Sunday, April 13	Last day to withdraw from classes (no refund)
Sunday, May 4	Winter semester classes end

The most updated academic calendar is available on the college's website ([psychology.nova.edu](http://psychology.nova.edu)).



# Master's in Forensic Psychology Program Course Descriptions Index

## Core Foundational Courses (24 credits)

### **PSY 0900 Introduction to Forensic Psychological Science**

This is a survey course designed to provide students with an understanding of psychology's use in assisting the law with clinical forensic cases. Focus will involve both practical and research applications in clinical and social-cognitive psychology. Additional topics will include admissibility of psychologists to provide expert testimony in the courts; assessment of various mental states to meet legal requirements for competency, insanity, abuse syndromes, and various other psychological harm; working in the criminal justice system; and child custody and dependency issues. The legal system itself will be reviewed with a major focus on the unique aspects of the law as it applies to detained and incarcerated persons. History of the law, the U.S. Supreme Court cases that determined today's mandates, parity between physical and mental health for incarcerated persons, and recent developments will be examined. Students will be expected to review and to understand the laws and research tools used to conduct legal and psychological investigation including library databases. The social-cognitive bases of trial consultation, jury selection, and the limits of eyewitness type of testimony will also be explored.

### **PSY 0901 Psychopathology, Personality Disorders, and Behavioral Interventions in Forensic Settings**

This course is designed to provide an understanding of the various psychological disorders and their impact on behavior. Legal issues raised in both criminal and civil cases that involve mental illness will be discussed. Psychological interventions that have been determined to have empirical evidence in helping to reduce the symptoms of the various illnesses will be covered, including how to adapt them to various legal settings. In particular, group therapy and cognitive-behavioral interventions commonly used in corrections settings will be discussed. Laws dealing with medication as well as laws associated with the management of violence will similarly be covered. Students will be expected to learn about the tools used by psychologists to conduct legal and psychological research.

### **PSY 0902 Methods and Tools of Psychological and Violence Risk Assessment**

This course is designed to review various psychological assessment tools and techniques used by psychologists in the forensic setting. Focus will include standardization properties and interpretation of the results. Tests covered will include standardized cognitive assessments including the Wechsler scales, neuropsychological tests, objective and projective personality tests, and other measures specific to forensic settings. Students will not be trained to administer psychological tests, but rather understand the results and when to choose them for particular assessments.

### **PSY 0903 Evaluation, Methodology, and Psychological Research**

This course will cover the fundamentals of research methodologies commonly associated with psychological studies, with specific emphasis on observational, correlational, experimental, and quasi-experimental research designs. Students will gain an understanding of the strengths and limitations methodological approaches. Students will learn the process of identifying research problems and formulating testable hypotheses. This course will also provide students with an understanding of operationalizing variables as well as data collection and analysis strategies. Students will also learn about relevant ethical issues present in psychological research. Program evaluation will also be reviewed with an emphasis on the use of practical techniques.

### **PSY 0904 Ethical Concerns and Multicultural Issues in Forensic Psychology**

This course will review the ethics of forensic psychology, including the Ethical Principles of Psychologists and Code of Conduct and the Specialty Guidelines for Forensic Psychologists of the American Psychological Association (APA), as well as the American Bar Association (ABA) Ethics. Additionally, the APA Guidelines for Multicultural Psychology will be discussed, as well as their relevance in forensic psychology. Areas of conflict between the rules of legal procedure and the psychologist's administrative code will be highlighted. Ethical issues pertaining to supervision and consultation within forensic settings will also be an integral part of the course, as many psychologists engage in supervision of non-doctoral level associates. Consultation skills will be highlighted, as they are critical for the harmonious integration of laws and psychology. Finally, the ethical and legal aspects of detaining and confining people in the corrections system will be explored, with an emphasis on the responsibilities of those who work in the system.

