



College of Psychology  
**NOVA SOUTHEASTERN  
UNIVERSITY**

## **College of Psychology**

**M.S. Program in General Psychology  
Handbook**

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

2025-2026

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## NOVA SOUTHEASTERN UNIVERSITY

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Nova Southeastern University is a not-for-profit, fully accredited, coeducational University classified by Carnegie as both a “high research” and “community engaged” University. It was founded in 1964 as Nova University. NSU’s main campus is located on the 314-acre main campus in Ft. Lauderdale-Davie. It has a presence throughout Florida, the U.S. and in nine countries. Its 18 Colleges of study offer undergraduate, graduate, and professional programs in the fields of medicine, psychology, pharmacy, arts and sciences, dental medicine, education, law, optometry, computer and information sciences, humanities and social sciences, human services and justice, nursing, business, and oceanography. NSU also brings cultural enrichment to the community through the Museum of Art, the Miniaci Performing Arts College, public access to the Alvin Sherman Library, Research and Information Technology College, and programs in the performing and visual arts.

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving problems of immediate concern to the community. The University’s Colleges and programs share a common mission to educate students for leadership roles in a variety of professions. Through the Nova Southeastern University plan, students master competencies at each academic level, develop a sense of professional ethics and responsibility, and learn to appreciate the role of the professional as a key individual in society.

NSU stresses the critical relationship between theory and practice; it reinforces and tests the classroom experience through applied research and community service as integral parts of academic experience. Consistent with its mission, the University extends its resources to provide educational opportunities to working professionals nationwide, with faculty teaching on the main campus, online, at regional campuses throughout Florida and Puerto Rico, and across the country. NSU also delivers programs through a variety of educational technologies, including telecommunications. Nova Southeastern University is committed to the idea that education should not be time-bound or place-bound. Through its educational offerings, research projects, and programs of public service, the University encourages the free exchange of ideas and the search for knowledge that is the cornerstone of the academic tradition.

Nova Southeastern University programs are approved for educational benefits by the Bureau of State Approval for Veterans Training, Florida Department of Veterans Affairs. The University is authorized under federal law to enroll nonimmigrant alien students.

Nova Southeastern University’s general policies on student relations are on file in the Office of the University Registrar.

## Accreditation

Nova Southeastern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate's, baccalaureate, master's, educational specialist, doctoral, and professional degrees. Nova Southeastern University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Nova Southeastern University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org))

## INTRODUCTION TO THE COLLEGE OF PSYCHOLOGY

The College of Psychology welcomes you to graduate study at Nova Southeastern University. The College of Psychology, first organized in 1967 as the Behavioral Sciences Center, is concerned with integrative graduate training, research, and service in psychology and counseling. Because of the competitive nature of the application process for the Masters (M.S.) in General Psychology, your admission signifies that you have distinguished yourself by your academic and professional achievements.

The College has many resources available to you during your training years. In addition to the faculty and your fellow graduate students, you will have access to libraries, computer labs, schools, hospitals, clinics, and professional organizations. It is important that you remember, however, that the successful completion of your graduate training rests with you more than anyone else.

This *Policies & Procedures Handbook* was designed to familiarize you with the specific policies and procedures governing the M.S. general psychology program. Knowledge of the contents of this handbook and of the *College of Psychology Catalog*, available at <http://psychology.nova.edu/>, is essential to ensure the smooth functioning of your graduate training. You are urged to read this handbook at the start of your program and to make frequent reference to it. **Ignorance of policies and procedures in this handbook is not an acceptable defense for failing to abide by them.** The graduate programs continue to evolve, and periodically there may be changes in curriculum, research, or other requirements. Because these changes occur to improve the training of experimental psychologists, changes will become part of the requirements for graduation for all students at the discretion of the Dean, regardless of the student's status in the program.

## **M.S. in General Curriculum and Degree Completion Requirements**

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.

### **Program Requirements**

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.

### **Major Course Requirements**

#### **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 <b>Or</b>
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 [course wizard](#) for further information.

