

NSU

Florida

Halmos College
of Arts and Sciences

**NOVA SOUTHEASTERN
UNIVERSITY**

Graduate Program Catalog

2025-2026

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HOW TO USE THIS CATALOG

The Nova Southeastern University (NSU) Halmos College of Arts and Sciences (HCAS) Graduate Program Catalog is a resource for information about academic programs and curriculum requirements, academic policies, procedures for resolving academic and administrative grievances, course descriptions, and other information relevant to the graduate degree programs at NSU's Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center.

The HCAS Graduate Program Catalog is published annually and comprises information for all graduate students at HCAS. Students are bound by the curricula published in the current year catalog the semester they enter NSU. Students are also bound by the academic and administrative policies described in the most recently published catalog. 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 HCAS Graduate Catalog in effect upon return or the requirements approved by the student's department chair.

This catalog provides guidelines and rules to assist the student in fulfilling the academic requirements of HCAS' master's and doctoral degrees. For graduation, students must fulfill the program requirements in effect at their initial registration, or they may move to the degree plan from a later-edition catalog if program changes are implemented. HCAS reserves the right to make updates between catalog publications. Copies of the catalog and any updates are located on the college website (hcas.nova.edu/graduate). Students are responsible for being familiar with the most current version of the catalog and complying with the catalog's rules, policies, and procedures at all times. The failure of students to read and/or understand these rules, policies, and procedures is not an excuse for violations.

RESERVATION OF POWER

NSU's student handbooks and academic catalogs are not intended to be a contract or part of a contractual agreement between NSU and the student. Handbooks and catalogs are in effect upon publishing and will remain in effect until superseded by a new handbook/catalog. From time to time, it may be advisable for the university to alter or amend its procedures, policies, and/or the modality of instruction. NSU reserves the right to enact such changes at any time. Reasonable notice may be furnished to the university community of any substantive changes but is not required. It is the responsibility of each student to remain informed about any changes to student handbooks and academic catalogs as they are published on the NSU website.

Whenever specific titles are used in these procedures, they shall include the appropriate designee of the person bearing these titles. Whenever references to the singular appear in this handbook, the plural is also intended; whenever the plural is used, the singular is also intended. Wherever a reference is made to the masculine gender, the feminine gender is included.

Failure to read this handbook or catalog does not excuse the student from the rules, policies, and procedures contained within the student handbook or catalog. The rights and responsibilities that follow take effect immediately upon publication of this document.

UNIVERSITY EQUAL OPPORTUNITY / NONDISCRIMINATION POLICY

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

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

The person listed below has been designated to handle inquiries and complaints regarding perceived discrimination and NSU nondiscrimination policies.

NSU does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including admissions and employment.

Inquiries about Title IX may be referred to NSU's Title IX coordinator, the U.S. Department of Education's Office for Civil Rights, or both.

NSU's Title IX coordinator is Laura Bennett.

Laura Bennett

Title IX Coordinator/Managing Director of Title IX Compliance

Email: Laura.bennett@nova.edu

Phone: (954) 262-7858

Website: nova.edu/title-ix

Mailing Address

Office of Human Resources

3300 S. University Drive

Fort Lauderdale, FL 33328-2004

The office of the Title IX coordinator is remote/virtual with team offices in the Campus Support Building (170B and 174). Please visit nova.edu/title-ix to review NSU's Title IX nondiscrimination policy and grievance procedures, to report information about conduct that may constitute sex discrimination, or to make a complaint of sex discrimination under Title IX.

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

Benjamin Johnson, Ph.D.

Dean of Students

Phone: (954) 262-7281

Email: bj379@nova.edu

NSU 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 (sacscoc.org).

NSU STUDENT HANDBOOK

The NSU Student Handbook addresses general university student policies, including student life, student rights and responsibilities, university policies and procedures, and NSU resources. The NSU Student Handbook can be viewed at nova.edu/student-handbook.

NSU'S VISION

Enhance Nova Southeastern University's reputation as a leading professional-dominant, doctoral research university providing competitive career advantages to our students and fostering alumni and partnership connections.

NSU'S MISSION

The mission of Nova Southeastern University—a selective, doctoral research university—is to deliver leading academic programs in a dynamic, innovative environment. We foster academic excellence, leadership, integrity, and scientific, economic, and community contributions through engaging and empowering our students, faculty, staff, alumni, and partners.