### **PSY 0906 Best Practices and Policies for the Mentally Ill in the Criminal Justice System**

Studies suggest that communities can develop a best practices model to keep the mentally ill out of jail or prison, while still maintaining public safety. This course covers the approach to training law enforcement in crisis intervention skills in order to avoid making an arrest when possible. If not possible, deferral into a mental health or drug court for treatment rather than incarceration should follow the arrest. Subsequently, the availability of treatment programs in the jail or prison is important for those who need to be detained. Finally, this course will discuss practices and policies and how to implement them for seamless reentry into the community.

### **PSY 0907 Gender Violence: Domestic Violence, Sexual Assault and Child Abuse**

This course reviews the victims and the perpetrators of crimes of gender, specifically those of domestic violence, sexual assault, and child abuse. The focus of this course will address the growing literature related to the psychological damage caused by these traumatic events, including the role of mental illness and how it impacts issues in criminal, civil, family and juvenile law.

### **PSY 0922 Communication Skills, Tools and Expert Witness Testimony**

Communication of psychological evaluation results is a critical part of psychological evaluations. Most communication is done with the referral source (attorney, client, judge, case manager) through oral or written reports. If sworn expert testimony is required, usually by deposition or at trial, the attorney will form the questions usually with the psychologist's assistance. Understanding the different parts of a report and preparing for expert witness testimony will also be covered including voir dire, direct, and cross examination.

## **Specialization Track 1, Forensic Psychology in the Legal System**

**(9 credits –3 courses from below)**

### **PSY 0908 Psychological Issues in Dependency and Family Law Cases**

This course will focus on the intersection of psychological issues and legal issues that arise during child custody cases especially where domestic violence is alleged. This course will review a variety of evaluative processes and reports and how courts utilize this information. Guidelines will be reviewed and critiqued from both practical and conceptual viewpoints. This course will also critique the court's ability to protect those who come before it and study what can be done to make the system more effective.

### **PSY 0909 Therapeutic Jurisprudence and Problem-Solving Courts**

Due to the criminalization of the mentally ill, jails and prisons have transformed into de facto hospitals for countless inmates with serious mental illness and substance abuse problems. Innovative diversion

strategies have emerged to reduce the disparities in the jails and prisons and assist with access to community-based mental health and substance abuse care. Students will learn the philosophies in criminal and juvenile justice relating to the emerging practices of integrated and collaborative models of problem solving therapeutic approaches. Focus will integrate theory and practical applications from a recovery and problem-solving perspective. Various legal philosophies such as therapeutic jurisprudence and restorative justice will be reviewed. The course will survey important U.S. and International policy reports, introduce students to leaders and pioneers in the field, review the consumer movement, and discuss and identify how to translate and to apply these philosophies and values into key areas from policy development to implementation.

### **PSY 0910 Assessment of Psychological Injury for Legal Cases**

This course will provide students with an overview of the civil court system and the various forms of psychological injury claims that arise during legal proceedings. Issues faced by workers within the legal system will be covered with a specific focus on liability, standards of proof, ethical grievances, privilege, confidentiality, negligence, and malpractice. Additional topics will include the difference between judicial opinion and expert knowledge, the proper use of legal terminology, and the evidentiary standards that govern the admissibility of scientific evidence and expert witness testimony.

### **PSY 0911 Psychological Issues in Juvenile Justice Assessment and Intervention Programs**

Juvenile Court referrals for children and youth may be sent to dependency and juvenile courts where the goal is rehabilitation necessitating psychological evaluation. This may include assessment of cognitive, affective, physiological and behavioral development including impact from social issues such as poverty, culture, trauma, language and immigration status. New information about brain development has changed the law governing execution and life without parole for juveniles who commit violent crimes given the recent U.S. Supreme Court rulings. Drugs, gangs, domestic violence, child abuse necessitating anger management, substance abuse, sexual health and pregnancy issues will be studied. We will also cover reaching out to parents of juvenile justice involved children. Psychological interventions for youth involved with the legal system such as medication, psychotherapy, competency restoration, and cognitive retraining also will be reviewed.

