

NSU

Florida

College of Psychology
**NOVA SOUTHEASTERN
UNIVERSITY**

Master's Program in Forensic Psychology

Policies and Procedures Handbook

2019-2020

*Supplemental to Nova Southeastern University
Policy and Procedure Handbook at
www.nova.edu/student-handbook

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

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

Revised: 7/2019

TABLE OF CONTENTS

Academic Regulations and Information	1
Calendar and Classes.....	1
Academic Year.....	1
Attendance.....	1
Student Enrollment.....	1
Full-time Status.....	1
Leave of Absence.....	1
Time Limit Requirements.....	2
Failure to Register.....	2
Advising.....	2
Registration.....	2
Registration Policies and Procedures.....	2
Payment of Tuition and Fees.....	3
Tuition and Fees.....	3
Refund Policy.....	3
Class Cancellation Policy.....	4
Drop/Add.....	4
Withdrawal from a Course.....	4
Transfer of Credit.....	4
Provisional Admissions.....	5
Grading Policy.....	5
Policy for Grading Disputes.....	6
Evaluation of Master’s Students.....	6
Core Performance Standards for Admission/Progress.....	6
NSU Code of Conduct and Academic Responsibilities.....	7
Professional Standing Committee.....	7
Degree Conferral.....	8
Graduation.....	8
Student Rights and Responsibilities	9
Ethical Issues in the Master’s Programs.....	9
Dual Relationship between Faculty Members/Students.....	9
No Direct Payment to Faculty.....	10
Student Grievances and Appeals.....	10
Informal Procedure.....	10
Formal Procedure.....	11
Remediation Policy.....	11
Readmission Policy.....	12
Other Policies and Information	12
Protection of Human Subjects in Research/ Procedures for both Funded and Unfunded Research.....	13
Course Attendance and Engagement.....	14
College of Psychology Student Aid Programs.....	14
College of Psychology Scholarships.....	14
College of Psychology Student Employment.....	14
Assistantships.....	14
State Disclosures.....	14
Forensic Psychology Master’s Program	16
Curriculum and Degree Completion Requirements.....	16
Core Course Requirements.....	17
Concentration Requirements.....	17
Matriculation.....	18
Academic Standing (Following Matriculation).....	18
Probation.....	18
Dismissal.....	18
Academic Calendar.....	19
Forensic Psychology Master’s Program Course Descriptions	20
MS Forensic Psychology Program Administration	25
MS Forensic Psychology Program Faculty.....	25
Important Contact Information.....	26
College of Psychology Phone List.....	27

ACADEMIC REGULATIONS AND INFORMATION

CALENDAR AND CLASSES

Academic Calendar

The academic calendar can also be found on the college's website <https://psychology.nova.edu/students/current-students.html> for the most updated information.

Academic Year

The academic year for students is divided into three 15-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. Please refer to the College of Psychology website at <https://psychology.nova.edu/students/current-students.html> for the most updated information.

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.

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 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

A Leave of Absence (LOA) is a university-approved temporary period of time during which the student is not enrolled, but is not considered withdrawn from the university. A student may request a leave when a good cause can be demonstrated. A request for leave due to poor academic performance is not considered good cause.

Matriculated students (degree candidates) who must interrupt their studies for an adequate reason such as illness may be granted a leave of absence. Students must apply in writing for a leave of absence to the master's program office. If granted, the leave shall be for a stated period of time, not to exceed one year. Under normal circumstances students should apply for a leave of absence prior to registration for each

semester. Time spent on an approved leave of absence is not charged against the five-year time limit requirement for completion of the program.

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

Non-degree seeking students who must interrupt their studies for an adequate reason, such as illness, must inform the Master's Program Office.

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 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 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 2019–2020 will be charged at the rate of \$790 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	\$790 per credit hour
Application Fee	\$ 50 (non-refundable)
Registration Fee	\$ 30 per semester
Late Payment Penalty	\$100 per semester
Student Service Fee	\$500 per semester (4 or more credits) \$250 per semester (under 4 credits)
Textbooks	\$ 80-200 per course (approximate cost)
Degree Application Fee	\$100
Transcript Fee	\$ 10 per transcript
Student Health Insurance	\$959 for August 1, 2019 thru December 31, 2019; \$1336 for January 1, 2020 thru July 31, 2020; \$2295 total amount charged for August 1, 2019 thru July 31, 2020 (fees subject to change)

The expenses outlined above are to be considered as very general estimates and may vary considerably depending on individual circumstances. Some courses may require additional fees for laboratory and/or equipment (e.g. calculator, testing materials) and supplemental course materials. Students are provided NSU Email accounts at no charge. Students will need to make arrangements for Internet access and pay the corresponding fee.

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

Refund Policy

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, (Regina Schenck)

Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office.

