



College of Psychology
**NOVA SOUTHEASTERN
UNIVERSITY**

**Master's Program in
General Psychology
Policies and Procedures
Handbook
2022-2023**

*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.

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President's Message

Welcome to Nova Southeastern University! As the president of NSU, it is my honor to welcome you into our Shark family.

Our goal is to provide you with a quality education that will prepare you for a rewarding future in your career, your community, and your life. Our clinical psychology program is ranked as one of the highest in the Nation. Within all our programs, you will learn from the expertise of our diverse faculty. Your hands-on, immersive program will challenge you in new ways that you have not experienced before. Over time, you will grow academically and personally as you work with professors and your peers. You will push past any limits you have set for yourself as you learn the skills that will allow you to dominate your chosen profession. In short, we will help you unleash your potential to lead.

Just as you are on a journey of growth and self-improvement, so too is NSU. The university has launched a Campaign to Preeminence with a goal of being recognized as a preeminent, professional-dominant, doctoral-research university that provides competitive career advantages to its students and produces alumni who serve and lead with integrity. The end date for this campaign is 2025 – before many of you will graduate. You will not only see this transformation as it happens, but you will also have the opportunity to be part of it.

This moment represents the start of a new journey, and you will find that the journey is as important as the destination.

Best wishes and Go Sharks. FINS UP!



George L. Hanbury II, Ph.D.
President and CEO
Nova Southeastern University

Dean's Message

I am pleased to extend you a warm welcome to Nova Southeastern University and the College of Psychology. Our goal is to guide you through a rich and transformative journey where you will grow personally, academically, and socially on the road to becoming major contributors to our global society. We strive to provide students with the support and opportunities necessary to develop skills needed to impact institutions and quality of life for individuals, families, and communities.

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

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

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

On behalf of myself and the faculty of the College of Psychology, I encourage you to explore everything the College has to offer, and look forward to working with you as you harness the best within yourself and take full advantage of the NSU Edge!

Sincerely,



Karen S. Grosby, Ed. D.
Dean,
College of Psychology

Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate's, baccalaureate, master's, educational specialist, doctorate, and professional degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Nova Southeastern University.

Nondiscrimination Statement

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

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to admissions; enrollment; scholarships; loan programs; athletics; employment; and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at NSU, and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

Vision 2025

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

Mission Statement

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

Core Values

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

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

Flexibilities in Policy Statement

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

ACADEMIC REGULATIONS AND INFORMATION

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 [2022-2023 Academic Calendar](#)

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 [religious holiday policy](#) for more information.

A student with a personal religious belief, requesting to be excused from class or an educational activity for a work-restricted religious holiday, shall notify the NSU Assistant Dean for Student Development Benjamin O. Johnson, Ph.D. at BJ379@nova.edu or (954) 262-7281 within three (3) calendar days after the start of the semester.”

STUDENT ENROLLMENT

All degree seeking students are considered 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.

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:

Leave of Absence Policy

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

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

Conditions for a Leave of Absence

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

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

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

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

Requesting a Leave of Absence

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

To receive an approved LOA:

1. The student must have successfully completed one (1) semester/term in their current degree program.
2. The student must confer with their academic advisor/program office prior to submitting the *Leave of Absence Request Form*.
3. The student must not be in an academic standing that prohibits registration.

4. The student must not have a hold(s) (e.g., disciplinary, financial, etc.) which would prohibit registration. An employee hold is an exception to this requirement.
5. The student must submit a written, signed, and dated *Leave of Absence Request Form*, with documentation, detailing the reason(s) for the LOA being requested and declaring an expected return date. Medical LOA requests must be accompanied by a signed typed letter/form from a medical doctor or treating psychologist their letterhead. Military LOA requests must be accompanied by a copy of the military orders.

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

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

Degree Rescission Policy

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

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

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

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

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

e. Place a University (UA) Hold on the individual's record to prevent future admissions, registration, and enrollment at the university.

f. Ensure the Provost's written authorization and all supporting documentation are placed in the individual's permanent university records.