NSU CORE VALUES

Student-Centered

Academic Excellence

Scholarship and Research

Innovation

Opportunity

Community

Diversity

Integrity

UNIVERSITY HISTORY

Founded in 1964, NSU has a proud history in South Florida. To learn about the university's founding, please visit the NSU History page at the following link: nova.edu/about/history.html

HCAS OVERVIEW

The Halmos College of Arts and Sciences and the Guy Harvey Oceanographic Research Center includes the following seven departments:

- Department of Biological Sciences
- Department of Chemistry, Engineering, and Physics
- Department of Communication, Media, and the Arts
- Department of Conflict Resolution Studies
- Department of Humanities and Politics
- Department of Marine and Environmental Sciences
- Department of Mathematics

HCAS includes multiple centers and institutes, including:

- The Guy Harvey Research Institute (GHRI)
- Save Our Seas Shark Research Centre
- The Center for Applied Humanities
- The Marine Environmental Education Center (MEEC)
- The National Coral Reef Institute (NCRI)
- The Deep-Pelagic Nekton Dynamics of the Gulf of Mexico (DEEPEND) Consortium
- The Study of Environmental Conservation through Leading-Edge Research (SECLER)

To learn more about HCAS, please visit hcas.nova.edu

HCAS MISSION

The NSU Halmos College of Arts and Sciences' Mission can be found at the following link:

hcas.nova.edu/about/mission-statement.html

HALMOS COLLEGE CAMPUS LOCATIONS

Halmos College operates on two campuses in the Fort Lauderdale area, as well as online for certain programs:

1. Main Campus in Fort Lauderdale/Davie
2. Oceanographic Campus

HCAS is housed in three locations on the Fort Lauderdale/Davie campus. The Department of Biological Sciences and the Department of Chemistry, Engineering, and Physics are housed in the **Parker Building**. Graduate students conduct research in this building and research laboratories housed at the Oceanographic Campus. The **Mailman-Hollywood Building** houses the Department of Conflict Resolution Studies,

the Department of Humanities and Politics, and the Department of Communication, Media, and the Arts. The **Don Taft University Center** houses the Performing and Visual Arts Wing, which has two theatres and an art gallery, art and dance studios, orchestra and choral rooms, and scene and costume shops, as well as Mako Media Network's newsroom, radio station, and tv studio, all a part of the Department of Communication, Media, and the Arts.

Fort Lauderdale/Davie Campus

3300 South University Drive
Fort Lauderdale, Florida 33328-2004
Phone: 800-541-NOVA (6682)
Email: nsuinfo@nova.edu

The Oceanographic Campus (OC) is only 12 miles from the Fort Lauderdale/Davie Campus. It is nestled at the end of Von D. Mizell and Eula Johnson State Park, directly on the entrance channel of Port Everglades and within one hundred meters of the Atlantic Ocean. The Department of Marine and Environmental Sciences is housed on this campus.

Oceanographic Campus

8000 North Ocean Drive
Dania Beach, FL 33004-3078

To learn more about the university's campus locations, please visit the following link:

nova.edu/about/campus-locations.html

For a complete overview of NSU's facilities, please refer to the NSU Fact Book at the following link:

nova.edu/publications/factbook

LIBRARY RESOURCES

For general information about NSU's libraries, including links to each library location, please visit the following link: nova.edu/community/libraries.html

Library Contact Information

To call the library from outside Broward County, dial 1-800-541-6682. When on the university's main campus, use the last five digits of the phone number.

Interlibrary Loan Department

Email: ill@nsu.nova.edu

Phone: 954-262-4619

Fax: 954-262-3944

Document Delivery

Email: library@nsu.nova.edu

Phone: 954-262-4602

Fax: 954-262-3947 or 888-DLSDOCS

Circulation Desk

Phone: 954-262-4601

Reference Desk

Email: refdesk@nsu.nova.edu

Phone: 954-262-4613

TECHNOLOGY FACILITIES

The purpose of the Office of Innovation and Information Technology (OI2T) is to provide the University community with the technological resources to support and complement teaching, learning, and research, regardless of geographic location; to maintain a leadership role in instructional technology by providing quality services that facilitate, enhance, and support the goals and objectives of a robust university community; and to provide and support a solid student-centered administrative system.

To learn more about the university's information technology network, please visit the OI2T website at the following link: nova.edu/oijt

RESEARCH ACTIVITIES

Since its founding, the university has had a long history of conducting high-quality research on various topics and in many disciplines. Today, the Halmos College of Arts and Sciences faculty, researchers, staff, and students pursue studies and investigations in multiple natural scientific fields, including the arts, humanities, and social sciences. Research remains at the forefront of HCAS' many initiatives. Specific research topics and past publications for all Halmos College of Arts and Sciences can be found at the following link: nsuworks.nova.edu/hcas

PARTNERSHIPS

HCAS is home to several programs and institutions that partner with NSU or as part of the university to serve students and the wider South Florida community.

