

# **Farquhar College of Arts and Sciences**

## **Graduate Student Handbook**

**2010–2011**





# Farquhar College of Arts and Sciences

## Graduate Student Handbook

### 2010–2011

The Farquhar College of Arts and Sciences' *Graduate Student Handbook* is a resource for information about academic program and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to an graduate career at Nova Southeastern University (NSU).

The *Graduate Student Handbook* is published once each year, in the fall semester. Students are bound by policies published in the handbook in effect the semester they enter the university, unless an agreement is made with appropriate NSU administration officials allowing them to abide by policies published in a later handbook. Policies and requirements, including fees, are subject to change without notice at any time at the discretion of the NSU administration. NSU reserves the right to change curriculum, course structure, calendar, graduation requirements, and costs during the life of this publication. Students are also bound by the *NSU Student Handbook* and should be familiar with its contents.

The *Graduate Student Handbook* is published by the Farquhar College of Arts and Sciences Office of Information Services (OIS). For questions and comments about the handbook, contact:

Office of Information Services  
Nova Southeastern University  
Farquhar College of Arts and Sciences  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
Telephone: (954) 262-8185  
Fax: (954) 262-7085  
Email: [ois@nsu.nova.edu](mailto:ois@nsu.nova.edu)



# Farquhar College of Arts and Sciences

## Graduate Student Handbook 2010–2011

### Table of Contents

---

TABLE OF CONTENTS .....	5
NONDISCRIMINATION STATEMENT .....	6
NSU ACCREDITATIONS .....	6
INTRODUCTION TO THE FARQUHAR COLLEGE OF ARTS AND SCIENCES.....	7
ACADEMIC CALENDAR .....	8
NSU CONTACTS .....	11
<b>ACADEMIC RESOURCES AND PROCEDURES .....</b>	<b>12</b>
ACADEMIC ADVISING .....	12
ACADEMIC REQUIREMENTS AND PROGRESS.....	12
COURSE EVALUATIONS .....	13
DISABILITY SERVICES.....	13
DROPPING AND ADDING CLASSES.....	13
GRADING SYSTEM.....	14
GRADUATION—DEGREES, DIPLOMAS, AND COMMENCEMENT.....	15
HONOR SOCIETIES.....	16
NSU STUDENT HANDBOOK .....	16
ONLINE RESOURCES.....	16
PROBLEM RESOLUTION PROCEDURES .....	17
REGISTRATION.....	20
SCHOLARSHIPS AND GRANTS FOR GRADUATE STUDENTS.....	22
STUDENT CONDUCT—ACADEMIC INTEGRITY .....	23
TUITION AND FEES .....	24
VETERANS' BENEFITS.....	26
WITHDRAWAL FROM CLASSES .....	27
WITHDRAWAL FROM THE UNIVERSITY AND LEAVES OF ABSENCE .....	27
<b>MASTER OF ARTS IN WRITING PROGRAM.....</b>	<b>28</b>
DEGREE REQUIREMENTS .....	28
MASTER OF ARTS IN WRITING THESIS GUIDELINES.....	29
MASTER OF ARTS IN WRITING THESIS FORMAT AND STYLE GUIDELINES .....	31
COURSE DESCRIPTIONS .....	32

# Nondiscrimination Statement

---

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## NSU Accreditations

---

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number: (404) 679-4501) to award associate's, bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University was first accredited by the Southern Association of Colleges and Schools (SACS) as Nova University in 1971.

# Introduction to the Farquhar College of Arts and Sciences

---

## Dean's Message



Welcome to the Farquhar College of Arts and Sciences at Nova Southeastern University. In our exceptional graduate program, we are pleased to offer a challenging curriculum that will support careers in journalism, communications, marketing, and creative writing. The college holds our graduate students in great esteem, as you bring a diverse spectrum of experiences and perspectives to your courses. We draw from these varied backgrounds, giving you the tools necessary to directly enter the workforce after graduation.

The college is proud to maintain an outstanding faculty and state-of-the-art learning resources to support you throughout your educational pursuits. Our small class sizes ensure that you will receive individualized attention and detailed feedback from your professors. With a focus on practical training and advanced knowledge, our courses facilitate the development of critical thinking, both of which are needed for professional success. Students hone specialized skills, so that they may graduate with an array of exciting career opportunities available to them.

The Farquhar College of Arts and Sciences and Nova Southeastern University are committed to providing graduate students with an exceptional educational experience. On behalf of our faculty and staff, I extend best wishes for a successful academic year and continued progress toward your personal and professional goals.

Don Rosenblum, Ph.D.  
Dean, Farquhar College of Arts and Sciences

## College Mission Statement

The Farquhar College of Arts and Sciences at Nova Southeastern University provides outstanding programs of study in humanities, social and behavioral sciences, performing and visual arts, information technology, and biological, environmental, and physical sciences that enhance critical thinking, effective communication, professional development, lifelong learning, and responsible citizenship.

## About the College

The Farquhar College of Arts and Sciences provides a comprehensive interdisciplinary education that prepares students for:

- Professional careers
- Further exploration through graduate and professional study
- Responsible citizenship

The college houses 26 undergraduate majors, 47 undergraduate minors, 5 certificate programs, and 1 graduate program organized in four divisions: the Division of Humanities; the Division of Math, Science, and Technology; the Division of Performing and Visual Arts; and the Division of Social and Behavioral Sciences.

# Academic Calendar

## Fall 2010

Activity	Date
<b>FALL 2010 (201120)</b>	<b>Monday, Aug. 23–Saturday, Dec. 11, 2010</b>
<b>Registration</b> Graduate Students (via Academic Advisor or Web) Late Registration Begins (\$100 Fee) Last Day to Pay Fall Tuition to Avoid Late Fee (\$50) University Student Services Fee (\$250)	Monday, March 22–Sunday, Aug. 22, 2010 Friday, Aug. 13, 2010 Tuesday, Sept. 22, 2010 Fee for fall assessed upon registration
<b>Drop and Withdrawal Dates</b> Drop Prior to 1st Day of Term in Which the Class Begins (100% refund) Drop During the First 7 Days of Semester (75% refund) Last Day to Add Classes Drop During the 8th Through 14th Days of Semester (50% refund) Last Day to Withdraw (No refund)	Sunday, Aug. 22, 2010 Monday, Aug. 23–Sunday, Aug. 29, 2010 Sunday, Aug. 29, 2010 Monday, Aug. 30–Sunday, Sept. 5, 2010 Sunday, Oct. 24, 2010
<b>Thesis</b> Final Copies of Thesis Due (for fall semester Thesis Defense) Final Thesis Proposal Approval (for winter semester Thesis Defense) Final Defenses Scheduled (for fall semester Thesis Defense)	Friday, Oct. 1, 2010 Friday, Oct. 1, 2010 Monday, Nov. 1–Friday, Nov. 5, 2010
<b>Exams</b> Mid-Term Exam Dates Final Exam Dates	Monday, Oct. 11–Saturday, Oct. 16, 2010 Monday, Dec. 6–Saturday, Dec. 11, 2010
<b>University Holidays and Special Events</b> Labor Day (University Closed) Convocation No Classes Thanksgiving (University Closed) University Closed Winter Break (No Classes) Winter Closure (University Closed)	Monday, Sept. 6, 2010 Tuesday, Sept. 7, 2010 Wednesday, Nov. 24, 2010 Thursday, Nov. 25, 2010 Friday, Nov. 26, 2010 Monday, Dec. 13, 2010–Sunday, Jan. 9, 2011 Friday, Dec. 24, 2010–Sunday, Jan. 2, 2011