Course Audit Policy

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

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

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

Requirements for Course Audit

- A course may only be audited with the written approval from the instructor and Department Chair/Director after determining if the student has met any prerequisites tied to the course.
- Students wishing to audit a course must complete the Course Audit Request Form found at [Course Audit Policy \(nova.edu\)](#).
- A course can only be audited on a space-available basis. The registration will not be processed until all non-audit students are registered.
- Students are not able to register to audit a course through their SharkLink account. The registration(s) must be processed through their advisor or program office.
- An audit course does not affect a student's part-time or full-time enrollment status and does not count toward the determination of continuous enrollment.
- An "AU" grade will be posted to the student's academic record and will appear on the academic transcript for any audited course(s) but will not affect the student's attempted credits, earned credits, and grade point average (GPA).
- Students must identify themselves to their instructor as auditing students and discuss the parameters of participating in class discussions and completing assignments and exams.
- Evaluation of course work is at the discretion of the instructor.
- An audited course cannot be changed to a letter grade once the course has begun (or vice versa). If a letter grade is required, a student must retake the course and pay full tuition and all applicable fees.
- An audited course(s) does not fulfill degree or certificate requirements.
- Except for students participating in the Lifelong Learning Institute, the cost of an audit course will be 100 percent of the course tuition cost as well as the University Student Services Fee, the Registration Fee, and any additional applicable fees..
- Financial aid (e.g., scholarships, grants, discounts, and loans) will not be available to cover the cost of an audit course. Audited courses will not be counted toward a student's financial aid eligibility.

- Instructors may request the Department Chair/Director to officially withdraw a student who is auditing a course if the student is interfering with learning in the class. A tuition refund will be considered in accordance with the semester/term refund schedule dates.
- Any course required for the completion of the student's program/degree can only be audited after it has been previously passed. In other words, students may audit a course as a "refresher" but not as a "practice run."

Excused Absences for Participation in Co-Curricular Activities

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

Student COVID-19 and Vaccine Information

Students are encouraged to be vaccinated against COVID-19 and to monitor developments and requirements for reporting. COVID-19 information can be found at: [Coronavirus Updates | Nova Southeastern University](#)

Drug and Alcohol Policy

The use of illegal drugs, the use of controlled substances without a prescription, and the use of or being under the influence of alcohol while in class or a clinical rotation/clinical experience are prohibited. Should a student receive a positive drug or alcohol screen and a positive follow-up screen the student will be referred to the dean's office for a professional standing review that could result in dismissal from the program. Students who receive a positive test or screen must follow the procedure for medical review. They cannot participate in a clinical or counseling placement until the disposition of the matter is determined. If a student reports to the academic program chair for help with a personal drug or alcohol use concern, PRIOR to an impending drug test, the student will be required to report to the Dean's Office for referral to the Student Assistance Program. The student will only be permitted to report to class or a placement if cleared by the committee and Dean's Office.

Student, Intern, or Resident Continuing Duty to Disclose

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

office within 10 days of any arrest or subsequent conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense.

Indebtedness to the University

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

These student fees are blended together to create 1NSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated University. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU eBills are sent the middle of each month to the student's NSU email address. However, to avoid late charges, students should not wait for their billing statement to pay their tuition and fees.

A student will not be able to register for future semesters until all outstanding balances from previous semesters have been paid in full. If a student has a balance 30 days after the start of the semester, a hold and a \$100 late fee will be placed on his or her account. This hold stops all student services, including, but not limited to, access to the NSU RecPlex, academic credentials, grades, and future registrations. It will remain on the student's account until the balance has been paid in full.

Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. Students with delinquent accounts will be liable for any costs associated with the collection of unpaid charges, including attorney fees and court costs. All registration agreements shall be construed in accordance with Florida law, and any lawsuit to collect unpaid fees shall be brought exclusively in the appropriate court sitting in Broward County, Florida, regardless of the student's domicile.

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

[\(https://sharklink.nova.edu/\)](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 2022–2023 will be charged at the rate of \$865 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	\$865 per credit hour
Application Fee	\$ 50 (non-refundable)
Late Payment Penalty	\$100 per semester
Student Service Fee	\$600 per semester (4 or more credits) \$300 per semester (under 4 credits)
Textbooks	\$80-200 per course (approximate cost)
Transcript Fee	\$17 per transcript

*Student Health Insurance \$877 for August 1, 2022 thru December 31, 2022;
\$1215 for January 1, 2023 thru July 31, 2023; \$2092 total amount charged for August 1, 2022 thru July 31, 2023 (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>

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 **General 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 (**Final Decision**)

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

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

EVALUATION OF MASTER'S STUDENTS

Core Performance Standards for Admission and Progress

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

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

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

1. Academic Achievement
 - a. Academic standing as discussed in this handbook.
 - b. Ability to communicate orally and in writing.
 - c. Management of 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

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.
3. 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.
4. 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.
5. 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.
6. 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 online 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.