Broward County Sea Turtle Conservation Program

NSU Halmos College of Arts and Sciences operates the Broward County Sea Turtle Conservation Program in partnership with the Broward County government. The program provides for conserving endangered and threatened sea turtle species within Broward County. To learn more about this program, please visit the website at hcas.nova.edu/seaturtles

Center for Applied Humanities

The Center for Applied Humanities is dedicated to highlighting the significant role the humanities play in related fields in the social sciences. The Center aims to demonstrate the relevance of the humanities as a complement to the core STEM fields (science, technology, engineering, and math) to encourage students and scholars in those disciplines to explore these connections. To learn more about the Center, please visit the website at hcas.nova.edu/humanities

Guy Harvey Research Institute

The NSU Guy Harvey Research Institute (GHRI) is a scientific organization based at the Oceanographic Campus. The GHRI conducts high-quality, solution-oriented, basic, and applied scientific research for effective conservation, biodiversity maintenance, restoration, and understanding of the world's wild fishes. To learn more about the institute, please visit the website at hcas.nova.edu/guy-harvey

Marine Environmental Education Center (MEEC)

Located at the Carpenter House in Dania Beach, the Marine Environmental Education Center (MEEC) is managed by the Halmos College of Arts and Sciences on behalf of Broward County. The Center offers programs and exhibits to expand education and outreach about sea turtles and other valuable marine resources. To learn more about MEEC, please visit the website at hcas.nova.edu/carpenter-house-meec

National Coral Reef Institute

The National Coral Reef Institute (NCRI) was established by Congressional mandate in 1998. The Institute's primary objective is to assess, monitor, and restore coral reefs through basic and applied research, training, and education. NCRI operates at Nova Southeastern University's Oceanographic Campus in Hollywood, FL. To learn more about the Institute, please visit the following link to view the NCRI brochure: nova.edu/publications/ncri_brochure/7/

FACULTY AND STAFF

For current information about HCAS faculty and staff, including their background, courses, and research interests, please visit the HCAS website at hcas.nova.edu/faculty

ACADEMIC CALENDAR

The academic calendar and other current-year resources are at the following link hcas.nova.edu/current-students

PROGRAMS AND MAJORS

For a listing of all current HCAS programs and majors, please visit the main college website at hcas.nova.edu

GENERAL ADMISSION INFORMATION

Complete instructions for applying to all HCAS graduate programs (listed at the site above) are detailed in our application packet on the HCAS Graduate Admissions page: hcas.nova.edu/admissions

Official Transcripts Process for Graduate and Professional Programs

Official Transcripts for Master's/Graduate Degrees

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.

Official Transcripts for Doctoral/Graduate Degrees

Sealed official transcripts from the applicants conferred, four-year bachelor's degree and conferred master's degree institutions 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 and master'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.

Admissions Offer Disclaimer

Please note that NSU reserves the right to rescind or place conditions upon admissions offers should information become available that calls into question a prospective student's academic performance or character, including that which reflects a violation of NSU's Student Conduct Policy. Information about the Office of Student Conduct can be found at the following link:

nova.edu/studentconduct

INTERNATIONAL STUDENT ADMISSION INFORMATION

Nova Southeastern University's programs are administered through its colleges and schools at locations throughout Florida, across the nation, and at select international sites.

U.S. Citizenship and Immigration Services (USCIS) has approved NSU to accept and enroll international students attending classes at its Main Campus in Fort Lauderdale and any regional campuses.

Office of International Students and Scholars

The Office of International Students and Scholars (OISS) provides complete support and advisory services. They are available to answer questions and help with immigration-related problems. OISS offers immigration assistance for the NSU community and serves as a liaison between NSU's Office of International Affairs and U.S. Citizenship and Immigration Services (USCIS) in matters related to international students and scholars studying and working at NSU.

For more information about OISS, please visit the following link: nova.edu/internationalaffairs/students

Language Proficiency Information

Applicants whose language is not English must demonstrate English proficiency to be admitted into a degree program. Programs are taught in English, as are tests and assignments. Each program may have additional requirements. Please check with the program's admissions department for its English proficiency requirements.

For complete language proficiency information, please visit NSU's Office of International Affairs website at nova.edu/internationalaffairs/students/prospective/language_proficiency.html

POLICIES AND PROCEDURES

The following information is for students enrolled in the HCAS graduate programs. The failure to read this catalog does not excuse students from required compliance with the rules, policies, and procedures contained in it.