## Winter 2011

Activity	Date
<b>WINTER 2011 (201130)</b>	<b>Monday, Jan. 10–Saturday, May 7, 2011</b>
<b>Registration</b> Graduate Students (via Academic Advisor or Web) Late Registration Begins (\$100 Fee) Last Day to Pay Fall Tuition to Avoid Late Fee (\$50) University Student Services Fee (\$250)	Monday, Nov. 1, 2010–Sunday, Jan. 9, 2011 Friday, Dec. 31, 2010 Tuesday, Feb. 8, 2011 Fee for winter assessed upon registration
<b>Drop and Withdrawal Dates</b> Drop Prior to 1st Day of Term in Which the Class Begins (100% refund) Drop During the First 7 Days of Semester (75% refund) Last Day to Add Classes Drop During the 8th Through 14th Days of Semester (50% refund) Last Day to Withdraw (No refund)	Sunday, Jan. 9, 2011 Monday, Jan. 10–Sunday, Jan. 16, 2011 Sunday, Jan. 16, 2011 Monday, Jan. 17–Sunday, Jan. 23, 2011 Sunday, March 20, 2011
<b>Thesis</b> Final Copies of Thesis Due (for winter semester Thesis Defense) Final Defenses Scheduled (for winter semester Thesis Defense) Final Thesis Proposal Approval (for fall semester Thesis Defense)	Tuesday, March 1, 2011 Friday, April 1–Thursday, April 7, 2011 Monday, May 2, 2011
<b>Exams</b> Mid-Term Exam Dates Final Exam Dates	Monday, Feb. 28–Saturday, March 5, 2011 Monday, May 2–Saturday, May 7, 2011
<b>University Holidays and Special Events</b> Martin Luther King (University Closed) Spring Break (No Classes) Graduate Commencement for M.A. in Writing Program	Monday, Jan. 17, 2011 Monday, March 7–Sunday, March 13, 2011 Monday, June 11, 2011
<b>Registration for Fall 2010 (201020)</b> Graduate Students (via Academic Advisor or Web)	Monday, March 28–Sunday, Aug. 22, 2011

## Summer 2011

Activity	Date
<b>SUMMER 2011 (201150)</b>	<b>Monday, May 16–Saturday, August 6, 2011</b>
<b>Registration</b> Graduate Students (via Academic Advisor or Web) Late Registration Begins (\$100 Fee) Last Day to Pay Fall Tuition to Avoid Late Fee (\$50) University Student Services Fee (\$250)	Monday, March 28–Sunday, May 8, 2011 Friday, May 6, 2011 Tuesday, June 14, 2011 Fee for summer assessed upon registration
<b>Drop and Withdrawal Dates</b> Drop Prior to 1st Day of Term in Which the Class Begins (100% refund) Drop During the First 7 Days of Semester (75% refund) Last Day to Add Classes Drop During the 8th Through 14th Days of Semester (50% refund) Last Day to Withdraw (No Refund)	Sunday, May 15, 2011 Monday, May 16–Sunday, May 22, 2011 Sunday, May 22, 2011 Monday, May 23–Sunday, May 29, 2011 Sunday, July 3, 2011
<b>Exams</b> Final Exam Dates for <b>Night</b> Classes Final Exam Dates for <b>Day</b> Classes	Monday, Aug. 1–Saturday, Aug. 6, 2011 Wednesday, Aug. 3–Saturday, Aug. 6, 2011
<b>University Holidays and Special Events</b> Memorial Day (University Closed) Independence Day (University Closed)	Monday, May 30, 2011 Monday, July 4, 2011

# NSU Contacts

---

## Farquhar College of Arts and Sciences

### Office of the Dean

Don Rosenblum, Ph.D., Dean  
Farquhar College of Arts and Sciences  
Nova Southeastern University  
Mailman-Hollywood Building, Second Floor  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
Telephone: (954) 262-8408  
Fax: (954) 262-3930

### Office of Academic Advising

Farquhar College of Arts and Sciences  
Nova Southeastern University  
Mailman-Hollywood Building, Third Floor  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
Telephone: (954) 262-7990  
Fax: (954) 262-3709

### Division of Humanities

Marlisa Santos  
Director/Associate Professor  
Farquhar College of Arts and Sciences  
Nova Southeastern University  
Parker Building, Suite 380  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796  
Telephone: (954) 262-8200  
Fax: (954) 262-3881

## University-Wide Services

### Enrollment and Student Services

Nova Southeastern University  
Horvitz Administration Building, One-Stop Shop  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796

### Office of the Registrar

Telephone: (954) 262-7200  
Fax: (954) 262-3256

### Office of Student Financial Assistance

Telephone: (954) 262-3380  
Fax: (954) 262-3966  
Email: [finaid@nsu.nova.edu](mailto:finaid@nsu.nova.edu)

# Academic Resources and Procedures

## Academic Advising

---

Academic advisors provide students with confidential academic, social, and developmental advising to ensure they receive the individual attention they need to succeed. It is strongly recommended that all students entering a program, changing specializations/concentrations, requesting transfer of credits, or attempting to meet specific renewal or certification requirements contact an academic advisor before registering for classes. Academic advisors additionally serve as liaisons and referral agents by helping students gain needed assistance from other NSU divisions or from the community.

Students should maintain regular contact with their academic advisors throughout their academic career at NSU. Students are encouraged to consult with an academic advisor if they believe their rights as students are being, or have been, violated. Students are also encouraged to discuss aspects of their education with faculty members, program administrators, and directors. For current academic advisor assignments, call or visit the Web site of the appropriate college or school.

**Office of Academic Advising**  
Telephone: (954) 262-7990

## Academic Requirements and Progress

---

To remain in good academic standing, students must maintain the required minimum grade point average (GPA) or higher on all credits attempted. Students receiving financial aid should also refer to the Office of Student Financial Assistance for information about minimum GPA requirements for financial aid programs. Some scholarship opportunities listed in *Scholarships and Grants for Graduate Students* may also have minimum GPA requirements.

Full-time graduate student status in the Master of Arts in Writing program is six or more credits per semester. Graduate students are allowed a maximum of five years to complete the Master of Arts in Writing program.

Students must earn a minimum grade of “C” in each master’s degree course in order for that course to apply toward the degree. Master’s 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 in the M.A. in Writing program are not permitted to replace a course grade by repeating the course.

For the Master of Arts in Writing, a maximum of six transfer credits will be accepted toward the degree program, subject to approval of course equivalency. Only courses with grades of “B” or higher will be considered for transfer credit.

Students who are dismissed may not reapply for admission and are automatically dropped from all registered courses. Academic Dismissal from the university is final. Only documented, extreme extenuating circumstances will be considered in appeal and in petition to return. Students who wish to contest the decision for academic dismissal may do so by submitting an appeal within 30 days of the dismissal. If the student chooses not to appeal or the appeal is denied, the student can petition to return to NSU. The petition to return must be submitted in writing after two or more years have lapsed since the dismissal.

Letters of appeal and petitions should be submitted to the Office of the Dean. Decision will be given to the student in writing from the dean or the dean's designee. If a student's readmission is granted, the notation of dismissal will remain on their transcripts, and their status will appear as "continued probation" upon readmission.

### **Notification and Appeals**

A student who is academically dismissed will be sent a letter to his/her permanent mailing address. The student will have until the deadline specified in the academic dismissal letter to appeal to the Academic Progress Committee, which reviews appeals for dismissal. The committee includes faculty members from each academic division and a representative from the Office of Academic Services. Notification of decisions will be sent to the permanent mailing address of the student. If the appeal is approved, the student will need to contact his or her academic advisor to register for the next available course start date. For more information, the student may contact the Office of Academic Advising or the Office of the Dean.