### **PSY 0912 Psychological Evaluation of Competencies, Syndromes, and Sanity Issues:**

Forensic psychologists have been assisting attorneys and the courts in assessing criminal defendants for competency and sanity since the early 1900s. By the 1980s psychologists received parity with psychiatrists in the U.S. courts. Case law and legislation have informed forensic psychologists as to what the courts need in order to meet the legal tests for whether or not a defendant is mentally capable or competent to waive Miranda rights, proceed to trial, assist the attorney in preparing for a defense, voluntarily accept a plea bargain, know and understand the consequences of trial outcomes, etc. Additionally, mens rea or the state of mind at the time of trial is also assessed by a forensic psychological evaluation in order to determine if the defendant meets the insanity laws or downward departure of sentencing guidelines. Newer syndromes like Battered Woman Syndrome or Rape Trauma Syndrome are also assessed by psychologists and will be covered in this course.

### **PSY 0913/CJI 6230: Behavioral Criminology**

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

## **Specialization Track 2, Forensic Psychology for Mental Health Workers, First Responders and Disaster Teams**

**(9 credits –3 courses from below)**

### **PSY 0915 Suicide Prevention and Crisis Intervention Skills**

Suicide is one of the most dangerous actions in which depressed people engage that may, in fact, be preventable. This is true for those with suicidal ideation at all ages. This course will help the student learn how to identify the potential for suicide and how to respond and refer. Since suicide is often precipitated by situational crises, early intervention techniques, particularly the identification of suicide potential, is crucial. Suicide ideation is frequently seen in criminal defendants, especially those who make suicide attempts when first admitted to jail or prison. Suicide-by-cop and highly publicized intentional and random multiple shooting events will be studied to better understand the shooter's motivations and early identification. Effective suicide prevention and crisis intervention strategies will be explored.

### **PSY 0916 Trauma Informed Assessment and Intervention**

The large numbers of people using the legal system have reported experiencing trauma in their lives. This includes those in the civil area, those in domestic violence and child abuse cases, and those in other criminal areas. Most of these people remain in the community or re-enter fairly quickly. However, it is important to assess for trauma and provide these individuals with trauma- informed services, as psychotherapy or substance abuse treatment alone are insufficient. This course will cover trauma theories and address trauma-informed assessment tools, as well as best practices in intervention techniques to assist victim/survivors.

### **PSY 0917 Child Maltreatment and Trauma Assessment and Intervention**

Students in this course will gain familiarity with child physical abuse, emotional abuse, sexual abuse, and neglect and their impact on health and behavior. This course will also explore the pattern of familial abuse and the effect it has on a child development. Students will also learn about trauma and its impact on functioning and well-being. Issues faced by children with PTSD, and the overlapping symptoms faced by children with Attention-Deficit/Hyperactivity Disorder, Oppositional Defiant Disorder and Conduct Disorder will be reviewed.

### **PSY 0918 Intervening in School and Workplace Violence**

The high publicity of school and workplace violence over the last decade has resulted in the development of psychological interventions to prevent and to intervene following such tragic events. Threat Assessment Teams with security and mental health experts working collaboratively can identify potential problems early on and intervene to interrupt plans to shoot and kill both intended and unintentional victims. This course will review the major high publicity cases such as Columbine H.S. in Colorado, Fort Hood massacre by a military psychiatrist, and the recent shooting of Congresswoman Gabriella Giffords. Crisis intervention following these tragic events will also be discussed.

### **PSY 0919 Substance Abuse, Mental Illness and Trauma**

The increased incidence of individuals with triple diagnosis, that is, adding a trauma diagnosis to the traditionally dual diagnosis term used to describe people with substance abuse and mental illness, continues to grow as our assessment tools improve. This combination is especially prevalent in jails, prisons, and those assigned to intervention in the community by the therapeutic jurisprudence courts. This course will first review the three areas independently and subsequently integrate them in the context of treatment.

### **PSY 0920/CJI 6220 Police Psychology**

The purpose of this course is to examine current strategies and issues in the field of police psychology.

Specific topics that will be covered include: selection and fitness for duty evaluations, mental health issues in law enforcement (e.g., stress, family problems, critical incident debriefings, and domestic violence), role

of psychology in crisis (hostage) negotiations, and supportive functions of the police psychologist in police operations. Tactical operations and police procedures relevant to the work of the police psychologist will similarly be covered.