Flexibility in Policies

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.

Image Use Statement

As part of the Student Enrollment Agreement (SEA), which students must complete with their first registration each academic year, students are required to agree with the following Image Use Statement:

I permit and authorize Nova Southeastern University (NSU) and its employees, agents, representatives, contractors, and personnel who are acting on behalf of NSU 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
- 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.

Student Contact and Personal Information

Students must keep their contact information current in SharkLink at 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 along with supporting legal documentation. For details on acceptable documentation for each change, visit the Registrar's website at nova.edu/registrar/services

Auditing a Course

An audit is a registration status that allows students to attend a course without receiving academic credit. Prior to auditing a course, a student must submit a completed Course Audit Request Form to seek written

approval from the instructor and the Department Chair/ Director. Upon completion of the audited course, an “AU” grade will be posted. The “AU” grade cannot be changed to a letter grade, nor will it affect a student’s GPA. For detailed information, visit nova.edu/registrar/policies/course-audit-policy.html

Leave of Absence

A leave of absence (LOA) is a university-approved temporary period of time during which the student is not in attendance but is not considered withdrawn from the university. Students who experience extenuating and unavoidable circumstances that prevent them from maintaining an active status through continuous enrollment must consult with their advisor/program office or the office of the dean of students to determine whether their circumstances warrant an LOA request and to discuss the impacts of an approved LOA on their degree/program completion, academic standing, and course grades. An LOA request must be submitted at least 14 days prior to the beginning of the semester/term for the leave. An approved LOA may be granted for up to 180 days within a 12-month period. For more details, including the Leave of Absence Request Form, visit the Office of the University Registrar’s website at nova.edu/registrar/forms1.html

Roster Reconciliation

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.

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.

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.

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

University-wide Academic Inactivity Policy

NSU requires all students to make consistent progress toward obtaining an eligible degree 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 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 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.

Attendance Policy

The educational process at NSU depends on a close working relationship between students and faculty members. Students are expected to attend class regularly, from beginning to end. Students who miss a class must inform the instructor before the class meeting.

University policy requires each faculty member to confirm their class roster during the second week of each semester. Any student deemed a non-attendee will be dropped from the class by the office of the University Registrar. Students who believe they were reported in error as non-attendees must communicate with the instructor, who is the only one to determine whether the student may remain in the class.

Students are responsible for the academic consequences resulting from class absences. Students who miss class because of an illness or other emergency should contact the instructor as soon as possible to arrange for make-up work. Missed assignments/tests can be made up solely at the discretion of the course faculty.

It is the policy of the university to excuse, without penalty, absences due to religious observations and to allow students to make up missed work. Course instructors should be notified in advance of any anticipated absence.

Students should review the course syllabus and Canvas course for course-specific policies related to attendance.

Course Delivery

Students should review the following course delivery options with their academic advisors in the department program office based on courses required in their majors and their registration choices.

Face-to-Face

Face-to-face classes are scheduled at a variety of times and locations. Face-to-face classes may include online and regular classroom instruction, although most instructions will occur on campus or in on-site classrooms. Some assignments may be administered through internet-based websites associated with class textbooks or the university's online course management system. Instructors will explain specific requirements for participation in online components.

Online

Students participating in online classes are supported through various technologies and teaching methods: email, bulletin boards, chat rooms, electronic journals, synchronous conferencing tools, content-sharing tools, video lectures, and other digital and web-based tools and resources. Each student must obtain an NSU account to access email, course materials, and library resources. Students may be required to participate in an online orientation before the start of each class. Some online classes are entirely asynchronous, while others may combine synchronous (online conferencing) and asynchronous elements.

Hybrid

Some courses combine online activities with portions conducted face-to-face on campus. Please consult the course syllabi for more detailed information.

Course Evaluations

Course evaluations facilitate the collection of feedback from students about their classes—how they feel about course content, 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 online. Evaluations open the second-to-last week of classes. It is important to complete the course evaluations when you are sent the course evaluation link. University administration uses student feedback to evaluate the course and the textbook.

Grading System

The following grading system exists across all master's and doctoral degrees at HCAS:

Grade	Quality Points
A	4.00
A-	3.75
B+	3.50
B	3.00
B-	2.75
C+	2.50
C	2.00
C-	1.75
F	0.00
NP	0.00
P	0.00
PR	0.00
TR	0.00

With the exceptions listed below, all degree-related courses use the letter grading system. All programs may use the following grades: P (Pass), I (Incomplete), W (Withdrawn), AU (Audit), NP (No Progress), and TR (Transfer) when appropriate. The grade of PR (Progress) may be used for programs to demonstrate progress toward completing a required thesis or dissertation.