## **Course Evaluations**

---

Course evaluations facilitate the collection of feedback from students about their classes—how they feel about course content, instructors' effectiveness, appropriateness of textbook selection, and other aspects. All evaluations are confidential and anonymous. Students are urged to be honest and constructive in their remarks. The course evaluation process is conducted completely online. Students must have an NSU email account to access the course evaluation Web site. Students may fill out online course evaluations beginning 14 days prior to the start of the session, term, or semester's exam week. Evaluations remain open to students for seven days.

## **Disability Services**

---

Student Disability Services in the Office of Student Affairs provides information and individualized accommodations for students with identified disabilities. To be eligible for disability-related accommodations, students must have a documented disability as defined by applicable federal and state laws. Accommodations are available to students whose disabilities include, but are not limited to:

- Attention Deficit/Hyperactivity Disorders (ADHD)
- Learning Disabilities
- Psychological Disorders
- Visual Impairments
- Hearing Impairments
- Mobility Impairments
- Chronic Health Disorders

Nova Southeastern University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 by providing reasonable accommodations for individuals with a documented disability. It is the mission of the Office of Student Disability Services to provide accommodations, support services, and auxiliary aids to qualified students with disabilities to ensure equal and comprehensive access to University programs, services, and campus facilities.

For information about Student Disability Services, call (954) 262-7189 (800-541-6682, ext. 27189) or go to [www.nova.edu/disabilityservices](http://www.nova.edu/disabilityservices), where students may submit inquiries by selecting "Contact Us."

## **Dropping and Adding Classes**

---

During the drop and add periods, students may modify their schedule by changing classes without any further implications. Students may withdraw from a class after the drop period has ended; however, the class will remain

on the student's permanent transcript. Dropping a course may result in a refund for tuition paid and will not negatively affect GPA. However, students need to be cautious because dropping classes may affect the student's enrollment status and, therefore, eligibility for financial aid. If a student drops below half-time or full-time status, (whichever was the basis for financial aid awarded), which the student may become ineligible for grant aid, loans, and scholarships which had been awarded prior to the drop. This may cause a reduction in certain types of financial aid and, consequently, may result in a higher balance due. Graduate students in the Farquhar College of Arts and Sciences are considered half-time at 0–6 credits and full-time at 6–9 credits. Students receiving financial aid should consult a financial aid counselor before dropping or withdrawing from classes to ensure compliance with federal and state standards of academic progress. Student athletes should also contact the athletic compliance officer. For refund policies related to courses dropped, refer to the *Tuition* section of this handbook.

## Dropping All Courses Prior to the Semester

Students who intend to drop all of their courses for an upcoming semester may not process the full drop through WebSTAR. Students must contact their academic advisor to process the full drop.

## Drop and Add Periods

The first two weeks of each term comprise the drop and add periods. During the drop and add periods, an academic advisor is required to process all transactions. During the first week, students may add and drop courses. Students who add classes after they have started are responsible for all course requirements. During the second week, students may only drop classes. Students who intend to drop all courses for a semester must meet with their academic advisor to process the full drop.

# Grading System

## Grading Scale

Instructors assign grades based on criteria established in course syllabi.

Letter Grade	Description	GPA Equivalent
A	Excellent	4.0
A-		3.7
B+		3.3
B	Satisfactory	3.0
B-		2.7
C+		2.3
C	Marginal	2.0
C-		1.7
D+		1.3
D	Unacceptable	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	
I	Incomplete	
P	Pass	
NG	No Grade (not assigned by instructor)	
AU	Audit	

## Grade Point Average and Quality Points

A student's academic standing for a specific semester or term is indicated by grade point average (GPA). The GPA is calculated based on letter grades and attempted credits. Overall academic standing is indicated by the cumulative GPA (CGPA). GPA calculations include NSU coursework only, based on the following formulas and definitions.

- Quality points = A letter grade's numerical GPA value MULTIPLIED BY the number of credits assigned to the course
- GPA hours = Attempted credits, excluding withdrawals, successfully-completed pass/fail courses, and incompletes
- Current semester or term GPA = The total number of quality points for the semester or term DIVIDED BY the total GPA hours for the semester or term
- Cumulative GPA (CGPA) = Total quality points DIVIDED BY total GPA hours

## Grade Reports

Student grades are disseminated online via WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu). Legal provisions prohibit the release of personally identifiable information to anyone other than legally authorized persons. Students are permitted to inspect, review, and challenge such information as provided by law.

## Incomplete

An incomplete grade (I) is awarded only in unusual circumstances. An incomplete grade may be given only when a student has satisfactorily completed at least 50 percent of the work in a course and when all remaining requirements can be completed within an agreed upon amount of time following the end of the course. In no event may such time exceed 16 weeks. If the student does not complete the coursework within the agreed upon time period, the incomplete automatically changes to the grade earned based on the work accepted by the instructor to date. A grade of zero will be factored in for any missing work. A student who is absent at the final examination without prior approval is normally not eligible to receive an incomplete grade.

Incomplete grades will be awarded before the end of the course upon the satisfaction of the following conditions:

1. The student has made a request of the instructor.
2. The student, the instructor, and the academic director/assistant dean have signed the contract for removal of an incomplete grade or agreed on its conditions via email.

# Graduation—Degrees, Diplomas, and Commencement

---

## Degree Conferral

Students are eligible for graduation when they meet the requirements listed in the *Graduate Student Handbook* in effect when they entered the university, unless a prior request to follow a more recent handbook has been approved. Degrees are conferred once a month, by the university's Board of Trustees once students have met all the criteria for graduation. The conferral date reflects the last day of the month in which the adviser approved the degree application. Once degrees have been conferred, transcripts and diplomas showing the awarding of the degree are sent to students by mail. Students must complete a degree application in order to be eligible for degree conferral. Students may apply for their degree online.

## Commencement

Commencement is held once per year in June. It is not necessary for students to attend Commencement to have their degrees conferred. Degrees are conferred throughout the year.

# Honor Societies

---

## Sigma Tau Delta

Alpha Iota Nu is NSU's chapter of Sigma Tau Delta, the international English honor society. This honor society is open to both undergraduate and graduate English students. Sigma Tau Delta's goals are to recognize academic excellence of students of the English language and literature, as well as the accomplishments of professional writers. In order to be eligible for membership, students must be an English major or minor, have a minimum of a B average in English courses, rank at least in the highest thirty-five percent of their class, and have completed at least three semesters of college work. Contact the Farquhar College of Arts and Sciences' Division of Humanities.

# NSU Student Handbook

---

The *NSU Student Handbook* addresses general university policies for NSU students, including student life, student rights and responsibilities, university policies and procedures, and NSU resources. The 2010-2011 *NSU Student Handbook* is located at [www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf](http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf).

# Online Resources

---

Nova Southeastern University handles much of its business online. The NSU Web site [www.nova.edu](http://www.nova.edu) provides links for current students to access most of the NSU services.

## Distance Education Support

Distance education students are provided with NSU computer accounts including email. Students, however, must obtain their own Internet service providers (ISP) and use their own computer systems (IBM-compatible PC or Apple Macintosh and an Internet connection). New students receive an orientation and extensive online technical support online access, online tools and methods, and library resources.

Online interactive learning methods involve Web-based course materials, the electronic library, and online activities that facilitate frequent student-professor interaction. Faculty members and students interact via online forums using threaded discussion boards, chat rooms, and email. Students submit assignments through a Web-based learning environment.

Online students have access to books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. The online medical database collection at NSU is extensive and includes access to quality subscription services free of charge to the student.