FORCE MAJUERE

NSU's duties and obligations to the student shall be suspended or modified immediately, without notice, during all periods that the University determines it is closed or ceases or modifies or curtails operations because of force majeure events including, but not limited to, any fire or any casualty, flood, earthquake, hurricane, lightning, explosion, strikes, lockouts, prolonged shortage of energy supplies, riots or civil commotion, Act(s) of God, war, governmental action, act(s) of terrorism, infectious diseases, epidemic, pandemic, physical or structural dangers, or any other event beyond the University's control. If such an event occurs, NSU's duties and obligations to the student (including its delivery and format of classes, student housing and dining, campus facilities, and related services, activities, and events) will be postponed, cancelled, or modified until such time as the school, in its sole discretion, may safely reopen or resume normal operations. Under no circumstances, except as otherwise required by Federal or State statute, will NSU be obligated to refund, reduce or credit any portion of tuition, housing, meal plans, fees, or any other cost or charge attributable to any location, delivery modality, or service affected by any such force majeure event necessitated by Acts of God, University or academic or health and safety decisions, and/or any situations outside of the University's control. This includes, but is not limited to, any suspensions to or changes from in person, on-campus education, services and/or activities to remote services, activities, and/or remote learning. By choosing to enroll or study at NSU, students agree to these terms.

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.

COLLEGE OF PSYCHOLOGY STUDENT AID PROGRAMS

College Scholarships

The College of Psychology maintains a limited amount of scholarship funds. Information on various scholarships, including College of Psychology, is available at:

<https://www.nova.edu/financialaid/scholarships/index.html>

<https://psychology.nova.edu/scholarships/>

COLLEGE OF PSYCHOLOGY STUDENT EMPLOYMENT

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

Assistantships

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

STUDENT FACILITIES

Notice (Bulletin) Boards

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

General Psychology Program

The master's in general psychology program is a 30-credit online program that will prepare students to develop foundational knowledge in psychological theory and research. Local, national, and international students may select this M.S. degree as an opportunity to obtain prerequisite courses to meet eligibility requirements for application to other psychology programs, including advanced doctoral studies. Through its specialty tracks, the program will also allow a variety of professionals within the fields of education, human services, and allied health to access coursework both as degree-seeking and non-degree seeking students in order to advance their psychological knowledge and use of psychological applications in their respective fields. In addition to the direct benefit of obtaining foundational knowledge in psychology, the curriculum is designed to facilitate the development of basic interpersonal skills, cultural sensitivity, and additional knowledge and skills that enhance the preparation of students for professional work in increasingly diverse social agencies, school and community settings, in business and industry environments, and in hospitals.

* 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.

CURRICULUM AND DEGREE COMPLETION REQUIREMENTS

Master's in General Psychology Program Curriculum

*Core Foundational Courses (12 credits)

- PSY 0600 Cognitive Psychology
- PSY 0601 Behavioral Neuroscience
- PSY 0605 Human Growth and Development
- PSY 0607 Social Psychology

*Core Methodology Courses (9 credits)

- PSY 0609 Individual Evaluation and Assessment
- PSY 0611 Research Design (MUST BE COMPLETED WITH A GRADE OF B- OR BETTER)
- PSY 0613 Psychological Quantitative Methods

Concentrations

General Psychology (9 credits)

- PSY 0614 Adult Psychopathology
- PSY 0615 Human Sexuality
- PSY 0616 History and Systems of Psychology **Or**
- PSY 0617 Master's Thesis (6 credits) PLUS one of the preceding concentration courses (3 credits)

Applied Health Science Courses (9 credits)

- PSY 0619 Psychological Aspects of Treating Disease
- PSY 0620 The Business of Psychology
- PSY 0633 Interviewing Techniques

Note: All core foundational and methodology courses should be completed before enrolling in designated concentration courses due to prerequisite requirements. Refer to the course description listing on page 44 of this policies and procedures handbook for further information.