**Capstone Course (3 Credits. Students choose from one of the two courses below)**

**PSY 0930 or PSY 0931 Capstone in Forensic Psychology**

Pre-requisite: Completion of all core courses.

**PSY 0930 Advanced Research** - Under the supervision of a faculty mentor, students will select a specific topic from the field of forensic psychology. They will prepare an outline of issues to be examined, conduct an extensive review of the existing research, and compose a paper suitable for publication or presentation. This course is strongly recommended for students who wish to pursue further education beyond the master's degree. Requirement: Final paper must receive approval from the faculty member and the director of the degree program.

**PSY 0931 Field Experience** - Students will select a field placement site and complete a minimum of 90 volunteer/unpaid hours on-site over the course of the semester. Examples include experiential work in a forensic setting, performance of administrative functions, and clinical observation. Requirement: Approval of placement by a faculty supervisor and by the director of the degree program.

## FORENSIC PSYCHOLOGY PROGRAM ADMINISTRATION

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Karen S. Grosby, Ed.D., Dean

Jaime Tartar, Ph.D., Department Chair

Donna Hillier, Psy.D., Academic Program Director

Regina Schenck, Academic Program Coordinator II

## PROGRAM FACULTY

---

Stephanie Akl, Psy.D.

Elise Anello, Ph.D.

Nina Shinway Badaan, Psy.D.

Special Agent Alexis Carpinteri

David Detullio, Psy.D

David Feldman, Ph.D.

Kelley Gill, Ph.D.

Jose Gonzalez, Psy.D.

Judge Ginger Lerner-Wren

Thomas Kennedy, Ph.D.

Danielle Millen, Ph.D.

Terri Mortensen, Psy.D.

Gretchen Moy, Ph.D.

Rachel Needle, Psy.D.

Randy Otto, Ph.D., ABPP

James Pann, Ph.D.

Scott Poland, Ed.D.

Justin Rigsbee, Ph.D.

Yukari Tomozawa, Psy.D.

Abigail Tucker, Psy.D.

Chad Waxman, Psy.D.

Michelle Wolfman, Psy.D.

Ellen Whelan, Psy.D.

## Contact Information

### **Program Administrators:**

Dean's Office	Karen Grosby, Ed.D.	(954) 262-5701	
	Yvette Coello	(954) 262-5712	<a href="mailto:ycoellp@nova.edu">ycoellp@nova.edu</a>
Department Chair	Jaime Tartar, Ph.D.	(954) 262-3760	<a href="mailto:tartar@nova.edu">tartar@nova.edu</a>
Program Director	Donna Hillier, Psy.D.	(954) 243-7264	<a href="mailto:donna.hillier@nova.edu">donna.hillier@nova.edu</a>
Academic Program Coordinator II	Regina A. Schenck	(954) 262-5757	<a href="mailto:rschenck@nova.edu">rschenck@nova.edu</a>
Graduate Assistant/Prog. Asst.	Jenny Magram, M.S.		<a href="mailto:magje01@mynsu.nova.edu">magje01@mynsu.nova.edu</a>
Graduate Assistant/Prog. Asst.	Hope Marceaux, M.S.		<a href="mailto:hm814@mynsu.nova.edu">hm814@mynsu.nova.edu</a>

### **Other Important Contacts:**

College of Psychology Student Emp.	(954) 262-5782
College of Psychology Student Government Association	(954) 262-5909
Accounts Receivable	(954) 262-5200
Library, Research and Tech. Ctr.	(954) 262-4601
NSU Bookstore	(954) 262-4750 <a href="mailto:bksnsubooks@bncollege.com">bksnsubooks@bncollege.com</a>
Public Safety (Main Campus)	(954) 262-8999
Enrollment and Student Services	
Bursar	(954) 262-5200
Registrar's Office	(954) 262-7200
Degree Applications	(954) 262-7226/7
Financial Aid	(954) 262-3380
Grades	(954) 262-7235
International Students	(954) 262-7240/1
Transcripts	(954) 262-7225
Loan Deferrals	(954) 262-7251
Veterans' Affairs	(954) 262-7236