## SharkLink

SharkLink is NSU's online information portal. With a single username and password, it provides students access to their NSU email account, online courses and discussion groups, university announcements and calendar reminders, and student records. All students are assigned an NSU ID that uniquely identifies them and provides them access to the NSU administrative system (WebSTAR). In addition, students are assigned a SharkLink ID,



which is also their NSU email name. SharkLink can be accessed at <https://sharklink.nova.edu>. To obtain an NSU ID and/or SharkLink ID, students should visit [www.nova.edu/resources/nsuidentity.html](http://www.nova.edu/resources/nsuidentity.html).

### **Online Course Access**

The university uses a secure course management platform for developing and delivering interactive courses and their components over the Web. Students are granted access to this platform based on registration for online courses. Students must use their SharkLink login and password in order to access their online courses. All online students must use this platform when communicating with their program. Course communication will be done through the particular course that the student is attending.

### **NSU Email**

All official NSU business, such as information on accounts, financial aid, class emails, etc., is done through students' NSU email accounts. Students can access NSU email by logging into SharkLink. Students' SharkLink ID serves as their NSU email name.

### **WebSTAR**

WebSTAR provides students with online access to check on course availability, register, check their grades, or check their accounts. Students will use their student ID and receive a special Personal Identification Number (PIN) to access WebSTAR. It will come to the mailing address listed as the local address at NSU. Students can change their PIN to a password of choice if desired. Students may also set a password reminder. Students can access WebSTAR by logging into SharkLink.

## **Technical Help**

The Online Computing Help Desk of NSU's Office of Information Technology provides telephone and email support to NSU students, faculty, and staff. Support services include assistance with connecting to NSU's online computing systems; navigating through NSU's Web-based learning environment and course management platform; resolving Personal Identification Number (PIN) issues; supporting wireless computing on campus; and configuring various software programs such as Microsoft Outlook, Netscape Navigator, and Internet Explorer. Contact the Help Desk at (954) 262-4357 (800-541-6682, ext. 24357) or [help@nsu.nova.edu](mailto:help@nsu.nova.edu).

# **Problem Resolution Procedures**

---

Nova Southeastern University is committed to maintaining policies and procedures supportive of the student community. Students must follow specific policies and instructions described in this catalog, in the *NSU Student Handbook*, and in course schedules, program brochures, information sheets, and periodic special mailings.

Formal problems or grievances fall into three categories: harassment or discrimination grievances, academic grievances, and administrative grievances. Detailed instructions on how to submit an academic or administrative grievance are described below by each college or school. Student athletes should refer to the NSU Student Athlete Guidelines for additional information about athletics-related problem resolution procedures.

## **Types of Grievances**

For specific information on grievance procedures, refer to the Levels of Appeal for Problem Resolution chart. When filing a grievance, students should make every effort to document their claim.

### **Harassment or Discrimination**

Discriminatory conduct based on such factors as ethnicity, religion, gender, national origin, disability, age, ancestry, marital status, sexual orientation, pregnancy, unfavorable discharge from the military, veteran status, or political beliefs, including but not limited to, violations under all federal and state laws, rules, regulations, and/or acts including, but not limited to, Title VII, Title VI, Title IX, Title II, Title III, Americans with Disability Act and the Rehab Act are unacceptable and prohibited in the university.

Students who feel discriminated against by another student, an NSU faculty or staff member, or an employee, should contact the appropriate academic or administrative director, not the person providing the service or instruction. Students also may contact the university Title IX coordinator, Gay Holliday, Ed.D., associate dean of student affairs, at (954) 262-7280.

## **Grade Disputes**

Faculty members handle grievances involving the fairness of a grade. Students unable to resolve the grade dispute with a faculty member should contact the academic director of the division responsible for the course, who will make a final decision on the fairness of the grade. For specific contacts, see the *Levels of Appeal for Problem Resolution* chart. Grade disputes will not be permitted to proceed any further unless evidence of discrimination or a violation of rights can be demonstrated.

## **Academic Grievances**

Academic grievances are related to classroom and instructor activity. For academic matters, students should follow the academic grievance process as indicated in the *Levels of Appeal for Problem Resolution* chart, which indicates the specific contacts for academic grievances.

## **Administrative Grievances**

Administrative grievances are related to academic policies and administrative actions. For administrative grievances, students should follow the academic grievance process as indicated in the *Levels of Appeal for Problem Resolution* chart, which indicates the specific contacts for academic grievances.

## **Grievance Time Limitation**

Grievance procedures must be initiated in a timely fashion no later than the end of the semester following the occurrence of the grievance issue. The student may forfeit all rights under the grievance procedure if each step is not followed within the prescribed time limit.

## **Academic and Administrative Grievance Process**

Procedures for academic and administrative grievances are outlined below. Specific contacts are indicated in the *Levels of Appeal for Problem Resolution* chart. Grievances must begin at the first level contact. Grievances brought to higher level contacts without previously going through the appropriate academic or administrative grievance procedure will be referred to the appropriate step in the process, thus delaying problem resolution. Students who are not sure of the appropriate university employee to contact about an academic or administrative issue should communicate with their adviser or refer to the *Levels of Appeal for Problem Resolution* chart.

## **Student Action Request (SAR)**

Student Action Requests (SAR) are used to request waivers from specific university, college, or school policies under unusual circumstances. Students can officially request a waiver from a published academic policy by completing a SAR. Before a SAR is submitted, students should seek advice from their academic advisor in an effort to resolve their issue of concern and determine if an official SAR is necessary. NOTE: If a SAR involves changing enrollment status, including dropping courses, the action may affect students' eligibility for financial aid.

### **How to Submit a Student Action Request**

The following information must be included in all Student Action Requests. Requests lacking the required information will not be reviewed. Students should consult with their academic advisor before submitting a SAR. The SAR should then be submitted in person to the academic advisor or be sent as a Word document from the student's official NSU email account if they cannot meet in person.

1. Student Name
2. Student ID number
3. Major/Program/Site Location
4. Day/Evening Phone Number
5. Mailing Address
6. Email Address
7. Problem: Provide an explanation of the problem and include any pertinent documentation as support.
8. Action Requested: Provide an explanation of the requested action. Include the referring page in the current undergraduate student catalog for the policy in question or any other relevant information, including specific courses or terms.
9. Prior Action Taken: Provide a list of all individuals contacted about the problem, including their departments.

For more information on submitting a Student Action Request, students can visit [www.fcas.nova.edu/currentstudents/studentactionform.cfm](http://www.fcas.nova.edu/currentstudents/studentactionform.cfm).

## Procedure for Submitting Academic and Administrative Grievances

Academic grievances involve course-related issues originating from classroom or instructor activity. When formal grievance steps are perceived necessary, students have a right to a fair process and hearing without fear of retribution. Because grievances can often seem adversarial, it is recommended that students pursue local or departmental resolution to problems and discuss problems with appropriate parties before resorting to formal grievance steps. Academic difficulties in a class, for example, should always be discussed first with the faculty member teaching the class.

Problems that cannot be resolved with the faculty member or party involved should be discussed with an adviser who may be able to help students pursue an additional step in the process.

If the issue concerns the fairness of a grade, students should refer to *Grade Disputes*, previously discussed in this Problem Resolution Procedures section.

### **Step One: Meet with the faculty member or party involved**

Students should discuss their grievance with the appropriate faculty member or party involved no later than the end of the semester following the occurrence of the grievance issue.

### **Step Two: Meet with the adviser**

Students who feel that their grievance was not satisfactorily resolved after meeting with the faculty member or party involved should meet with their adviser for guidance in submitting a formal complaint in writing, using a Student Action Request (SAR).