### **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.

If a student has not successfully defended his/her thesis after completing 6 credits of thesis coursework, the student must remain enrolled in thesis credits for each additional semester during which he/she is working on the thesis, including the semester of defense. During this time, the student must maintain active status in the degree program. Students may complete a maximum of 12 credit hours of thesis work.

### **Format and Style Guidelines for Thesis**

Students must adhere to the following Thesis Format and Style Guidelines. After successful completion of the Thesis Defense, each student will complete the following steps.

1. Make all final revisions and prepare one final manuscript according to the following guidelines.
  - The manuscript should be double-spaced in Times New Roman, 12-point font.
  - All margins (top, right, and bottom) should be 1".
  - Page numbers should be placed in a header: top right, 0.5" from the top, numeral only.
  - Front matter should be prepared.
2. Submit an electronic copy of the manuscript, including front matter, in one document to the director of the master's program. The director will review the formatting and alert the student to any necessary changes.
3. Once the manuscript has been approved by the director, the student will:
  - Submit one final electronic copy to the program director that will become part of the department's digital thesis archive.

If the student would like to have any additional bound copies, he/she must submit an additional manuscript, including front matter and original signatures, and a check for the total amount. Interested students should ask the chair for current pricing information. All manuscripts should be submitted at the same time.



## **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](http://www.nova.edu/irb/training.html) . All IRB policies and procedures can be accessed at the IRB website: <http://www.nova.edu/irb/manual/policies.html> .

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

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

If the IRB college representative/alternate determines that the proposed research poses potential risk to participants, the submission will automatically be electronically submitted in IRBManager for further review by the IRB Office. Upon receipt of the IRBManager submission, the IRB Office will pre-review the research protocol before forwarding to the

IRB Chair or their designee(s). The IRB Chair or their designee(s,) in conjunction with the IRB Office, will determine if the research can be reviewed through expedited review or if the research needs to be reviewed by the full IRB Board during their monthly meeting. After review, the IRB Office will notify the principal investigator, via the IRBManager electronic submission system, of any changes that must be made, in addition to any other decisions regarding approval or disapproval of a research submission.

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

## **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.

### **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.

### **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
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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 with the exception of PSYC 6000 Master's Thesis credits, a letter grade will be assigned based on the individual instructor's assessment and evaluation of the student's work. PSYC 6000 will be graded as Pass/Fail.

**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) is issued in rare cases because of unusual and exceptional circumstances. Students are only eligible for an Incomplete if 50% of the coursework has been completed with a C or above average, and the remaining coursework can be completed in a timeframe agreed upon by the faculty member and the student, not exceeding one semester beyond the final date of the course.

It is the student's responsibility to consult the faculty member regarding an Incomplete request. Based on the unusual and exceptional circumstances surrounding the Incomplete request, documentation may be required to be submitted.

If the student does not complete the coursework within the agreed upon time frame, the Incomplete grade will be changed to the grade earned based on the work accepted by the instructor to date in the agreed upon time frame (not to exceed 16 weeks); the student only gains points for assignments completed that were included in the incomplete agreement. A student cannot remove an Incomplete by retaking the course in a subsequent semester. A student who is absent at the final examination without prior approval is generally not eligible to receive an Incomplete grade.

Incompletes that have not been addressed by the student and college will ultimately be converted to a Failing grade after 1 year from the end of the term. Students cannot be assigned an “I” to finish extra credit work.

A student must request an Incomplete from the instructor. The instructor must seek approval from the program director or the department chair to approve the incomplete. If the program director or department chair 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 or Designee (**Final Decision of Dispute Process**)

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

In the case of a grade dispute or other appeals relating directly to a student’s academic

performance, an administrator may not substitute his/her judgment for the performance appraisal of the faculty member rendering the grade or assessing the students' work. **The decision of the faculty chair is the final decision in the process. There are no further appeals permitted.**

### **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.

### **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).

## **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.

All NSU students are required to familiarize themselves with the university wide policies located in the [NSU 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.