Grade Point Average and Quality Points

A student's academic standing for a specific term is indicated by the grade point average (GPA). The GPA is calculated based on earned credits and letter grades (including Fs, for which students receive 0 credits). The GPA does not include classes from which the student has successfully withdrawn or received an Incomplete. 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 = Earned credits, including Fs, excluding withdrawals and audits, and completed pass/fail courses
- 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 SharkLink at sharklink.nova.edu

Incomplete

A grade of Incomplete (I) may be issued at the discretion of a faculty member in rare cases because of unusual and exceptional circumstances. Students are only eligible for an Incomplete if:

1. 50% of the coursework has been completed with a C or above average, and

2. The remaining coursework can be completed in a timeframe agreed upon by the faculty member and the student, not exceeding one term (a maximum of 16 weeks) 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. Please refer to the Incomplete Grade Agreement Form/Contract for more information. Both the student and faculty member must sign the Incomplete Grade Agreement Form/Contract, stipulating the work to be completed, the deadline by which the work will be completed, and the grade that the student will earn if the work is not completed by the deadline, before the end of the course and agree upon such conditions via email.

If the student does not complete the coursework within the agreed-upon period, the Incomplete grade will be changed to the grade earned based on the work accepted by the instructor to date as stipulated in the contract or agreement; the student can only gain points for assignments completed that were included in the incomplete agreement.

The time limit for changing the incomplete grade to the final grade may not exceed one semester/term or graduation, whichever comes first. After the time for a change of grade has expired, the incomplete grade may be changed to an F grade by the Registrar's Office.

Academic Standing

As defined below, Academic Standing is separate from the standards for Satisfactory Academic Progress (SAP) for financial aid purposes. For detailed information about maintaining SAP for financial aid eligibility, visit nova.edu/sap.

NSU is committed to accurately tracking and recording a student's permanent academic record. Academic transcripts document the student's academic record for coursework taken at NSU for the student and various agencies (e.g., employers, other academic institutions, etc.). The academic transcript reflects the record of courses in progress and attempted, completed and final grades received, degree sought or earned (with award and academic completion dates), disciplinary actions resulting in a student's suspension or expulsion from the institution, and other information deemed relevant by NSU. Additionally, the student's academic standing is reflected on an academic transcript to provide a more complete depiction of the student's academic history. The following designations provide for a student's status as it relates to end-of-term academic standing within the university:

Good Academic Standing

A student is in good academic standing unless they are not making sufficient progress toward degree completion and/or are placed on academic probation, academic suspension, or academic dismissal. Students shall be deemed in good academic standing unless they have a cumulative GPA of less than 3.0, which is required for graduation. Students in the Ph.D. programs shall be deemed in good academic standing unless they have a cumulative GPA of less than 3.5.

Academic Probation/Dismissal Policies

Students failing to maintain a cumulative 3.0 GPA for a master's program or 3.5 for a Ph.D. program will be placed on academic probation for two terms. During the probationary period, students must raise their cumulative GPA to at least a 3.0 for a master's and at least a 3.5 for a Ph.D. in two successive terms. Students will not be permitted to take a term off between terms of academic probation.

Students in the Ph.D. in Conflict Analysis and Resolution, M.A. in Composition, Rhetoric, and Digital Media, M.S. in Conflict Analysis and Resolution, and the M.S. in National Security Affairs and International Relations will also be placed on academic probation if any of the following occurs:

- The student fails one course
- The student earns a C-, C, or C+ in two courses
- The student has more than two Incomplete (I) Grades

M.S. Biological Sciences Health Studies concentration students on academic probation will only be allowed to continue at a 50% reduced course load while on academic probation. (They may petition the Department Chair for the option to register for the 6-credit load of BMHS 5350 Systems Neuroscience and BCOR 5350 Principles of Epidemiology only). Note that this reduced load extends the time by more than 12 months for completion of the degree and concentration.

The student will be dismissed from the program if probation is not removed at the end of the two subsequent terms. Students on academic probation may not take a leave of absence. Probation will only be removed once the student achieves a cumulative GPA of 3.0 or higher. Note that to be able to take the comprehensive exam at the end of the program, students may not have more than nine credits of a grade of C+, C, or C-.

Petition for Permission to Enroll after Academic Dismissal

A student may petition for reinstatement in the program following dismissal after 12 months. The petition should explain why their academic potential has changed and the re-admission should be considered.