Prior to submitting the request, students should carefully read and be aware of any consequences if the grievance involves changes in enrollment status. It is also essential that students maintain copies of relevant documentation (emails, medical documents, etc.) sent to academic advisors or other NSU personnel. For detailed instructions on submitting a SAR, students should refer to the preceding Student Action Request section in this catalog.

After receiving, reviewing, and signing the SAR, the adviser will send it to the appropriate party for a decision. Once a decision has been made, the decision will be communicated to the student at the address on record or to the NSU email address.

### **Step Three: Appeal to the college's associate dean**

After receiving the decision to the SAR, if students feel that based on their expectations the issue was not satisfactorily resolved, they may appeal in writing to the associate dean. The appeal should consist of a letter explaining the reason that the students are requesting the exception to policy and should contain official documentation to support the request. After the appeal is reviewed, students will be sent a written reply from the associate dean. The response will be sent to the student's address on record or to the NSU email address.

#### Step Four: Final appeal

Students who feel that their issue is still unresolved after receiving the decision of the associate dean, may submit a final appeal, in writing, to the dean. Students will receive a formal response either by mail to the address on record or to their NSU email account. This decision is final and binding and cannot be appealed.

## Levels of Appeal for Problem Resolution

Types of Grievances	Farquhar College of Arts and Sciences
Harassment or Discrimination	Refer to Title IX Coordinator Gay Holliday, Ed.D., Associate Dean of Student Affairs, at (954) 262-7280
Grade Dispute	1. Faculty 2. Academic Director
Academic Grievance	1. Faculty 2. Academic Advisor–SAR 3. Associate Dean 4. Dean
Administrative Grievance	1 Party Involved 2. Academic Advisor–SAR 3. Associate Dean 4. Dean

## Registration

---

All students must have at least provisional admission status, be officially registered, and pay tuition and fees in order to attend class and receive a grade. Students should register for the fall, winter, and summer semester during the open registration period. Students should register for all courses they intend to complete within a semester and not wait until the semester has started to register for part of a term. Registering for the entire semester allows the NSU Office of Student Financial Assistance to properly process and disperse the student's financial aid. An official grade will not be recorded and credit will not be given for anyone who attends class as an unregistered student. For information on dropping, adding, or withdrawing from classes, refer to the *Dropping and Adding Classes* or *Withdrawal from Classes* sections of this handbook.

### Online vs. In-Person Registration

Web registration is available through WebSTAR at [www.webstar.nova.edu](http://www.webstar.nova.edu). Students may register online with WebSTAR unless they are athletes, new students, NSU employees, returning students on academic probation, or students with additional holds. A valid NSU Personal Identification Number (PIN) is required to participate in online registration. To receive a PIN, students should call (954) 262-4850 (800-541-6682, ext. 24850) or visit [www.nova.edu/cwis/technology.html](http://www.nova.edu/cwis/technology.html).

Students ineligible for online registration and students who choose not to use online registration must meet with their academic advisor and provide appropriate written documentation indicating their schedule choices to register for classes.

## Registration Schedule

### Open Registration

Each semester at NSU consists of two terms or sessions, but only one open registration period (see *Academic Calendars* for dates). Open registration ends ten calendar days before the start of a semester. During open registration students should meet with their academic advisor to review class schedules. Timely registration ensures availability of seats in required classes, reduces the risk of financial aid problems, and decreases demand for last-minute advising appointments.

### Late Registration

Open registration ends ten calendar days before the start of the semester. Students who initially register for semester classes after the open registration period are considered to be registering during late registration and must pay a late registration fee. The late registration fee applies to all courses and all terms within the semester. However, it does not apply to schedule adjustment (drop/add) changes during each term's drop and add periods. The late registration fee will be waived for students newly enrolled that semester. Dropping courses does not result in a refund of late fees. Special permission from the academic division is required for any registration after the start of the term. Students who register late for classes are responsible for all course requirements.

#### *Appealing the Late Registration Fee—Farquhar College of Arts and Sciences*

Students of the Farquhar College of Arts and Sciences who wish to appeal the late registration fee should send an email to [saf@nsu.nova.edu](mailto:saf@nsu.nova.edu) from their NSU email account. Students should provide their name, NSU ID number, major, term, name of any other individuals contacted, and a detailed explanation of why they feel they should not have to pay this fee. Upon receipt, students will receive confirmation that their email has been received and any additional information needed will be requested at that time.

Each appeal will be reviewed according to the following criteria:

1. Is the student a new student?
2. Did the student register for any courses, for the relevant term, prior to the deadline?
3. Does the student have a valid reason for being unable to register prior to the deadline?

Appeals will be reviewed by the director of the Office of Operations. Appeals that fail to meet minimum criteria will be denied and the student will be notified by email. Students may appeal a decision to the dean by providing additional written justification for reversal to the Office of Operations. The decision by the dean is final. Students will receive notification, via NSU email, if a petition for reversal has been approved.

## Closed Classes

Enrollment capacity for each class is carefully determined to reflect the physical limitations of the classroom or lab as well as the subject's most effective learning and teaching environment. Once a class has been filled and closed to further registration, students should meet with their academic advisor for help adjusting schedules and choosing alternative classes that meet degree program requirements.

Students may appeal to register for closed classes under exceptional circumstances. Student appeals must be made in writing to the academic director of the division in which the course is offered by the student's academic advisor. Appeals should not be directed to course instructors. Academic directors review appeals and may consult instructors when considering such requests. All appeals must explain why no alternative class will support the student's degree requirements, explain why the student was unable to register for the class when space was available, and include a written endorsement from an academic advisor (e.g., by email).

Appeals will only be considered up to the date of the first class meeting. If a student appeal is granted, the academic director will authorize the student's academic advisor in writing (e.g., by email) to register the student.

However, the registration must be processed within 24 hours of the director's notification. If the registration is not processed within that time period, the authorization is removed and the student's space in the closed class may be released to another student.

# Scholarships and Grants for Graduate Students

---

Scholarships and grants are available to students from various sources within the university, as well as from external public and private organizations.

The first step for students interested in financial aid of any kind is to visit the NSU Office of Student Financial Assistance online at [www.nova.edu/financialaid](http://www.nova.edu/financialaid) for information about deadlines for the Free Application for Federal Student Aid (FAFSA) and other necessary financial aid applications. NSU's Office of Student Financial Assistance administers government financial aid grant and loan programs as well as university-wide financial aid programs that include NSU grants, loans, scholarships, and student employment. The Office of Student Financial Assistance also maintains resources to help students locate funding and plan the financial aspects of their education. For additional information, contact the Office of Student Financial Assistance at 800-806-3680 or (954) 262-3380, email [finaid@nova.edu](mailto:finaid@nova.edu), or visit the One-Stop Shop located in the Horvitz Administration Building.

All college and university scholarships and grants are combined with other federal and state financial aid programs to help meet students' financial needs. Eligibility requirements vary. Students should note that changes in enrollment during a semester may affect eligibility for awards with minimum course load requirements (e.g., that require students to be enrolled full time). The following directory details scholarships and grants offered to graduate students of the Farquhar College of Arts and Sciences.

## NSU Graduate Scholarships

To view requirements and applications, visit [www.nova.edu/financialaid/scholarships/index.html](http://www.nova.edu/financialaid/scholarships/index.html).