### **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.

## **Degree Conferral**

Students who have completed 100 percent of their degree requirements will automatically be conferred. Students are eligible for conferral when they meet the requirements listed in the student catalog in effect when they entered the university, unless a prior request to follow a more recent catalog has been approved. Students who wish to postpone the anticipated date of their degree conferral may submit a request as instructed in associated email communication. Progress toward completing degree requirements can be tracked using Degree Works. Once the program office has confirmed that the student has met all degree requirements, the student’s name will be submitted to the university’s Board of Trustees for final approval for degree conferral. Degrees/ certificates are awarded on the last day of the month in which the degree application has been approved. Once degrees have been conferred, transcripts and diplomas showing the awarded degree are sent to students by mail to the address on the student’s record. Existing holds and outstanding balances will not prevent the awarding of a degree, however, students must satisfy any outstanding balances to receive their diploma. Once a degree is conferred, it is considered the official record that cannot be modified. Therefore, it is important for students to continuously monitor their academic record and request adjustments as needed before each semester’s record is closed. 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.



Information regarding the degree conferral process can be located on the University Registrar website at [nova.edu/registrar/services/degree-conferral.html](http://nova.edu/registrar/services/degree-conferral.html)

For doctoral students, a doctoral degree cannot be processed for conferral until after the last day of the last semester.

## 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.

### Official Transcripts Process for Graduate and Professional Programs

Sealed official transcripts from the applicants conferred, four-year bachelor's degree institution attended must be provided (excluding CAS program applications and international student applications). If a student is seeking to transfer in college or institutional credits toward the degree they are applying to, and it is different from where the applicant earned a four-year bachelor's degree, the admissions office may require sealed official transcripts from that institution. All CAS program applicants are required to submit sealed official transcripts from all institutions attended, per CAS requirements.

## Academic Regulations and Information

### ACADEMIC CALENDAR 2025-2026

#### Doctoral, Specialist, & Master's Programs

Fall 2025 – Full Semester	
Monday, August 18	Fall semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, August 24	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, August 31	End of 75% refund
<b>Monday, September 1</b>	<b>Labor Day – university offices closed</b>
Sunday, September 07	End of 50% refund Last day for dropping classes with refund
Sunday, September 14	End of 25% refund

	Last day for dropping classes with refund
Monday, October 6– Saturday, October 11	Mid-Term Exam Dates
Sunday, November 16	Last day to withdraw from classes (no refund)
<b>Thursday, November 27 Friday, November 28</b>	<b>Thanksgiving – university offices closed</b>
Monday, December 1– Saturday, December 6	Final Exam Dates
Sunday, December 7	Fall semester classes end
<b>TBA</b>	<b>Winter Holiday – university offices closed</b> * Subject to university president's discretion and approval

<b>Winter 2026– Full Semester</b>	
<b>TBA</b>	<b>Winter Holiday – university offices closed</b> * Subject to university president's discretion and approval
Monday, January 5	Winter semester classes begin Last day for completing regular registration Late registration fee of \$50 will be charged after this date
Sunday, January 11	End of 100% refund Last day for completing late registration Last day for adding classes
Sunday, January 18	End of 75% refund
<b>Monday, January 19</b>	<b>Martin L. King, Jr. Day – university offices closed</b>
Tuesday, January 25	End of 50% refund Last day for dropping classes with refund
Tuesday, February 1	End of 25% refund Last day for dropping classes with refund
Monday, February 23– Saturday, February 27	Mid-term Exam Dates
<b>March 2 – March 6</b>	<b>Spring Break</b>
Sunday, April 12	Last day to withdraw from classes (no refund)
Monday, April 27– Saturday, May 2	Final Exam Dates
Sunday, May 3	Winter semester classes end

The most updated academic calendar is available on the college's website [2025-2026 Academic Calendar](#)

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

<b>Fall 2025</b>
August 18 – December 7, 2025
<b>Winter 2026</b>
January 5– May 3, 2026
<b>Summer 2026</b>
May 4 – August 9, 2026

### Academic Year

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

Students are responsible for accessing and reviewing the academic calendar available in the handbook and at <https://psychology.nova.edu/students/current-students.html>.