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 a thesis (if required) and the comprehensive examination. The Master of Science program requires a minimum of 30 semester hours of graduate credit. The student will have 5 years to complete the program.

Students who have achieved matriculation status (completed four courses) and would like to add or change tracks must complete a MS General Psychology Specialty Track Request form and submit to the program office of the MS General Psychology program for approval. In each concentration, students must satisfactorily complete all curriculum requirements.

Comprehensive Examination

Students will be required to successfully complete an objective comprehensive examination following completion of the core foundational and core methodology courses (PSY 0600 Cognitive Psychology, PSY 0601 Behavioral Neuroscience, PSY 0605 Human Growth and Development, PSY 0607 Social Psychology, PSY 0611 Research Design and PSY 0613 Psychological Quantitative Methods).

The comprehensive exam is a two-part assessment consisting of a multiple-choice test and a critical essay paper. The multiple-choice test is proctored and offered via Canvas. Information concerning the examination format and content will be provided to students at the appropriate time in their curriculum.

Students who do not successfully complete the test on the first sitting will have an additional opportunity to pass the test. Students who do not complete will be discontinued from the program.

Thesis

Students in the General Psychology concentration have the option of completing a Thesis, which is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. The student will develop their own research questions and hypotheses, study design, data collection and analysis and interpretation of results. Students will work with an NSU faculty member in creating and conducting their own research project.

Before registering for Master's Thesis, students are expected to have successfully completed prerequisite courses PSY 611 Research Design and PSY 613 Psychological Quantitative Methods and be in good academic standing.

Learning outcomes:

1. Formulate one or more scientific questions and hypotheses based on the latest empirical and theoretical knowledge available in the chosen field on psychological research.
2. Choose an appropriate research design and methods for the proposed question.
3. Collect the empirical data for the study and utilize appropriate statistical analyses for the data to draw reasonable conclusions as pertaining to the original hypothesis.
4. Write a research report according to the current APA standards.

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 first four courses 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 General 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)

Students must earn a minimum grade of "C" in each master's degree course in order for that course to apply toward the degree. Students must maintain a cumulative grade point average of 3.0 throughout the program. Students whose cumulative GPA falls below 3.0 will be placed on academic probation for one semester. Students on probation who fail to raise their GPA to 3.0 or higher will be dismissed from the program. Students who receive more than two grades below a B minus (B-) or two grades of F in any course will be dismissed from the program.

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 the Master's in General Psychology Program will occur when any of the following conditions exist:

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

Commented [MM1]: Please make this change in the forensic handbook as well.

Commented [MM2]: Should be B-.

Master's in General Psychology Program (Online)

Fall 2022
August 22 – December 11, 2022
Winter 2023
January 4 – April 30, 2023
Summer 2023
May 8 – August 13, 2023

ACADEMIC CALENDAR 2022-2023 Doctoral, Specialist, & Master's Programs

Fall 2022 – Full Semester	
Friday, August 19, 2022	Orientation for new on-campus students
Monday, August 22	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 28	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, September 4	End of 75% refund
Sunday, September 11	End of 50% refund Last day for dropping classes with refund
Monday, September 5	Labor Day – university offices closed
TBA	Mid-Term Exam Dates
Sunday, November 20	Last day to withdraw from classes (no refund)
Thursday, November 24 Friday, November 25	Thanksgiving – university offices closed
TBA	Final Exam Dates
Sunday, December 11	Fall semester classes end

TBA	Winter Holiday – university offices closed
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Winter 2023– Full Semester	
TBA	Winter Holiday – university offices closed
TBA	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 8	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 15	End of 75% refund
Monday, January 16	Martin L. King, Jr. Day – university offices closed
Sunday, January 22	End of 50% refund
Sunday, January 29	End of 25% refund Last day for dropping classes with refund
TBA	Mid-term Exam Dates
February 27 – March 5	Spring Break
Sunday, April 9	Last day to withdraw from classes (no refund)
Sunday, April 30	Winter semester classes end
TBA	Final Exam Dates

The most updated academic calendar is available on the college’s website (psychology.nova.edu).

Master's in General Psychology Program Course Descriptions Index

Core Foundational Courses (12 credits)

PSY 0600 Cognitive Psychology (3 credits)

This course examines the various cognitive processes that affect behavior. Topics include information processing, memory, attention, unconscious processing, decision making in social context, language, and self-schemata development.