### **Barnes and Noble Book Scholarship**

Amount: \$500

Contact: Office of Student Financial Assistance at 800-541-6682

### **Broward International Women's Club Scholarship**

Amount: Varies

Contact: Rochelle Clarke at (954) 262-2110

### **Electronic Funds Transfer Scholarship**

Amount: \$2,000

Contact: Office of Student Financial Assistance at 800-541-6682

### **Gold Circle Scholarship Fund**

Amount: \$2,000

Contact: Office of Student Financial Assistance at 800-541-6682

### **Howard Dunbar Scholarship**

Amount: \$1,000

Contact: Office of Student Financial Assistance at 800-541-6682

### **Residential Life Scholarship**

Amount: Varies

Contact: Office of Residential Life and Housing at (954) 262-7061 or visit [www.nova.edu/reslife/rainfo.html](http://www.nova.edu/reslife/rainfo.html).

### **Trustee Scholarship Fund For Students**

Amount: \$2,500

Contact: Office of Student Financial Assistance at 800-541-6682

## **Student Conduct—Academic Integrity**

---

Students should refer to the *NSU Student Handbook's* full Code of Student Conduct and Academic Responsibility. Conduct standards, supplementary standards, and university policies and procedures are handled by the NSU Office of the Dean of Student Affairs or by the individual colleges and schools, as deemed appropriate.

### **Academic Conduct versus Other Conduct**

Nova Southeastern University has established clear expectations regarding student conduct and academic responsibility. When these standards are violated, significant disciplinary action can be expected, including expulsion from the university. Students are expected to abide by all university, college, school, and program rules and regulations as well as all federal, state, and local laws. Students are also expected to comply with the legal and ethical standards of their chosen fields of study. Violations of academic standards are handled by the Office of the Dean in individual colleges and schools.

### **Academic Integrity in the Classroom**

The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. Faculty members are committed to uphold the standards of academic integrity as described in the *NSU Student Handbook*. They do their utmost to prevent academic misconduct by being alert to its possibility. If academic misconduct is detected, the faculty member communicates with the student and takes appropriate grade actions within the scope of the course. Faculty members report all violations of academic honesty to their college/school administration. Depending on the severity or reoccurrence of the academic misconduct, academic leadership can impose institutional sanctions. Deans, associate deans, or directors, at their discretion, may immediately suspend students pending a hearing on charges of violations. Sanctions may include disciplinary probation, suspension, or expulsion, including notation on the student's academic transcript. Students found responsible for violations of academic integrity have the option of appealing the sanctions.



# Tuition and Fees

Students should refer to the *NSU Student Handbook* for more information about tuition payment policies and health insurance requirements.

## Tuition and Fee Chart 2010–2011

Application fee	\$50
Registration fee (per semester)	\$25
Late registration fee (per semester)	\$100
Late tuition payment fee (per semester)	\$100
Deferment fee (per semester)	\$75
Student services fee (per semester)	\$125 (one 1-4 credit class OR multiple classes with 3 or fewer total credits) \$250 (one 5 credit class OR multiple classes with 4 or more total credits)
Graduate program tuition (per credit hour)	\$450
Materials fee	Variable where applicable
Application for degree processing fee (diploma only) (Seniors only)	\$75
Transcript fee	\$5
Cap and gown fee	Assessed at time of graduation
Room rate per semester (varies based on occupancy and residence hall)	Contact Residential Life and Housing at (954) 262-7052 or visit <a href="http://www.nova.edu/reslife">www.nova.edu/reslife</a> for specific room rates and meal plans.
Meal plan per semester (declining balance)	

## Tuition Deferment / Late Payment Fee

Students with any balance unpaid by the thirtieth day of the semester will be assessed a \$50 late payment fee and a hold will be placed on their account. In addition, no further registrations will be accepted until the balance is paid in full.

## Consequences for Nonpayment

The student's failure to meet financial obligations in accordance with university policy at the end of 70 days will result in an automatic letter of notification being sent to the student informing him/ her that failure to resolve his/ her financial obligation within 10 days will result in administrative withdrawal from class. The university bursar shall:

- Identify those students who have still failed to meet their financial obligation at the end of each 30-day period
- Notify those students of their failure to pay
- Forward to the program office the names of all students in delinquent status for the program office to take appropriate administrative action. Those students who fail to meet financial obligations shall not receive any academic credit for the coursework taken.



## Tuition Refund Policies

### Refunds of Tuition and Fees

Pro-rated tuition refunds are limited to the first two weeks of each term (during the add/drop period) according to the policies outlined for the program. All fees will be refunded to students prior to the first day of classes for a semester. Non-attendance does not constitute an official drop. Students must formally drop courses in order to be eligible for a refund. Contact an academic advisor for assistance.

### Processing of Refunds

For tuition refund requests to be considered, students must provide written notification to their academic advisor. Refund amounts are based on the date of written notification, such as the date of sent email (must be from an NSU email account) or postmark for mailed requests. For general registration, drop/add, and withdrawal policies, refer to *Academic Policies and Procedures*.

### Refunds for Expelled Students

Students who are expelled from NSU will not receive tuition refunds.

### Refunds for Course Cancellations

The university reserves the right to cancel any course or section when registered enrollments are low. The university will refund 100 percent of tuition and any associated class fees for courses that are cancelled. If a student registered for only one course, the registration fee and student services fee will also be refunded.

### Exceptions to Refund Policies

Refunds or credits to student accounts may be considered after the drop period if proof of exceptional circumstances exists. Students should contact their academic advisor with questions about exceptional circumstances. Requests for refunds must be made during the same semester in which courses are scheduled.

It is the student's responsibility to provide all necessary documentation. Academic advisors will forward requests to appropriate directors for consideration. See also the *Problem Resolution Procedures* section in *Academic Resources and Procedures*.

### Graduate Refund Policy

Tuition for M.A. in writing students is charged on a per-credit basis. Refunds for dropped classes are given according to the following schedule based on calendar days:

- Drops prior to first day of term in which the class begins: 100 percent
- Drops during the first seven days of term: 75 percent
- Drops during the eighth through fourteenth days of term: 50 percent
- Withdrawals after the fourteenth day of term: no refund

# Veterans' Benefits

---

## Standards of Progress

A student receiving veterans' benefits must maintain satisfactory progress. Students will be considered to be making satisfactory progress as long as they meet the academic standards set by their school for retention in their degree programs.

A student who, at the end of any evaluation period, has not attained and maintained satisfactory progress will be certified, in a probationary status, for only one additional evaluation period. Should this student not attain, and maintain, satisfactory progress by the end of the probationary period (one evaluation period), the student's Veterans Affairs (VA) educational benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be re-certified after one evaluation period has elapsed. To initiate the petition process, students should contact the Office of Student Financial Assistance VA Benefits representative at 800-541-6682, ext. 27236. The school may re-certify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

For VA payment of benefits purposes, an "I" (Incomplete) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one calendar year unless permission for a delay is granted by the academic dean for that program.

An "NG" (no grade) designation for a course must be converted to a credit grade counting toward graduation, or a failing grade, by the end of one regular semester unless permission for a delay is granted by the academic dean for that program.

## Credit for Prior Training (CPT)

Nova Southeastern University complies with federal regulations for veterans' training in that it is mandatory for all veterans' benefit recipients to report either prior education and/or training. A student receiving veterans' benefits who has previous postsecondary educational training/experience must request official transcript(s) to be sent to the university. If the transcript has not been received prior to the end of the student's second term at Nova Southeastern University, the student cannot be certified for veterans' benefits for the upcoming term. The student can be certified for veterans' benefits only after the transcript has been received. The school will evaluate the student's previous training and/or experience and grant credit as appropriate. Should credit(s) be accepted and/or granted, the tuition and training time will be reduced proportionately, with the student eligible for veterans' benefits and VA so notified.

## Student Conduct

All students are expected to comply with the legal and ethical standards of this institution. Academic dishonesty and/or nonacademic misconduct will result in disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the institution, and forging or altering institutional documents and/or academic credentials.