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As of July 2022

## College of Psychology Phone Directory

COLLEGE OF PSYCHOLOGY				REVISED 8/4/21			
F/T & CLINICAL FACULTY	Phone	Email	Room	FACULTY ( 96 TOTAL)	Phone	Email	Room
Argüelles-Borge, Soledad	25820	soledada	2040	Sheinberg, Nurit	27136	nurit	MSC 1218/1058
Banks, Jonathan	27965	jb2676	Prkr 241	Shigeto, Aya	28006	as1959	Prkr 238
Black, Ryan	25794	blackrya	1076	Simco, Ed	25744	ed	2030A
Boucher, Leanne	28469	lb1079	Prkr 223	Sobell, Linda	25811	sobelll	1054
Brochu, Paula	25870	pbrochu	2065	Sobell, Mark	25747	sobellm	1061
Burns, Myron	27914	myron.burns	Prkr 229	Starratt, Valerie	27674	vs311	Prkr 236
Burns, W. Joe	25708	burns	2028A	Sternglanz, Weylin	28177	sterngla	Prkr 240
Campbell, Stephen	25759	stephcam	2067	Stripling, Ashley	25762	astripling	1029
Caproni, Peter	24447/25882	pc491	U Schl 127A/2077	Suarez-Morales, Lourdes	25813	lsuarezmorales	2078
Cash, Gene	25703	cralph	2063	Tartar, Jaime	28192	tartar	Prkr 231
Collins, Matt	28101	wc292	Prkr 222	ter Maat, Mercedes	25728	termaat	1058
Craddock, Travis	22868	tcraddock	CCR 440	Teixeira, Vanessa	45636	vteixeira	ORL 221G
Cuc, Alexandru	25889	calex	2064	Thayer, Kayla	25880	kg119	1027
Davidtz, Jennifer	25817	jdavidtz	1036	Thompson, Eric	25691	ethompson	2034
DeLucia, Christian	25810	cdelucia	1081	Thompson, Isabel	25602	ithompson	2040A
Dorfman, William	25710	dorfman	1117	Valenzuela, Jessica	25737	fv637	1028
Dunagan, Mindy	25781	mdunagan	2031	Valley-Gray, Sarah	25783	valleygr	2073
Ellis, Amy	25902	Amy.Ellis	1034	Van Hasselt, Vincent	25752	vanhasse	1079
Faust, Jan	25713	jfaust	1062	Voltaire, Michael	28190	mvoltair	Prkr 230
Feldman, David	25651	dfeldman	2032	Waguespack, Angela	25719	waguespa	2070
Fernandez, Mercedes	27804	mf934	Prkr 242	Walker, Lenore	25724	walkerle	2030A
Fins, Ana	25897	anaifins	1066	<b>CLINICAL FACULTY</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Formoso, Diana	25772	formoso	2068	Char, Sohani	27194	sb1824	MSC 2239
Freund, Robert	25608	rfreund	2048A	Fimiani, Maria	25689	mf245	1057
Garcia-Lavin, Barbara	27917	garciala	2026A	Lashley, Lisa	25886	lkohn	1111
Gibson, Douglas	25652	gibsondp	1065	Martinez, Ana	25831	anamarti	1037
Gold, Steven	25714	gold	1117	Schnur, Leonard	25731	schnur	1102
Golden, Charles	25715	goldench	1055	Sheehan, Tara	27128	tarashee	MSC 2236
Holschbach, Mary (Allie)	25899	mholschb	Prkr 228	Tomozawa, Yukari	25755	tomozawa	1100A
Hillier, Donna (ABA)	27264	donnangu	2079	Worton, Shannon	25884	worton	1101
Iarussi, Melanie, Chair	25734	miarussi	2024	<b>RECRUITMENT/ADM</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Jungersen, Tara	25764	tj290	2036	Gayle, Gregory	25903	ggayle1	2078A
Kanzki-Veloso, Elda	52652/25804	veloso	Miami 127/1058	Hubbell, Jessica	25832	jhubbell	2010
Karl, Shannon	25725	shannon.karl	ORL 221D/1058	Kalam, Sherene (ADM)	25721	kalamd	2083
Kasi, Iryna	25716	ikasi	1035	Noriega, Anthony	26902	anorieg0	2030
Katell, Alan	25723	katell	2072	Perez, Carlos	25702	perez	2026C
Kennedy, Thomas	25807	ktom	2026B	Rodriguez, Elianne	25898	er1160	2083
Kibler, Jeffrey	25879	kibler	1072	<b>CLINICAL PSYCHOLOGY</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Kochen, William	25654	wkochen	Prkr 248	Espinoza, Esther	25726	eespinoza	2020
Landy, Justin	25653	jlandy	Prkr 247	Vassell, Cavell	25749	cavell.vassell	2026
Layne, Christopher	TBA	TBA	TBA	<b>MASTERS PROGRAMS</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Leopold, Patrice	25605	pleopold	2037	Dominguez, Beatriz	25891	beatdomi	2081B
Lewis, John, Chair	25729	lewis	2023	Levine, Brenda	25799	bl174	2077A
Ma, Mindy	27934	mmindy	Prkr 243	Pompilus, Junine	25704	jp1443	2081
McKibben, Bradley	25847	wmckibben	2073A	Quesada, Nancy	25740	qnancy	2081
Menon, Madhavi	27988	madhavi	Prkr 239	Sokolowski, Connie	25709	cs1747	2014
Moragne, Timothy	25735	moragne	1075	Zawoyski, Pat	25720	zawoyski	2081
Munoz, James R.	28070	jm2701	Prkr 237	<b>SCHOOL PSYCHOLOGY</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Nierenberg, Barry	25732	nierenbe	1056	O'Sullivan, Suzanne	25826	osulliva	2081