### Attendance

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

### Religious Holidays

.See the *NSU Student Handbook*, Religious Holidays Policy section. Visit [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](mailto: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.

## **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 \(nova.edu\)](#).

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

NSU requires all students to make consistent progress toward obtaining an eligible degree or certificate program at the university. Any student who does not complete a course and earn credit(s) for three consecutive semesters/four terms will be considered inactive and withdrawn from the University, excluding any semesters/terms where the student is on an approved leave of absence.

Students withdrawn pursuant to this policy who wish to continue their academic program are required to follow the readmission process as detailed in their college or academic program's student handbook/catalog. Readmission is solely at the discretion of the student's college or academic program and may include specific conditions, including the repeat of courses or the

entirety of the academic program, when deemed appropriate by the college/academic program. Additionally, students may be subject to the admissions standards and academic program requirements as outlined in the student handbook/catalog for the academic year in which the student is seeking readmission. While this policy is intended to set forth the maximum period of academic inactivity, colleges and academic programs are permitted to adopt more stringent standards, i.e., shorter time periods of inactivity that will lead to withdrawal. Students should consult with their college or academic program for additional information about the maximum period of academic inactivity applicable to their course of study.

### **Degree Recission Policy**

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

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

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

1. 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.

## **Time Limits**

To assure that an awarded degree represents up-to-date knowledge and skill competencies needed to enter the profession, students are required to complete their program and be awarded a master's degree within five years from the time of first enrollment.

In the event that a student does not complete all requirements within the five-year time limit (excluding approved leaves of absence), he or she must enroll in and complete 18 credits per year. This must consist of at least 3 credits of course work (including independent study) and, if a thesis is incomplete, 3 credits of thesis supervision each Fall and Winter semester.

## **Failure to Register/Withdrawal**

Students who fail to register for a required semester or who voluntarily withdraw from the program 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**

### **Orientation**

All new students are strongly encouraged to attend orientation before the start of the first semester. At orientation, students are provided with needed information about the College of Psychology and NSU programs, introduced to faculty members and their programs of research and clinical service. Students are responsible for obtaining the information covered during the orientation if that are unable to attend. Failure to attend orientation is not an acceptable defense for failing to abide by policies and procedures discussed at orientation.

### **Faculty Advisors/Mentors**

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.

## **Student Contact and Personal Information**

Students must keep their contact information current in SharkLink at <https://sharklinkportal.nova.edu> at all times, including preferred and permanent mailing addresses and phone numbers, to ensure that they can be contacted in an emergency, receive financial aid refunds, and any important information sent by postal mail. Students may update their address in SharkLink.

To make a change to other personal information, such as a name, Social Security Number, or date of birth, Nova Southeastern University requires official documentation. Students must submit a completed Data Change Request available at [nova.edu/registrar/forms1.html](http://nova.edu/registrar/forms1.html) along with supporting legal documentation. For details on acceptable documentation for each change, visit the Registrar's website at [nova.edu/registrar/services.html](http://nova.edu/registrar/services.html).

Students must use their NSU email for all official NSU communication and are responsible for monitoring their NSU email.

## **Technology Requirements**

All students are required to have access to a computer with Internet access. Students are also required to have a working webcam for class assignments involving video recordings and for use during Lockdown Browser. If you experience technical difficulties, please contact the NSU OIT Help Desk at 1-800-541-6682, ext. 24357 or [help@nova.edu](mailto:help@nova.edu). Additional information regarding the NSU Student Computing Help Desk and student technology resources can be found at: <http://www.nova.edu/help/students/index.html>.

## **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>.

As part of the registration process, all students must complete the Nova Southeastern University Student Enrollment Agreement (SEA) once per academic year or risk being dropped from their courses. Additional information about the SEA can be found here, [Frequently Asked Questions | NSU Registrar's Office \(nova.edu\)](#) A registration hold on a student's account does not prevent the student from completing the SEA. Students are encouraged to register online via SharkLink. Students who do not know their SharkLink



username ID and password should visit [www.nova.edu/resources/nsuidentity.html](http://www.nova.edu/resources/nsuidentity.html) .

