

# **NSU**

## **Florida**

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College of Psychology  
**NOVA SOUTHEASTERN  
UNIVERSITY**

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

## **Policies and Procedures Handbook**

2020-2021

\*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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## **NSU COVID-19 Return of the Sharks**

Nova Southeastern University (NSU) considers the health, safety, and well-being of its students and community to be one of its top priorities. In the midst of these unprecedented pandemic conditions, NSU continues to follow federal, state, and local guidelines to put in place extensive provisions and protocols to mitigate the spread of COVID-19 in NSU facilities and locations. NSU takes its responsibilities seriously, and the university counts on its students to take their responsibility to comply with safety practices and protocols seriously as well, understanding that some risks lie outside of anyone's control. NSU cannot guarantee a completely COVID-19-free environment. However, to address the health and safety of the NSU community and reduce the risk of transmission of the COVID-19 virus, NSU has created policies and protocols for mitigating the spread of COVID-19. Taking steps to mitigate the risk of COVID-19 infections at NSU is a shared responsibility. It is critical that all students adhere to these policies and protocols, as well as national, state, and local guidelines, for their own well-being and the well-being of those around them. Students are expected to comply with the NSU safety policies and protocols related to COVID-19, including the protocols set forth in the Return of the Sharks Student Guide. Residential life students are also required to comply with the Addendum to the 2020–2021 Residential Life and Housing Contract and the Residential Life COVID-19 Preparedness Guide, which include additional health and safety protocols and policies specific to residential life. The NSU policies and protocols for responding to COVID-19 may be updated at any time, as additional information about COVID-19 is obtained, and/or as additional guidance is issued from federal, state, and local governmental bodies and agencies. As such, students are responsible for continuing to monitor their NSU email for any updates to this handbook, as well as [nova.edu/ehs/cv19-resources/index.html](http://nova.edu/ehs/cv19-resources/index.html) for additional updates. Failure to comply with the NSU safety policies and protocols related to COVID-19 may result in immediate removal from campus and a referral to the Office of the Vice President of Student Affairs, or the applicable college/academic program, for disciplinary action in accordance with the university's Code of Student Conduct and Academic Responsibility. By returning to any NSU campus, as well as living in NSU housing or sponsored housing, students assume the risk of exposure to certain dangers, including, but not limited to, possible exposure to communicable diseases such as the COVID-19 virus. COVID-19 is a highly infectious, potentially life-threatening disease declared by the World Health Organization to be a global pandemic. There is no current vaccine available to the public for COVID-19. The disease's highly contagious nature means that contact with others, or contact with surfaces that have been exposed to the virus, can lead to infection. Additionally, individuals who may have been infected with the COVID-19 virus may be asymptomatic for a period of time, or may never become symptomatic at all. Because of its highly contagious and sometimes "hidden" nature, it is currently very difficult to control the spread of COVID-19 or to determine whether, where, or how a specific individual may have been exposed to the disease. Again, you have NSU's commitment to continually enhance its efforts to maintain a safer environment. However, by making the decision to return to any NSU campus or reside in NSU housing or sponsored housing, each student is acknowledging that he or she fully understands the risks associated with COVID-19 and is doing so freely and voluntarily. We are all in this together as we all commit to follow proper, known protocols to better contain COVID-19 here in our shared community.

## **Resurgence of COVID-19**

NSU is committed to both providing the highest quality education, as well as, keeping safety at the forefront of every decision that the university makes. The 2020–2021 academic year will require a significant amount of flexibility that will enable the university to be prepared for any change in circumstances. In that regard, NSU is planning to use the BlendFlex model for the majority of its course offerings. This model simultaneously offers face-to-face and online delivery of instruction. NSU BlendFlex courses include a portion of the students attending in a traditional classroom setting, while the remaining students attend from a remote location using videoconferencing type technologies, including Zoom and Canvas. There may be certain programs that do not lend themselves to the BlendFlex model, including courses requiring experiential learning, such as those containing laboratory and clinical

components. Students should consult directly with their programs for further information regarding their course delivery model.