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.

Reinstatement is not guaranteed and is only possible if it is probable that the student can raise their cumulative GPA to at least a 3.0 (3.5 for a Ph.D.) in two terms.

Students approved to re-enroll after academic dismissal must register for classes the following semester. These students return on academic probation.

GRADUATION: DEGREES, DIPLOMAS, & COMMENCEMENT

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

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

Degree Limits

To encourage focused academic achievement, promote postgraduate professional success, and allocate university resources efficiently, NSU has established the following limitations with respect to the number of degrees it will award to a single student:

- A maximum of three degrees at the master's level, regardless of academic program, major or concentration
- A maximum of two education specialist (EdS) degrees
- One of each type of all other doctoral or professional degrees (e.g., PhD, MD, JD, DO, etc.) at NSU.

Multiple doctoral degrees of the same type are not permitted, regardless of whether they have different majors/concentrations or are offered through different colleges or academic programs at NSU. By setting these limits, NSU aims to support students in achieving depth and specialization in their chosen fields while balancing academic rigor and maintaining the quality and accessibility of its educational offerings.

Although degrees awarded at other institutions do not count toward this policy, when exercising its academic discretion with respect to admissions decisions, NSU considers the totality of an applicant's academic history, including the nature and number of degrees possessed by the applicant.

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:

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.

Diplomas

The diploma indicates the degree and major the student has earned. The academic transcript, the official record of coursework at NSU, indicates the degree earned and the major field of study.

Commencement

Although often used interchangeably, Commencement and Graduation are not the same. It is essential to understand that participating in a commencement ceremony does not mean completing your degree and graduating. Commencement is a formal ceremony for students cleared to walk by their college or academic program. In some cases, students are still completing coursework.

Candidates who have achieved degree conferral after the preceding year's commencement exercises are automatically invited to participate in the next ceremony. Otherwise, each program determines its "participation requirements."

Commencement ceremony dates can be found online at nova.edu/commencement

Program Time Limits

The maximum time limit for completing the Master's programs is five years. Master's students must finish their program within five years from the date of first enrollment. If needed, Master's students may petition the program office in writing for a one-year extension, which may be granted only once and only under extenuating circumstances.

The maximum time limit for completing the Ph.D. programs is seven years. Ph.D. students must finish their program within seven years from the date of first enrollment. If needed, Ph.D. students may petition the program office in writing for a one-year extension, which may be granted only once and only under extenuating circumstances.

Graduation Requirements

Conferrals for the Ph.D. degree require a minimum GPA of 3.50; master's degrees require a minimum GPA of 3.0.

Ph.D. Minimum Graduation Requirements

The following items must be completed to achieve the Ph.D. Degree:

Ph.D. Degree in Conflict Analysis and Resolution

- Earn a minimum of 76 credit hours
- Pass all course work with 3.5. cumulative GPA or above
- No grade lower than a “C-” is permitted; only one “C” grade (C+, C, C-) is permitted
- Successfully defend dissertation
- Complete the final version of the dissertation and submit it to ProQuest
- Receive degree conferral
- Complete all requirements above within the stated time limit of the program. Remember, in terms of university policy, you MUST remain registered in the program until all requirements for conferral have been fulfilled, including ProQuest submission. Students only have one semester following the semester in which they defend their dissertation to finalize everything.

Ph.D. in Oceanography/Marine Biology

- A minimum of 75 credits beyond the baccalaureate. At least 42 credits must consist of upper-level course work. At least 24 credits must consist of dissertation research.
- Successfully defend the dissertation proposal in an oral presentation to faculty.
- Successfully complete a qualifying examination with the candidate’s committee.
- Successfully complete comprehensive examinations upon completion of formal coursework.
- Successfully defend the dissertation to the committee and other faculty members.
- Submit the final dissertation copy to the William H. Richardson Library on the Oceanographic Campus.

Master’s Minimum Graduation Requirements

The following items must be completed to achieve the master’s degree at HCAS.