### **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 2025–2026 will be charged at the rate of \$955 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	\$ 955 per credit hour
Application Fee	\$ 50 (nonrefundable)
Late Payment Penalty	\$ 100 per semester
Textbooks and Supplies	\$1,100 (approximate cost per semester)
Student Services Fee	\$ 680 per semester (4 cr. or more)/\$340 per semester for less than 4 credits
Transcript Fee	\$ 17 per transcript
*Student Health Insurance	\$1056 for August 1, 2024 thru December 31, 2024;
	\$1464 for January 1, 2025 thru July 31, 2025; \$2,430 total amount charged for August 1, 2025 thru July 31, 2026 (fees subject to change)

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

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

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. **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](mailto:rschenck@nova.edu), (Regina Schenck). Adjustment of tuition fees will be computed from the date on which the notice is received by the Program Office.

- (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.

### **University Fees**

NSU offers to all students—on campus, online, clinical, or hybrid—the same quality education and many opportunities for student benefits depending on the student's choice of educational modality selected. Therefore, the university sets the overall student fees on an aggregate, student-centric basis for the entire student body. The overall costs exceed the amount collected from student fees charged to all students. These student fees are blended together to create INSU with high-tech systems, student activities, and many other essential student services that make a complete, integrated university. This mission transcends the development and ultimate determination of the amount of student fees for all students, irrespective of their choice of learning modality.

### **Indebtedness to the University**

By registering for courses at Nova Southeastern University, the student accepts financial responsibility for payment of all institutional costs including, but not limited to, tuition, fees, housing, health insurance, and meal plan (if applicable), and any additional costs when those charges become due. Payment is due in full at the time of registration. NSU eBill notifications 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 notice 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, 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.

### **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.

### **Course Audit Policy**

#### **[Course Audit Policy \(nova.edu\)](http://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 \(nova.edu\)](http://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".

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## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Ethical Issues in the Master's Programs**

#### **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 Director within 30 working days of its occurrence, where informal resolution will continue in consultation with the Program Director or Department Chair. Should the Program Director or Department Chair find insufficient evidence or if this step fails to bring about an acceptable resolution, the student must next request intervention through the Dean of the College of Psychology within another 30 days.

### **Formal Procedure**

1. A student wishing to proceed with the grievance must file a written appeal with the Dean. This document should contain a concise statement of the particular manner of harm, along with all relevant facts and compelling supporting evidence.
2. Upon receipt of a written appeal, the Dean shall review the document to determine if the complaint warrants further review.
  - a. If the Dean decides that no further action should be taken, the appeal will be terminated and a brief written explanation will be submitted to the student.
  - b. If the Dean decides that a further review should occur, the appeal should be referred to the college's standing Appeals Committee. The committee will conduct a substantive review of all facts it deems pertinent to the appeal. The committee, at its discretion, may interview the student or any other pertinent person, which it judges has information relevant to the review. No persons may have legal counsel accompany them or appear in their behalf.
3. The Appeals Committee will file a written recommendation to the Dean with justification, including whether sufficient evidence exists to uphold or overturn the action being grieved. The Dean will notify the student of a determination in writing within a reasonable period following the filing of the appeal.
4. If the student has evidence that there have been any procedural irregularities within

the appeals process, such irregularities must be presented in writing to the director within 5 days of the notification of determination. The Dean will review the document and notify the student of a decision. Should any irregularities have occurred, the director will return the appeal to the Appeals Committee for consideration consistent with the process described in this policies and procedures handbook.

5. Following a review of the committee's report, the Dean's decision shall be final. Students acknowledge upon their acceptance into this program that the above procedure provides for adequate review of university action by any other outside parties or jurisdictions. Further, the jurisdiction for all grievance issues related to policies, procedures, and/or administrative action shall be Broward County, Florida.

### **Remediation Policy**

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

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

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

Students may be referred to the Professional Standing Committee for a review of areas needing remediation, for violations of the academic code of conduct, or other concerns about professional functioning in the program. The committee reserves the right to dismiss students from the program.