- (a) No part 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:

1. It is a graduate level course taken at an institution accredited as degree-granting by a recognized regional accrediting body for higher education at the time the course was completed. A graduate level course is defined as one that would be credited toward a master's degree at the institution where the course was taken. At minimum, this must be verified in the school's catalog or a letter from the chair of the department.
2. It is equivalent in content to a required course in the curriculum.
3. It was completed no longer than five 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 effective Fall 2017. All degree programs in the College of Psychology programs assign grades to coursework according to the following system:

Grade	Points or Percentage Earned	Quality Points
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

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.**

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.
3. The grade that the student will receive if the incomplete is not satisfied by the conclusion of the specified time period.

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

Policy for Grading Disputes

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

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 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.

EVALUATION OF MASTER'S STUDENTS

Core Performance Standards for Admission and Progress

The standards required for admission keep in mind the safety and well-being of clients whom its graduates will eventually serve in clinical situations. 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.

Each student is evaluated on an ongoing basis while enrolled in the program, including during the practicum experience. In addition to course evaluations, matriculation and evaluation of readiness for practicum is coordinated by the Master's program office. The purpose of evaluation is to provide students with relevant feedback concerning their performance and to serve as a screening process in order to ensure high standards for the profession. Relevant information including practicum evaluations is coordinated through the program administration.

In addition to academic abilities and skills, students will be evaluated on an ongoing basis, including on the practicum experience, on intrapersonal, communication, behavioral, and personal attributes that are considered integral and necessary parts of professional functioning. Faculty will monitor these areas of functioning and may, identify problems in their students' functioning, provide constructive feedback to them, and require 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 practicum experiences.
2. Responsible Behavior
 - a. Dependability in commitment (e.g., punctuality in attending classes, submitting papers and assignments, meeting with clients, 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.
5. Interpersonal Behavior
 - a. Cooperative with 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.

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

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 or by the end of the **summer** term. Students eligible to participate in graduation may contact the Office of the University Registrar for information about graduation ceremonies.

STUDENT RIGHTS AND RESPONSIBILITIES

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.
5. Florida students in the mental health counseling program should familiarize themselves with Chapter 491, *Florida Statutes*, the Florida State Law for licensure as a Mental Health Counselor. Florida students in the school counseling program should familiarize themselves with the Florida Department of Education guidelines for certifying school counselors. Students from other states should familiarize themselves with the laws of their state.

Dual Relationships between Faculty Members and Students

While in principle the APA policy of discouraging dual relationships is endorsed, recognition is given to the fact that, given the complexity and diversity of our functions, certain dual relationships between faculty members and students are bound to arise. Faculty members and students are therefore 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.

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.

OTHER POLICIES AND INFORMATION

PROTECTION OF HUMAN SUBJECTS IN RESEARCH/ PROCEDURES FOR BOTH FUNDED AND UNFUNDED RESEARCH

The procedures described herein apply to both funded and unfunded research performed by students and faculty. The College adheres to published professional and governmental guidelines and regulations for protecting human participants in research. **Any research conducted by NSU faculty, staff, or students, which involves human participants, whether funded or unfunded, must be submitted to the College of Psychology IRB Representative to determine the necessity of review by the Institutional Review Board (IRB). All NSU faculty, staff, and students involved in research studies must complete an on-line course related to the protection of human participants (CITI course).** To obtain more information, visit the NSU IRB website at www.nova.edu/irb/training.html. All IRB policies and procedures can be accessed at the IRB website: <http://www.nova.edu/irb/manual/policies.html>.

All research studies involving human participants are reviewed in one of three ways; College Level Review (previously labeled Exempt Research), Expedited Review, or Full Review. Every research protocol process begins with the principal investigator completing the New Protocol Submission *xForm* in IRBManager. IRBManager is the electronic submission system used by the NSU IRB for submitting research protocols for review by the IRB Office. The principal investigator will be responsible for completing the New Protocol Submission *xForm* in IRBManager and ensuring that all consent forms and research instruments to be used in the study are uploaded into the *xForm* in the appropriate locations. Once completed, the principal investigator will submit their protocol in IRBManager for review by the college representative from the College of Psychology. The college representative may choose to reassign a submission to his/her alternate college representative for review. Contact the program office for further information regarding the College of Psychology college representative and his/her alternate college representative.

The college representative/alternate, **not the principal investigator**, is charged with reviewing the submission, to determine the appropriate level of review for the study, as well as assuring that all necessary documents are included. Examples of studies falling into the different categories of reviews may be found on the IRB website here: www.nova.edu/irb/review.html. The college representative/alternate will work with the principal investigator to prepare the required IRB documents in accordance with NSU policies and procedures. Once the submission is complete, the college representative/alternate will review the research protocol to determine if the research warrants review by the IRB Office. Research that is determined to not have potential risk to participants and meets specific guidelines, will be exempted from review by the IRB Office, following review by the college representative or alternate.