PSY 0601 Behavioral Neuroscience (3 credits)

This course emphasizes the principles of behavioral neuroscience, stressing the methods and rationales used to acquire information and reach conclusions about brain mechanisms underlying behavior. Students will survey topics related to the biology of psychology including: the basic anatomy of the nervous system, the normal physiological functions of the nervous systems, cellular electrophysiology, behavioral disorders, and brain diseases. The course also reviews current research on the role of the biological basis of behavior. The relative contribution of heredity and environment will also be examined.

PSY 0605 Human Growth and Development (3 credits)

This course examines how developmental maturation and social learning shape personality, both in childhood and adulthood. Theory and research in social development and learning are covered in topics such as attachment, aggression, sexuality, morality and self regulation, and self concept.

PSY 0607 Social Psychology (3 credits)

This course is designed to provide graduate students with a broad overview of current theories and research in social psychology. This course will review, in detail, the scientific study of how people's thoughts, feelings, and behaviors are influenced by the real or imagined presence of other people. Topics such as self-perception, judgment and decision-making, attitude change, conformity, social influence, obedience, attraction, love, aggression, violence, altruism, deception, nonverbal communication, and prejudice will be covered.

Core Methodology Courses (9 credits)

PSY 0609 Individual Evaluation and Assessment (3 credits)

This course surveys frequently used psychological tests of aptitude, interest, and personality. Test content, purpose, psychometric properties, administration, and scoring procedures are compared and evaluated. Issues of test use with culturally diverse populations are addressed.

PSY 0611 Research Design (3 credits)

The focus of this course is research methodology and scientific thinking. It covers basic experimental designs (between and within groups), single subject experiments, group experimental designs, nonexperimental designs (correlational research, case studies, meta-analysis), and program evaluation. Validity issues in research (internal and external) and research ethics are emphasized throughout. **(MUST BE COMPLETED WITH A GRADE OF B- OR BETTER)**

PSY 0613 Psychological Quantitative Methods (3 credits)

This course will focus on the theory and application of the most commonly used parametric statistical methods in Psychology. Specifically, this course will explore the relationship between advanced statistical methods and psychological research methods by providing students with an advanced understanding of the univariate methods commonly used for the analysis of behavioral data.

**General Psychology Concentration Course
Description Index**

PSY 0614 Adult Psychopathology (3 credits)

This course covers descriptive psychopathology and research on the etiology, epidemiology, dynamics and diversity issues of major adult pathologic syndromes. It provides a thorough introduction to DSM-IV-TR as a diagnostic tool.

PSY 0615 Human Sexuality (3 credits)

This course is an overview of the basics of sexual anatomy, physiology, and development. The student will acquire an understanding of human sexual response, concepts of sex therapies, and human sexual dysfunction. Also included are methods of contraception, sex and family planning, variations of sexual behavior. **Prerequisite: PSY 0605**

PSY 0616 History and Systems of Psychology (3 credits)

This course will review some of the major theoretical concepts and schools of thought in the history of psychology. More specifically, the course covers the history of various psychological concepts (such as perception, memory, emotions, consciousness, self, mental illness, etc.) as interpreted by various scholars of the mind over time. A historically-informed perspective of these concepts will help students realize the subtle changes in interpreting various psychological processes and phenomena across different time periods and the connections between these changes and the larger socio-political and intellectual environments at the time.

PSY 0617 Master's Thesis (6 credit hours)

Students will work with an NSU faculty member in creating and conducting their own research project. A thesis is an original contribution to knowledge resulting from the systematic study of a significant problem or issue. **Prerequisites: PSY 0611, PSY 0613**

**Applied Health Science Concentration Course
Description Index**

PSY 0619 Psychological Aspects of Treating Disease (3 credits)

This course will explore both the strengths and limitations of utilizing a strict bio-medical model for treating disease. Current research on the effective management of pain and chronic disease will be reviewed and discussed from a psychological perspective. Implications for a better understanding and evaluation of psychological distress associated with chronic disease will be explored as well as research on the role of psychological support from family members and care givers.

PSY 0620 The Business of Psychology (3 credits)

This course will introduce students to the business of psychology. Issues related to private practice, employment, program development, and implementation will be presented. Specific topics will include:

developing a private practice, surviving in a changing marketplace, marketing strategies, establishing fees, coding and reimbursement, negotiating employment contracts, and development and implementation of psychological service units.