The institution reserves the right to require a student to withdraw at any time for misconduct as described above. It also reserves the right to impose probation or suspension on a student whose conduct is determined to be unsatisfactory. Students who feel their rights have been denied are entitled to due process.

# Withdrawal from Classes

---

Students may withdraw from a class after the drop and add periods have ended. Withdrawn courses will remain on student transcripts with a notation of W, but will not affect the student's GPA. For information about the drop and add periods, see *Dropping and Adding Classes*. For the tuition refund schedule during drop and add periods, refer to the *Tuition and Fees* section. Contact the appropriate office (i.e., Financial Aid, Bursar's Office, Loan Disbursing Office) to determine the exact nature of how changes will affect financial and academic standing.

Students may initiate a withdrawal from a course after the first two weeks from the start of the course. Students may withdraw from a course with no financial refund or credit up until the end of the week following the halfway point of the semester or term, depending on the course length. Students may withdraw up until the end of the ninth week of a semester for a 16-week course. For exact dates, refer to the *Academic Calendars* section.

There is no financial refund if a student withdraws from a course. Total credits attempted are not reduced by course withdrawals, nor does this action affect current term financial aid. Withdrawing from a course limits the number of possible credits earned, which may affect future required academic progress.

Not attending classes does not constitute official withdrawal. A student who stops attending classes will receive grades based on course requirements and work completed.

Withdrawals cannot be processed in WebSTAR; students who plan to withdraw from a course must notify their academic advisor. Withdrawal forms must be received and processed by academic divisions prior to withdrawal deadlines.

## International Students

Changes in enrollment status may affect eligibility for student visas and immigration status.

# Withdrawal from the University and Leaves of Absence

---

Students who plan to withdraw from all courses during a semester and leave the university must contact their academic advisor before withdrawing. Students who withdraw from the university must formally apply to be considered for readmission at a later date.

## Leaves of Absence

Students who require a leave of absence for less than one year may return and continue their programs without reapplying to the university. If students have not registered for coursework for more than one year, they must reapply for admission and their major program's required curriculum will be reevaluated according to the most recent requirements as listed in the most current NSU *Graduate Student Handbook*. Students should note that any leave of absence may affect eligibility for financial aid.

If there is an interruption in studies of more than one calendar year from the end of the last semester enrolled, the student must abide by the NSU *Graduate Student Handbook* in effect upon return, or to requirements approved by the student's academic program director.

# Master of Arts in Writing Program

## Degree Requirements

---

The Master of Arts in Writing degree program provides students with a foundation in rhetoric, research, and the evolution of the English language. Students develop expertise in a variety of professional and creative writing genres, and they have the opportunity to study teaching writing. Students can go on to careers in writing, publishing, and education; work as professional writers for magazines, newspapers, and businesses; and pursue a variety of Ph.D. programs of study.

### Master of Arts in Writing Learning Outcomes

The successful M.A. in Writing graduate is expected to:

1. Write in multiple genres for diverse audiences using professional-level conventions;
2. Create texts employing professional-level rhetorical strategies;
3. Conduct professional-level research;
4. Produce a master's thesis of publishable quality.

### Master of Arts in Writing Curriculum

Students must complete three required courses (9 credits), five elective courses (15 credits), and 6 credits of a Master's Thesis for a total of 30 credits.

#### Major Requirements (30 credits)

##### Core Courses (9 credits)

WRIT 5010	Research Methods (3 credits)
WRIT 5200	Grammar and History of the English Language (3 credits)
HUMN 5000	History and Theory of Rhetoric (3 credits)

##### Elective Courses (15 credits)

Select 15 credits from the following courses:

WRIT 5000	Professional and Public Writing (3 credits)
WRIT 5020	Poetry Writing Workshop (3 credits)
WRIT 5030	Fiction Writing Workshop (3 credits)
WRIT 5040	Screenwriting Workshop (3 credits)
WRIT 5050	Autobiography and Memoir Workshop (3 credits)
WRIT 5060	Writing Literary Nonfiction (3 credits)
WRIT 5100	Teaching Writing (3 credits)
WRIT 5400	Technical Writing (3 credits)
WRIT 5550	Feature Writing (3 credits)
WRIT 5600	Science & Nature Writing (3 credits)
WRIT 5700	Travel Writing (3 credits)
WRIT 5800	Editing, Layout, and Design (3 credits)

##### Thesis (6 credits)

WRIT 6000	Master's Thesis (3 credits)
-----------	-----------------------------

# Master of Arts in Writing Thesis Guidelines

---

## The M.A. in Writing Thesis

As the culmination of the student's work in the Master of Arts in Writing program, the successful thesis represents the student's skill in shaping a substantial piece of writing. Completing the thesis demonstrates that the student can work both independently and in response to feedback, which is required of a professional writer.

The thesis may take one of the following forms:

- Research Thesis:** Students design, conduct, and report findings from qualitative, quantitative, or mixed methods research projects.
- Theoretical Thesis:** Students examine a well-focused question or problem through an informed context that is critical, theoretical, and/or historical.
- Creative Thesis:** Students produce one extended work or a collection of works of fiction, nonfiction, or poetry. All creative theses should include substantial explanation of student's evolution as a writer and placement of thesis work in an historical or literary context.
- Technical Thesis:** Students produce a substantial manual, guidebook, scholarly or professional website, white paper, report, or grant proposal.

Thesis projects details should be finalized with the adviser.

## Thesis Credits

The successful thesis process generally takes two semesters and is the equivalent of 6 credits. **Students must complete at least 18 credits before beginning thesis work.** Students should register for WRIT 6000 Master's Thesis beginning in the semester that they intend to begin their thesis work; thesis-proposal approval should occur during the first semester of thesis work. **Once students begin taking thesis credits, they must continue to register for 3 thesis credits (WRIT 6000) each fall and winter semester until the thesis has been defended.** The thesis process generally takes two semesters (minimum of 6 credits of WRIT 6000), but students may repeat WRIT 6000 a maximum of four times (12 credits maximum).

## Page Length

The thesis text, not including bibliography, should be at least 50 typed, double-spaced pages in length. Students wishing to request an exception to the 50-page text requirement must do so during the proposal stage; such an exception would need to be part of the approved proposal.

## Phase One: Selecting a Committee and Writing a Proposal

### Advising Committee

For guidance throughout the research and writing process, students first select a thesis adviser. The thesis adviser must be a full-time member of NSU's M.A. in Writing graduate faculty. Ideally, the thesis adviser will have expertise in the relevant field. In consultation with the adviser, students then select a second faculty member to be a part of the thesis committee. This person may be any full-time faculty member in the Farquhar College of Arts and Sciences. The adviser meets regularly with the student to set goals, review drafts, and ensure progress. Both committee members give feedback on the proposal and the final draft and evaluate the Thesis Defense.

### Writing a Proposal

In consultation with the thesis adviser, students write a proposal that describes a feasible, clearly focused thesis

project. The thesis topic might be in an area with which the student has some familiarity from a previous paper or study. However, the thesis scope should represent a significantly more ambitious and developed approach than the earlier work.

When the proposal has been approved by both committee members, the student and committee members sign the Thesis Proposal Approval Form. The Thesis Proposal Approval Form is then submitted to the director of the Division of Humanities for review and approval. The Thesis Proposal Approval Form can be found online at [www.fcas.nova.edu/divisions/hum/writing/thesis\\_proposal\\_form.pdf](http://www.fcas.nova.edu/divisions/hum/writing/thesis_proposal_form.pdf).