If the IRB college representative/alternate determines that the proposed research poses potential risk to participants, the submission will automatically be electronically submitted in IRBManager for further review by the IRB Office. Upon receipt of the IRBManager submission, the IRB Office will pre-review the research protocol before forwarding to the IRB Chair or their designee(s). The IRB Chair or their designee(s) in conjunction with the IRB Office, will determine if the research can be reviewed through expedited review or if the research needs to be reviewed by the full IRB Board during their monthly meeting. After review, the IRB Office will notify the principal investigator, via the IRBManager electronic submission system, of any changes that must be made, in addition to any other decisions regarding approval or disapproval of a research submission.

Remember that all research, including that done with clinic clients, students, or volunteers, must be submitted to the College of Psychology IRB Representative and receive approval or exemption **prior to beginning the research**. Policies and procedures can be accessed at the IRB Web site at <http://www.nova.edu/irb/index.html>

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 14th day of class will be marked as non-attending, and may be withdrawn from coursework in accordance with University Registrar and Roster Reconciliation policies.

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>

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.

STATE DISCLOSURES

All educational formats offered by the college meet the same stringent accreditation requirements as on campus programs. The following states have provided these disclosures

Iowa Disclosure

Note: In accordance with *Iowa code* §261B.9, students in the College of Psychology graduate programs will receive the following attached disclosure statement accompanied by copy of the program's policy and procedures handbook at the beginning of the program before any tuition and fees are received.

Note to Iowa Students: The following information is being provided in accordance with *Iowa code* §261B.9.

1. **Title of courses in the Master's Program in Forensic Psychology:**
Please see the college's current program policy and procedures handbook for list of course titles.
2. **Description of courses in the Master's Program in Forensic Psychology:**
Please see the college's current program policy and procedures handbook for a listing of course descriptions.
3. **Tuition and Fees for the Master's Program in Forensic Psychology:**
Please see the college's current program policy and procedures handbook for all tuition and fees.
4. **Refund Policy for the Master's Program in Forensic Psychology:**
Please see the college's current program policy and procedures handbook for refund policy.
5. **Applicability:**
The courses offered in this Master's Program in Forensic Psychology leads to a Master of Science degree. Please see the college's current program policy and procedures handbook for graduation requirements.

Washington Disclosure

Nova Southeastern University is authorized by the Washington State Achievement Council and meets the

requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Nova Southeastern University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institutions may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430

Forensic Psychology Program

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. 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 up 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 *2010 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)**

Fall 2019
August 19 – December 8, 2019
Winter 2020
January 6 – May 3, 2020
Summer 2020
May 4 – August 9, 2020

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

Karen S. Grosby, Ed.D., Dean

Glenn Scheyd, Ph.D., Department Chair

Frank DiPiano, Ph.D., Academic Coordinator

Regina Schenck, Administrative Assistant II

PROGRAM FACULTY

Michele Adler-Sanchez

Stephanie Akl

Nina Badaan

Alexis Carpinteri

Douglas Flemons

Kelley Gill

Toby Kleinman

Judge Ginger Lerner-Wren

Terri Mortensen

Gretchen Moy

Rachel Needle

James Pann

Scott Poland

Michele Sanchez

Yukari Tomozawa

Abigail Tucker

Gregory Vecchi

Chad Waxman

Ellen Whelan

Contact Information

Program Administrators:

Dean's Office	Karen Grosby, Ed.D.	(954) 262-5701
	Yvette Coello	(954) 262-5712 ycoellp@nova.edu
Department Chair	Glenn Scheyd, Ph.D.	(954) 262-3760 scheydjr@nova.edu
Program Director	Frank De Piano, Ph.D.	(954) 243-4724 depiano@nova.edu
Administrative Assistant II	Regina A. Schenck	(954) 262-5757 rschenck@nova.edu
Graduate Assistant/Prog. Asst.	Danielle Millen	dm2326@mynsu.nova.edu
Graduate Assistant/Prog. Asst.	Seniz Warner	sw1836@mynsu.nova.edu

Other Important Contacts:

College of Psychology Student Emp.	Marie Stokes	(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 bksnsubooks@bncollege.com
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