Owens, Anna	25904	aowens1	2041	<b>UNDERGRADUATE/MASTERS</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Paro, Carly	25736	cparo1	Flex/Tamp a	Ruggiero, Jeanne	28063	jruiggier	Prkr 227
Poland, Scott	25881	spoland	1063	Schenck, Regina	25757	rschenck	2014
Powell, Patrick	25787	ppowell1	2060	<b>SUPPORT STAFF</b>	<b>Phone</b>	<b>Email</b>	<b>Room</b>
Quintar, Bady	25751	badyq	2066	Berner, Kirk (Student Support)	25727	kirk	2018
Razza, Timothy	28096	razzatim	Prkr 257	Coello, Yvette (Dean's Office)	25712	ycoellp	2020
Reitman, David	25717	reitmand	2035	Consalvo, Toni (Finance)	27114	ctoni	2017
Robino, Ariann	25606	arobino	2081A	Crevecoeur, Carise (HR)	25782	crevecoe	2016
Robison, Lisa	25604	TBA	Prkr 245A	Freyre, Erised (EVAL)	25816	freyre	2039
Rodriguez, Josephine	25603	Jrodrig2	2037A	Izzi, Doreen (Clinic)	25788	gainesde	1123
Salivar, Emily Georgia	25895	esalivar	1039	Kriss, Marilyn (WP)	25763	krissm	2014
Scheyd, Glenn, Chair	27991	scheydj	Prkr 226	LaFleur, Thomas (Development)	22149	tlafleur	1082
Schneider, Barry	25742	schneidb	1077	Lores, Diana (Project Rise)	25761	dlores	2029
Seifer, Robert	25681	seiferro	1040	Munoz, Lee (Student Support)	25803	mleonisa	2020
Shapiro, David	25705	shapirod	1058	Palmer, Stacy (HR)	25765	stacpalm	2015A
Shatz, Karen	25609	kshatz	2038	<b>Office Desktop and Canvas Problems -</b>			

Clinic Intake - 25823

NSU Student Counseling- 27050

Maltz Rm Reservations -25763

Testing Library - 25940

1. Create a ticket using the NSU Servicenow-Icon on computer desktop
2. Tech Support Helpline - 954-262-0070/http://nsuservicenow.nova.edu