**Final proposal approval must be confirmed by May 1 to finish in the fall semester, by October 1 to finish in the winter semester, and by January 1 to finish in the summer semester.**

## Phase Two: Writing the Thesis

### Writing

Students should meet with their thesis advisers regularly and show consistent progress. Theses should ultimately contribute original work to a field. Revision is finished when additional changes mean minimal improvement. In the latter stages of writing, spot revisions or line edits should strive to make the writing clear, readable, and grammatically correct. Documentation should be accurate and conform to the most recent updates of documentation style required of the discipline.

### The Final Thesis

Prior to the defense, the student should submit final copies of the project to each committee member and the division director.

**Final copies of the thesis are due by November 1 in the fall semester, by March 1 in the winter semester, and by June 1 in the summer semester.**

## Phase Three: Thesis Defense

After the student has submitted final copies of the thesis and the committee has determined that the work is ready, the Thesis Defense may be scheduled. **The thesis defense must take place during the student's final semester of the program.** The defense will be before the graduate faculty and an audience of other students and invited guests. During the event, the student summarizes the scope of the project and presents his or her major findings. If appropriate, the student may give a reading. The student and the thesis adviser should discuss appropriate presentation of the project prior to the defense. After the student presents his or her work, the thesis committee members ask the student questions about the work. The student's presentation of the project and answers to these questions will comprise the overall assessment of the thesis project. After the committee finishes asking questions, audience members will have the opportunity to ask questions of the student.

After the Thesis Defense, the committee members will assess all parts of the project and decide whether or not to recommend approval of the thesis. The committee may require further work or revisions after the defense. If approval is recommended, they will complete the signature page, for final approval by the division director. The student will then submit one copy of the final thesis to the Division of Humanities, to be bound and become part of the Division of Humanities thesis archive. This copy must adhere to the Thesis Format and Style Guidelines.

**Thesis Defenses should take place during November 1–7 in the fall semester, during April 1–7 in the winter semester, and during July 1–7 in the summer semester.**

## Phase Four: Publishing the Thesis

After the committee and the division director have signed the thesis signature page, the student will work with the major chair of the M.A. in Writing program to prepare the thesis for publication. Students must follow the Thesis Format and Style Guidelines.

### Important Deadlines

	Fall Semester	Winter Semester	Summer Semester
Final Thesis Proposal Approval	May 1	October 1	January 1
Final Copies of Thesis Due	October 1	March 1	June 1
Final Defenses Scheduled	November 1–7	April 1–7	July 1–7

# Master of Arts in Writing Thesis Format and Style Guidelines

---

After successful completion of the Thesis Defense, students 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.
  - The left margin should be 1.5.
  - All other margins, top, right, and bottom, should be 1 inch.
  - Page numbers should be placed in a header: top right, ½ 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 chair of the M.A. in Writing program. The chair will review the formatting and alert students to any necessary changes.
3. Once the manuscript has been approved by the chair, students will:
  - Submit one final electronic copy to the chair that will become part of the Division of Humanities digital thesis archive;
  - Print one copy of the complete manuscript, including front matter, on 100% cotton fiber paper. The signature page must include original signatures. This copy will be bound and will become part of the Division of Humanities Thesis Archive.

\* If students would like to have a bound copy, they must submit an additional manuscript, including front matter and original signatures, and a check for the total amount. Ask the chair for current pricing information. All manuscripts should be submitted at the same time.



# Course Descriptions

---

## HUMN—Humanities

### **HUMN 5000 History and Theory of Rhetoric (3 credits)**

A survey of both theories and practices in rhetoric from the classical Greek and Roman eras to the present. The course will study rhetorical theorists ranging from Plato, Augustine, Aristotle, and Quintilian to Toulmin, Foucault, Derrida, and Kristeva, emphasizing the influences and trends in rhetoric over time.

## LITR—Literature

### **LITR 5060 History of the English Language (3 credits)**

A study of the structure and development of the English language from Old English to Modern English, including changes in word forms, meanings and sounds, syntax and grammar.

## WRIT—Writing

### **WRIT 5000 Professional & Public Writing (3 credits)**

This course offers an advanced study of professional writing strategies for public documents, including documentation and research, proposals and reports, argument and persuasion, layout and design, and writing and etiquette within electronic media.

### **WRIT 5010 Research Methods (3 credits)**

This course offers writers opportunities to practice various qualitative, quantitative, textual, and historical research methods.

### **WRIT 5020 Poetry Writing Workshop (3 credits)**

An advanced poetry writing workshop focusing on the art and craft of poetry within a collaborative, peer-review environment. Development of metaphorical structure and metrical language exploration of the universal in individual human experience will be particularly emphasized.

### **WRIT 5030 Fiction Writing Workshop (3 credits)**

An advanced fiction writing workshop focusing on the art and craft of fiction within a collaborative, peer-review environment. Students will hone the techniques and tools of the fiction writer, such as a plot, narrative strategy, character, and motif.

### **WRIT 5040 Screenwriting Workshop (3 credits)**

This workshop style class will examine the narrative structure and mechanics of the screenplay, as well as its creation and history. Particular emphasis will be on idea generation, plot development, screenplay format, writing treatments, scene construction, dialogue, and character development.

### **WRIT 5050 Autobiography & Memoir Workshop (3 credits)**

This workshop style course focuses on the art and craft of autobiographical and memoir writing, by reading representative authors, understanding strategies used to represent the self in memory, and writing autobiographical/memoir pieces.

### **WRIT 5060 Writing Literary Nonfiction (3 credits)**

This course focuses on reading and developing writing strategies for true-life stories in the nonfiction tradition exemplified by such writers as Agee, McPhee, Didion, Krakauer, and Sedaris, with particular emphasis on understanding and experimenting with the boundaries on non-fiction prose.

### **WRIT 5100 Teaching Writing (3 credits)**

An introduction to teaching composition on the secondary and college undergraduate levels; methods of teaching composition based on modern theories of rhetoric, reading, language acquisition, and pedagogical strategies.

### **WRIT 5200 Grammar & Hist of Eng Language (3 credits)**

A study of the structure and development of the English language from Old English to Modern English, including changes in word forms, meanings and sounds, syntax and grammar.

### **WRIT 5300 Grammar in English Writing (3 credits)**

A systematic study of the evolution of English grammar from its beginnings to the present, focusing on grammatical analysis and grammatical theory in the teaching of composition.

### **WRIT 5400 Technical Writing (3 credits)**

This course focuses on developing techniques for writing reports, descriptions, instructions, graphic arts, and other types of writing in formats appropriate to the scientific or technical working world. Students will practice explaining technical issues to various audiences, analyze technical objects and processes, and write reports, technical manuals, and user instructions. The course will emphasize writing understandable, concise language, integrating text and graphics, and designing documents.

### **WRIT 5550 Feature Writing (3 credits)**

This course offers students practical instruction in writing publishable features for print magazines and newspapers, as well as for electronic news and entertainment sources.

### **WRIT 5600 Science and Nature Writing (3 credits)**

This course focuses on the particular genre of science and nature writing. Students research, write, and understand marketing for articles on subjects such as astronomy, genetics, health, and the environment for newspapers, magazines, e-zines, and journals.



**WRIT 5700 Travel Writing (3 credits)**

This course focuses on the particular genre of travel writing, focusing on the history and forms of the literary travel essay and writing about travel for the book and magazine market.

**WRIT 5800 Editing, Layout, And Design (3 credits)**

This course focuses on the acquisition of skills for editing and layout of print and electronic publications, such as marketing materials, newsletters, magazines, and websites. These skills include copyediting, desktop publishing, project management, graphic design, typography, and layout using relevant software.

**WRIT 6000 Master's Thesis (3 credits)**

Research and writing for M.A. in Writing thesis. Repeatable up to 12 credits. Prerequisite: written permission of division director.