M.A. in Composition, Rhetoric, and Digital Media

- Earn 30 credits in required and elective courses, including optional thesis or internship
- Pass all course work with a cumulative GPA of 3.00 or higher
- No grade lower than a “C-” is permitted; only one “C” grade (C+, C, C-) is permitted.
- Successfully complete thesis, portfolio, or exam requirements
- Complete all requirements above within the stated time limit of the program

M.P.S. in Environmental Sciences

- A minimum of 30 credits beyond the baccalaureate
- Pass all course work with a cumulative GPA of 3.00 or higher

M.S. in Marine Science

- A minimum of 36 credits beyond the baccalaureate
- Successful completion of a pass/fail test on their program learning outcomes.
- Successfully defend the capstone/thesis to the committee and other faculty members.
- Submit the final capstone/thesis copy to NSUWorks

M.S. in Biological Sciences (Capstone/Thesis Option)

- A minimum of 30 credits beyond the baccalaureate
- Successfully defend the capstone/thesis to the committee and other faculty members.
- Submit the final capstone/thesis copy to NSUWorks

M.S. in Biological Sciences (Bioinformatics Concentration)

- A minimum of 30 credits beyond the baccalaureate

M.S. in Biological Sciences (Health Studies Concentration)

- A minimum of 30 credits beyond the baccalaureate
- Successfully pass a comprehensive examination

M.S. in Medicinal Chemistry

- A minimum of 35 credits beyond the baccalaureate
- Successfully defend the capstone/thesis to the committee and other faculty members.
- Submit the final capstone/thesis copy to NSUWorks

M.S. in Conflict Analysis and Resolution

- Earn 36 credits in core courses, practicum, capstone, and electives
- Pass all course work with a cumulative GPA of 3.00 or higher
- No grade lower than a “C-” is permitted; only one “C” grade (C+, C, C-) is permitted
- Must have no disciplinary actions pending or disciplinary tasks to complete
- Successfully complete capstone
- Complete all requirements above within the stated time limit of the program.

M.S. in National Security Affairs and International Relations

- Earn 36 credits in core courses and electives, including optional thesis
- Pass the comprehensive exam or complete the thesis option
- Pass all course work with a cumulative GPA of 3.00 or higher
- No grade lower than a “C-” is permitted; only one “C” grade (C+, C, C-) is permitted.
- Complete all requirements above within the stated time limit of the program.

ONLINE COURSE ACCESS AND SHARKLINK

Technology/Online Education Support

All NSU students are provided with NSU computer accounts, including email accounts. Students, however, must obtain their own Internet Service Providers (ISP) and use their own computer systems. New students receive orientation and extensive online technical support to enable their access to online tools and methods, as well as library resources. Online interactive learning methods involve web-based course materials, the electronic library, and online activities facilitating frequent student-professor interaction. Students submit assignments through a web-based learning environment. Online students can access books, journal articles, microfiche, dissertations, index searches, catalog searches, and reference librarians. The online 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. A single username and password provide students access to their NSU email account, online courses and discussion groups, university announcements and calendar reminders, and student records. SharkLink also lets students register online, view course availability, and check their grades. All students are assigned a SharkLink ID, which also serves as their NSU email username, that uniquely identifies them and provides access to the NSU administrative system. SharkLink can be accessed at sharklink.nova.edu.

Online Course Management System

The university uses a secure course management platform for developing and delivering interactive courses and their components over the Web. Students must use their SharkLink login and password to access their online courses. Course communication will be done through the course the student is attending. Online courses can be accessed at SharkLearn via sharklearn.nova.edu.

Online Video Conferencing

The university uses a secure version of ZOOM, which is only accessible to NSU users (nova.zoom.us/meeting). Zoom is a user-friendly, multifaceted video conferencing tool that offers both web-based and desktop accessibility. Students will “join” their courses online with a link provided by their instructors for interactive presentations, discussions, and collaboration. Registration for the NSU Zoom accounts are done through Single Sign On (SSO) with their SharkLink login and password. Through Zoom, instructors and students share a virtual space with whiteboards, annotation tools, and breakout rooms for moderated discussions.

NSU E-mail

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 sharkmail.nova.edu. Students’ SharkLink ID serves as their NSU email username.

PROBLEM RESOLUTION PROCEDURES

The following information complies with recent United States Department of Education regulations. It is the student’s responsibility to become familiar with the various requirements of graduate study applicable to them and to satisfy these requirements properly. Some graduate programs have additional policies and regulations. Please contact the graduate program coordinator for specific program requirements. To resolve academic grievances, complaints, and concerns in an expeditious, fair, and amicable manner, students are first asked to consult this catalog for information on the appropriate HCAS grievance procedures.

Types of Grievances

Discrimination

Nova Southeastern University has established 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](http://nova.edu/student-handbook) (nova.edu/student-handbook) for more details on these procedures.

Grade Appeal/Grievance Procedures

Students who believe there has been an error in assigning a grade may formally protest and invoke the Grade Appeal Procedure. The grade appeal or other grievance procedure for students is itemized below and should be followed in all instances, ensuring each step is completed before proceeding. Continuing is unnecessary if resolution is reached at the end of any given step.