PSY 0633 Interviewing Techniques (3 credits)

This is a basic course on the theoretical and practical aspects of the clinical assessment interview. Emphasis is placed on the development of communication skills, rapport building, evaluation strategies, and the consideration of diagnostic data as well as cultural/ethnic diversity, the mental status evaluation, and the ability to organize information in written and oral form. **Prerequisite: PSY 0609**

GENERAL PSYCHOLOGY PROGRAM ADMINISTRATION

Karen S. Grosby, Ed.D., Dean

Glenn Scheyd, Ph.D., Department Chair

Alexandru Cuc, Ph.D., Academic Coordinator

Regina Schenck, Administrative Coordinator

PROGRAM FACULTY

Paula Brochu, PhD

Noreen Commella, PsyD

William Dorfman, PhD

Ellen Flynn, PhD

Tom Kennedy, PhD

Jeffrey Kibler, PhD

Craig Marker, PhD

Timothy Moragne, PhD

Adam Schulman, PhD

Jean Thaw, PhD

Manuela Villa, PhD

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Arthur J. Falcone

Steven J. Halmos

Carol Harrison Kalagher

Milton L. Jones, Jr.

Barbara Trebbi Landry

Alan B. Levan

Nell McMillan Lewis, Ed.D.

Albert J. Miniaci

Anthony N. Ottaviani, D.O.

Kiran C. Patel, M.D.

George I. Platt, J.D.

Martin R. Press, J.D.

Paul M. Sallarulo

J. Kenneth Tate

Zachariah P. Zachariah, M.D.

Michael J. Zager

Ex Officio

Marc Cannon

Trustee Emeritus

Mike Jackson

As of July 2022

Important Contact Information

Dean's Office	Karen Grosby, Ed.D. Yvette Coello	(954) 262-5701 (954) 262-5712 ycoello@nova.edu
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General Psychology Program:

Department Chair	Glenn Scheyd, Ph.D.	(954) 262-3760 scheydjr@nova.edu
Academic Coordinator	Alexandru Cuc, Ph.D.	(954) 262-5889 calex@nova.edu
Administrative Coordinator II	Regina Schenck	(954) 262-5757 rschenck@nova.edu

Other Important Contacts:

College of Psychology Student Emp. Carise Crevecoeur	(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 bksubooks@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 Phone Directory