COLLEGE OF PSYCHOLOGY				REVISED 8/22/19	
F/T & CLINICAL FACULTY	Phone	Email	Room	FACULTY (89 TOTAL)	Phone
Acevedo, Amarilis	25741	aa1011	1076	Schneider, Barry	25742
Argüelles-Borge, Soledad	25820	soledada	2040	Schnur, Leonard	25731
Banks, Jonathan	27965	jb2676	Prkr	Seifer, Robert	25681
Black, Ryan	25794	blackrya	2039	Shapiro, David	25705
Boucher, Leanne	28469	lb1079	Prkr	Shigeto, Aya	28006
Brochu, Paula	25870	pbrochu	1080	Simco, Ed	25744
Burns, Myron	27914	myron.burns	Prkr	Sobell, Linda	25811
Burns, W. Joe	25708	burns	2028A	Sobell, Mark	25747
Campbell, Stephen	25759	stepcam	2067	Starratt, Valerie	27674
Caproni, Peter	24447/25882	pc491	U Schl	Sternglanz, Weylin	28177
Cash, Gene	25703	cralph	2063	Stripling, Ashley	25762
Collins, Matt	28101	wc292	Prkr	Suarez-Morales, Lourdes	25813
Craddock, Travis	22868	traddock	CCR	Tartar, Jaime	28192
Cuc, Alexandru	25889	calex	2064	ter Maat, Mercedes	25728
Davidtz, Jennifer	25817	jdavidtz	1036	Teixeira, Vanessa	45636
Davis, Cierra	25603	cdavis1	2037A	Thayer, Kayla	25880
DeLucia, Christian	25810	cdelucia	1081	Thompson, Eric	25691
De Piano, Frank	23766	depiano	OC	Thompson, Isabel	25602
Dorfman, William	25710	dorfman	1117	Tomozawa, Yukari	25755
Dunagan, Mindy	25781	mdunagan	2031	Valenzuela, Jessica	25737
Ellis, Amy	25902	Amy.Ellis	1124	Valley-Gray, Sarah	25783
Faust, Jan	25713	jfaust	1062	Van Hasselt, Vincent	25752
Feldman, David	25651	dfeldman	2032	Voltaire, Michael	28190
Fernandez, Mercedes	27804	mf934	Prkr	Waguespack, Angela	25719
Fimiani, Maria	25689	mf245	1057	Walker, Lenore	25724
Fins, Ana	25897	anaifins	2026B	RECRUITMENT/ADM	Phone
Formoso, Diana	25772	formoso	2068	Arango, Marci (ADM)	23006
Garcia-Lavin, Barbara	27917	garciala	2026A	Boros, Paula	25874
Gibson, Douglas	25652	gibsondp	1065	Gayle, Gregory	25903
Gold, Steven	25714	gold	1074	Gold, Debbie	27441
Golden, Charles	25715	goldench	1055	Guanche, Chris	27132
Holschbach, Mary (Allie)	25899	mholschb	Prkr	Hubbell, Jessica	25832
Hillier, Donna (ABA)	27264	donnangu	MSC	Kalam, Sherene (ADM)	25721
Iarussi, Melanie	25734	miarussi	2038	Noriega, Anthony	26902
Jones, Kristen	25884	cunningh	1101	Perez, Carlos	25702
Jungersen, Tara, Chair	25764	tj290	2024	CLINICAL PSYCHOLOGY	Phone
Kanzki-Veloso, Elda	52652/25804	veloso	Miami	Neemar, Gita	25726
Karl, Shannon	25725	shannon.karl	ORL	Vassell, Cavell	25749
Katell, Alan	25723	katell	2072	MASTERS PROGRAMS	Phone
Kennedy, Thomas	25807	ktom	1085	Levine, Brenda	25799
Kibler, Jeffrey	25879	kibler	1072	Pompilus, Junine	25704
Kochen, William	25654	wkochen	Prkr	Quesada, Nancy	25740
Landy, Justin	25653	jlandy	Prkr	Sokolowski, Connie	25709
Lashley, Lisa	25886	lkohn	1111	Stubbs, Natasha	25891
Lewis, John, Chair	25729	lewis	2023	Zawoyski, Pat	25720
Mindy Ma	27934	mmindy	Prkr	SCHOOL PSYCHOLOGY	Phone
Maki, Justin	25605	jmaki	2037	O'Sullivan, Suzanne	25826
Martinez, Ana	25831	anamarti	1037	UNDERGRADUATE/MASTERS	Phone
McKibben, Bradley	25847	wmckibben	2073A		
Menon, Madhavi	27988	madhavi	Prkr	Schenck, Regina	25757
Messer, Steve	25792	sm1851	1073	SUPPORT STAFF	Phone
Moragne, Timothy	25735	moragne	1075	Allen, Bill (Finance)	25785
Munoz, James R.	28070	jm2701	Prkr	Berner, Kirk (Student Support)	25727
Nierenberg, Barry	25732	nierenbe	1056	Coello, Yvette (Dean's Office)	25712
Owens, Anna	25904	aowens1	2041	Consalvo, Toni (Finance)	27114
Paro, Carly	25736	cparol	Flex/Tamp	Dyni, Craig	24963