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

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

### **Readmission**

Students dismissed from the program may petition for readmission after one academic year. Applicants should supply documentation regarding remediation. Readmission petitions should



be submitted to the College of Psychology Admissions Office. Students will have their records examined by the master's program admission committee. Upon approval, the student will be readmitted to the program in effect at that time. Only those courses, previously completed in the

College of Psychology master's program within the past five years with grades of B or better and that are equivalent will be applied toward the master's degree.

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

### **University Equal Opportunity/Nondiscrimination Statement**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances, it is the policy of Nova Southeastern University not to engage in any discrimination or harassment against any individuals and to comply with all federal and state 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 policy applies to all activities and programs. Inquiries about perceived discrimination, related policies, and Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

For inquiries or complaints regarding perceived discrimination based on gender or sex, please contact:

#### **Laura Bennett**

Title IX Coordinator

Phone: (954) 262-7858

Email: [laura.bennett@nova.edu](mailto:laura.bennett@nova.edu) or [titleIX@nova.edu](mailto:titleIX@nova.edu)

Website and Online Reporting Form: [nova.edu/title-ix](http://nova.edu/title-ix)

Office of Human Resources

3300 S. University Drive

Fort Lauderdale, FL 33328-2004

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

#### **Benjamin Johnson, Ph.D.**

Assistant Dean for Student Development

Phone: (954) 262-7281

Email: [bj379@nova.edu](mailto:bj379@nova.edu)

## **Grievance Procedure for Complaints of Discrimination**

Nova Southeastern University has established the below grievance procedures to review, investigate, and resolve allegations of discrimination, harassment, and/or retaliation in violation of the University's Equal Opportunity/Nondiscrimination Policy, other than complaints subject to the NSU Title IX/Sexual Misconduct Policy, which will follow the policies and procedures contained therein. Please refer to *NSU Student Handbook* for more details on the procedure.

### **Title IX**

Information about NSU's Title IX/Sexual Misconduct policy, confidential resources, rights of all parties, definitions and examples of prohibited behaviors, and the procedures for investigating and resolving reports of sexual misconduct is available on the Title IX website at [Title IX | Nova Southeastern University](#). Individuals may report incidents through a secure online form on the Title IX website and/or may contact the Title IX Coordinator directly. The Title IX Coordinator also assists students in learning about their protections under Title IX, such as those for pregnant/parenting students as well as those who may have experienced sexual violence on- or off-campus that affects their ability to participate in an NSU educational program or activity.

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

Benjamin O. Johnson, Ph.D.  
Assistant Dean for Student Development  
(954) 262-7281  
[BJ379@nova.edu](mailto:BJ379@nova.edu)

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## **OTHER POLICIES AND INFORMATION**

### **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. They are intended to be used as a guideline and do not create an express or implied contract that 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.

### **Course Attendance and Engagement**

Students are required to attend the first class of each course in order to start academic work for the semester, unless they have obtained prior approval for an absence from the instructor. Without such approval, a student will be reported as not in attendance, which may result in the student being dropped from the class through the university's roster reconciliation process. However, it remains the student's responsibility to monitor class registration status in accordance with the Student Enrollment Agreement (SEA), regardless of the instructor's roster reconciliation submission.

### **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.

### **Force Majeure**

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

Any decisions by the university to provide a refund or credit, in whole or in part, of any fee or other charge, in the event of a campus closure, suspension, or other change to the delivery format of education, activities, housing, dining, and/or services shall be in the university's discretion and shall not create an expectancy that any individual is legally entitled to such refund or credit or that it will be provided in any other instance.