In the event of a resurgence of COVID-19, NSU may take certain steps to protect the health and safety of the university community. These may include transitioning back to a fully online platform. In making this transition, NSU will continue to provide the same high-quality education that students receive face-to-face, while striving to limit disruption to student learning during this transition.

# 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 <https://psychology.nova.edu/students/current-students.html>.

### 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.

### Religious Holidays

See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [nova.edu/studentconduct/religious-holiday-policy.html](https://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 at [mmichell@nova.edu](mailto:mmichell@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 fulltime 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

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.

It is the student's responsibility to review any potential financial aid implications resulting from a leave of absence.

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 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 2020–2021 will be charged at the rate of \$815 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	\$815 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	\$900 for August 1, 2020 thru December 31, 2020; \$1246 for January 1, 2021 thru July 31, 2021; \$2146 total amount charged for August 1, 2020 thru July 31, 2021 (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>

## NSU Student Service Fee

NSU offers to all students—on campus, online, clinical or hybrid—the same quality education and many opportunities for student benefits depending on the student's choice of educational modality. 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.

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. 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
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.
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 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.

## **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 practicum experiences.
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.
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](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 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**

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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.
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**

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.

## **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

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### 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](http://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](http://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 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.

## **FORCE MAJEURE**

The school's duties and obligations to the student shall be suspended immediately without notice during all periods that the school is closed because of force majeure events including, but not limited to, any fire or any other casualty, flood, earthquake, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the school's control. If such an event occurs, the school's duties and obligations to the student will be postponed until such time as the school, in its sole discretion, may safely reopen. Under no circumstances, except as otherwise required by statute, will the school be obligated to refund any portion of tuition, housing, meal plans, activity fees, or any other cost or charge paid for any period of time during which the school remains closed.

## **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).

## **RELIGIOUS HOLIDAYS POLICY**

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 at [mmichell@nova.edu](mailto:mmichell@nova.edu) or (954) 262-7281 within three (3) calendar days after the start of the semester. 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.

## **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 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. 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)**

<b>Fall 2019</b>
August 17 – December 8, 2019
<b>Winter 2020</b>
January 6 – May 3, 2020
<b>Summer 2020</b>
May 4 – August 9, 2020

**ACADEMIC CALENDAR 2020-2021  
Doctoral, Specialist, & Master's Programs**

<b>Fall 2019 – Full Semester</b>	
Thursday, August 13	Orientation for new on-campus students
Monday, August 17	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 23	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, August 30	End of 75% refund
Sunday, September 6	End of 50% refund Last day for dropping classes with refund
<b>Monday, September 7</b>	<b>Labor Day – university offices closed</b>
Monday, October 5 – Saturday, October 10	Mid-Term Exam Dates
Sunday, November 15	Last day to withdraw from classes (no refund)
<b>Thursday, November 26 Friday, November 27</b>	<b>Thanksgiving – university offices closed</b>
Monday, November 30- Saturday, December 5	Final Exam Dates
Sunday, December 6	Fall semester classes end
<b>Monday, December 21–</b>	<b>Winter Holiday – university offices closed</b>



<b>Thursday, December 31</b>	
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<b>Winter 2020– Full Semester</b>	
<b>Monday, December 21– Thursday, December 31</b>	<b>Winter Holiday – university offices closed</b>
Friday, January 1	University offices reopen
Monday, January 4	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 10	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 17	End of 75% refund
<b>Monday, January 18</b>	<b>Martin L. King, Jr. Day – university offices closed</b>
Sunday, January 24	End of 50% refund Last day for dropping classes with refund
Monday, February 22- Saturday, February 27	Mid-term Exam Dates
<b>March 1 – March 7</b>	<b>Spring Break</b>
Sunday, April 11	Last day to withdraw from classes (no refund)
Sunday, May 2	Winter semester classes end
Monday, April 26 – Saturday, May 1	Final Exam Dates

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

Glenn Scheyd, Ph.D., Department Chair

Frank DiPiano, Ph.D., Academic Coordinator

Regina Schenck, Administrative Assistant II

## **PROGRAM FACULTY**

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Toby Kleinman

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## **Contact Information**

### **Program Administrators:**

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Public Safety (Main Campus)		(954) 262-8999
Enrollment and Student Services		
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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
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