COLLEGE OF PSYCHOLOGY				REVISED 8/4/21			
F/T & CLINICAL FACULTY	Phone	Email	Room	FACULTY (96 TOTAL)	Phone	Email	Room
Argüelles-Borge, Soledad	25820	soledada	2040	Sheinberg, Nurit	27136	nurit	MSC 1218/1058
Banks, Jonathan	27965	jb2676	Prkr 241	Shigeto, Aya	28006	as1959	Prkr 238
Black, Ryan	25794	blackrya	1076	Simco, Ed	25744	ed	2030A
Boucher, Leanne	28469	lb1079	Prkr 223	Sobell, Linda	25811	sobelll	1054
Brochu, Paula	25870	pbrochu	2065	Sobell, Mark	25747	sobellm	1061
Burns, Myron	27914	myron.burns	Prkr 229	Starratt, Valerie	27674	vs311	Prkr 236
Burns, W. Joe	25708	burns	2028A	Sternglanz, Weylin	28177	sterngla	Prkr 240
Campbell, Stephen	25759	stepcam	2067	Stripling, Ashley	25762	astripling	1029
Caproni, Peter	24447/25882	pc491	U Schl 127A/2077	Suarez-Morales, Lourdes	25813	Isuarezmorales	2078
Cash, Gene	25703	cralph	2063	Tartar, Jaime	28192	tartar	Prkr 231
Collins, Matt	28101	wc292	Prkr 222	ter Maat, Mercedes	25728	termaat	1058
Craddock, Travis	22868	teraddock	CCR 440	Teixeira, Vanessa	45636	vteixeira	ORL 221G
Cuc, Alexandru	25889	calex	2064	Thayer, Kayla	25880	kg119	1027
Davidtz, Jennifer	25817	jdavidtz	1036	Thompson, Eric	25691	ethompson	2034
DeLucia, Christian	25810	cdelucia	1081	Thompson, Isabel	25602	ithompson	2040A
Dorfman, William	25710	dorfman	1117	Valenzuela, Jessica	25737	jbv637	1028
Dunagan, Mindy	25781	mdunagan	2031	Valley-Gray, Sarah	25783	valleygr	2073
Ellis, Amy	25902	Amy.Ellis	1034	Van Hasselt, Vincent	25752	vanhasse	1079
Faust, Jan	25713	jfaust	1062	Voltaire, Michael	28190	mvoltair	Prkr 230
Feldman, David	25651	dfeldman	2032	Waguespack, Angela	25719	waguespa	2070
Fernandez, Mercedes	27804	m934	Prkr 242	Walker, Lenore	25724	walkerle	2030A
Fins, Ana	25897	anaifins	1066	CLINICAL FACULTY	Phone	Email	Room
Formoso, Diana	25772	formoso	2068	Char, Sohani	27194	sb1824	MSC 2239
Freund, Robert	25608	rfreund	2048A	Fimiani, Maria	25689	mf245	1057
Garcia-Lavin, Barbara	27917	garciala	2026A	Lashley, Lisa	25886	lkohn	1111
Gibson, Douglas	25652	gibsondp	1065	Martinez, Ana	25831	anamarti	1037
Gold, Steven	25714	gold	1117	Schnur, Leonard	25731	schnur	1102
Golden, Charles	25715	goldench	1055	Sheehan, Tara	27128	tarashee	MSC 2236
Holschbach, Mary (Allie)	25899	mholschb	Prkr 228	Tomozawa, Yukari	25755	tomozawa	1100A
Hillier, Donna (ABA)	27264	donnangu	2079	Worton, Shannon	25884	worton	1101
Iarussi, Melanie, Chair	25734	miarussi	2024	RECRUITMENT/ADM	Phone	Email	Room
Jungersen, Tara	25764	tj290	2036	Gayle, Gregory	25903	ggayle1	2078A
Kanzki-Veloso, Elda	52652/25804	veloso	Miami 127/1058	Hubbell, Jessica	25832	jhubbell	2010
Karl, Shannon	25725	shannon.karl	ORL 221D/1058	Kalam, Sherene (ADM)	25721	kalamd	2083
Kasi, Iryna	25716	ikasi	1035	Noriga, Anthony	26902	anorige0	2030
Katell, Alan	25723	katell	2072	Perez, Carlos	25702	perez	2026C
Kennedy, Thomas	25807	ktom	2026B	Rodriguez, Elianne	25898	er1160	2083
Kibler, Jeffrey	25879	kibler	1072	CLINICAL PSYCHOLOGY	Phone	Email	Room
Kochen, William	25654	wkochen	Prkr 248	Espinoza, Esther	25726	eespinoza	2020
Landy, Justin	25653	jlandy	Prkr 247	Vassell, Cavell	25749	cavell.vassell	2026
Layne, Christopher	TBA	TBA	TBA	MASTERS PROGRAMS	Phone	Email	Room
Leopold, Patrice	25605	pleopold	2037	Dominguez, Beatriz	25891	beatdomi	2081B
Lewis, John, Chair	25729	lewis	2023	Levine, Brenda	25799	bl174	2077A
Ma, Mindy	27934	mmindy	Prkr 243	Pompilus, Junine	25704	jp1443	2081
McKibben, Bradley	25847	wmckibben	2073A	Quesada, Nancy	25740	qnancy	2081
Menon, Madhavi	27988	madhavi	Prkr 239	Sokolowski, Connie	25709	cs1747	2014
Moragne, Timothy	25735	moragne	1075	Zawoyski, Pat	25720	zawoyski	2081
Munoz, James R.	28070	jm2701	Prkr 237	SCHOOL PSYCHOLOGY	Phone	Email	Room
Nierenberg, Barry	25732	nierenbe	1056	O'Sullivan, Suzanne	25826	osulliva	2081
Owens, Anna	25904	aowens1	2041	UNDERGRADUATE/MASTERS	Phone	Email	Room
Paro, Carly	25736	cparo1	Flex/Tampa	Ruggiero, Jeanne	28063	jruggier	Prkr 227

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

Clinic Intake - 25823

NSU Student Counseling - 27050

Maltz Rm Reservations - 25763

Testing Library - 25940

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