### **Image Use Statement**

As part of the Student Enrollment Agreement (SEA), which students are required to read and accept with their first registration each year, students consent to the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU to take and/or obtain my photograph, name, alias, video and/or audio recording, or other likeness of myself, or any combination thereof, at any public NSU-related events or at any public areas on NSU's property (hereinafter "my likeness"). I further grant NSU permission to utilize my likeness for commercial purposes, including publicity, marketing, and promotion for NSU and its programs, without compensation to me, to the extent permissible under the Family Educational Rights and Privacy Act (FERPA). I understand and consent to NSU copying, reproducing, and distributing my likeness in any media format. I further understand that my likeness may be subject to reasonable modification and/or editing and waive any right to inspect or approve the finished product or material in which NSU may eventually use my likeness. I acknowledge that NSU owns a non-exclusive right to my likeness and understand that, although NSU will endeavor to use my likeness in accordance with standards of good judgment, NSU cannot warrant or guarantee that any further dissemination of my likeness will be subject to NSU's supervision or control. Accordingly, I release NSU from any and all liability related to the use, dissemination, reproduction, distribution, and/or display of my likeness in any media format, and any alteration, distortion, or illusionary effect of my likeness, whether intentional or otherwise, in connection with said use. I also understand that I may not withdraw my permission for use of my likeness which was granted.

Student-athletes are permitted to use, control, and commercialize use of their likeness in a wide range of activities (NIL Activities), including, but not necessarily limited to: commercials/advertisements for products and services, development and promotion of the student-athlete's own brand/business, personal appearances, promotion of student-athlete-run camps, clinics, and private lessons, sponsored social media activities, and autograph sessions.

In accordance with NSU's Student-Athlete Name, Image, and Likeness Policy, Section 1006.74, and current NCAA Division II Bylaws, NSU will not restrict student-athletes from the ability to commercialize use of their likenesses. However, NSU student-athletes shall not use NSU intellectual property in connection with their NIL Activities unless the prior written permission of NSU has been secured in writing through an agreement granting specified

rights. NSU intellectual property includes, but is not limited to, NSU's name, trademarks, service marks, logos, colors, symbols, apparel with university trademarks/logos, and uniforms, regardless of whether the intellectual property is registered. NSU may grant or refuse to grant permission in its sole discretion. Student-athletes may, in connection with NIL Activities, state that they are a student-athlete at NSU and/or list their personal academic or athletic accolades. However, student-athletes shall not state or imply, directly or indirectly, that NSU is endorsing the NIL Activity or any products or services associated with that NIL Activity.

### **Drug and Alcohol Policy**

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

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

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

Students enrolled in NSU's College of Psychology have a continuing duty to disclose any arrest, conviction, guilty or no contest plea, adjudication of guilt withheld for a criminal offense or participation in a pretrial diversion program or its equivalent for any criminal offense. Students are required to notify the dean's office within 10 days of any arrest or subsequent conviction, guilty or no contest plea, or participation in a pretrial diversion program or its equivalent for any criminal offense. While enrolled at NSU, students have a continuing duty to disclose all the above, along with any arrests or pending criminal charges, within 10 days of any arrest or charges filed. Students must notify the Dean or designee of any arrests or pending criminal charges. A failure to timely disclose any arrests or pending criminal charges may result in disciplinary action, up to and including dismissal from NSU.

### **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 from 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 live offering of the class:

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

Students are prohibited from recording audio or video or taking photographs in classrooms in all modalities (including online classes) without prior written permission from the instructor or pursuant to an approved disability accommodation. Students are further prohibited from reproducing, sharing, or disseminating class content recordings, or any portion thereof with individuals who are not registered for the class. Engaging in such activities will be considered a breach of the Student Code of Conduct and subject to disciplinary action.

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

## 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/>

### NSU Resources

<b>College of Psychology Graduate Program Information</b>	(954) 262-5790 Email: <a href="mailto:gradschool@nova.edu">gradschool@nova.edu</a>
<b>Admissions</b>	(954) 262-5760 <a href="http://www.psychology.nova.edu">www.psychology.nova.edu</a>
<b>Financial Aid</b>	(954) 262-3380 <a href="http://www.nova.edu/cwis/finaid">www.nova.edu/cwis/finaid</a>
<b>Housing</b>	(954) 262-7052 <a href="http://www.nova.edu">www.nova.edu</a>
<b>International Student Advisement</b>	(954) 262-7240
<b>Veterans' Benefits</b>	(954) 262-7236
<b>Other NSU Programs</b>	(954) 262-7255 <a href="http://www.nova.edu">www.nova.edu</a>