Students must initiate the appeals process no later than 30 days after the decision to be appealed is made. In case of a grade appeal, the appeals process must be initiated no later than 30 days after the grade is posted. As students follow the steps and contact the appropriate faculty and administrators, they are

encouraged to use email as a written record. Please copy the appropriate department assistant to enhance follow-up.

Steps for Submitting Grade/Grievances

Step 1:

The course instructor should be contacted to discuss the grade disparity. The problem should be resolved at this level if possible. The student must appeal in writing to the course instructor, noting specific objections to the grade received or the problem encountered. If the matter is not resolved within 30 days after contact is made and the student wishes to continue the appeal process, they should proceed to step #2

Step 2:

The student must appeal in writing to discuss the matter with the Department's appropriate Program Director/Chair.

Administrative Grievances

Administrative grievances are related to academic policies and administrative actions. Grievance procedures must be initiated by submitting a Student Action Request (SAR) no later than 30 days after the end of the semester in which the grievance issue occurred. The student will forfeit all rights under the grievance procedure if each step described below is not followed within the prescribed time limit.

Administrative Grievance Process

All administrative grievances must begin at the first level of contact. Grievances brought to higher-level contacts without going through the appropriate administrative grievance procedure will be referred to the appropriate step in the process, thus delaying problem resolution. Students must initiate the appeals process no later than 30 days after the decision to be appealed is made. Students who are unsure of the appropriate university employee to contact about an administrative issue should communicate with their academic advisor.

If the university cannot resolve an issue, students may file a complaint with their respective state licensing authority. The following link provides contact information for each state agency and links to their grievance procedures: nova.edu/academics/forms/state-agencies-for-student-complaint-2.pdf

Once all internal avenues have been exhausted, unresolved complaints may be filed with the Southern Association of Colleges and Schools Commission on Colleges, the University's regional accrediting agency. The following link provides information on its complaint policies and procedures: sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf

REGISTRATION

As part of the registration process, all students must complete the NSU Student Enrollment Agreement (SEA) each year or risk being dropped from their courses. The SEA requires students to agree with NSU standards and policies regarding course registration and withdrawal, financial responsibility, a release of liability, and more. A copy of the SEA can be viewed at nova.edu/registrar/forms/catch-the-sea-wave.pdf. 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 nova.edu/resources/nsuidentity.html

While students may register for and attend classes with a provisional admission status, financial aid funds cannot be disbursed until all admission requirements have been met. According to NSU's payment policy, by registering for classes, the student accepts financial responsibility for payment due at registration.

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 the account. The hold stops all student services, including but not limited to access to grades, transcripts, diplomas, and future registrations. It will remain in the student account until the balance has been paid in full.

During the open registration period, students should register via SharkLink for the fall, winter, and summer semesters and take advantage of the university's online degree-evaluation tools for guidance (see "Online Degree Evaluation Tools" section for more details). Students should register for all courses they intend to complete within a semester and not wait until the semester has started to register for courses in the term.

Registering early for the entire semester ensures the availability of seats in required classes. It allows the NSU Office of Student Financial Assistance to appropriately process and disburse the student's financial aid. An official grade will not be recorded, and credit will not be given to anyone who attends class as an unregistered student.

Holds

A bursar or academic hold may prevent students from registering. Students must contact the respective hold originator to resolve the hold before registering in SharkLink.

ONLINE DEGREE EVALUATION TOOLS

NSU's online degree evaluation tool, Degree Works, allows students to compare their completed coursework against the degree core and elective requirements published in the Graduate Program Catalog for the year they enrolled. These helpful reference tools help students track their progress toward degree completion and are available through SharkLink. Degree Works is available for all graduate students.

For information on Degree Works, visit the registrar's website at nova.edu/registrar

REGISTRATION REQUIREMENTS FOR FINANCIAL AID ELIGIBILITY

For students to receive federal Title IV or state financial aid (grants, scholarships, student employment, and loans), they must be enrolled in a minimum number of courses required for degree completion (degree-applicable). Students may only receive financial aid for courses required for degree completion. Financial aid funds will only be disbursed to students who meet the minimum enrollment requirements for financial aid eligibility with degree-applicable courses. A student may maintain maximum financial aid eligibility while enrolled in non-degree-applicable courses if the student meets the enrollment requirements for each respective Title IV program with degree-applicable courses. For instance, a student must be enrolled at least half-time to be eligible for federal loans. Half-time for HCAS graduate programs is defined as three credits of coursework. Students enrolled in three credits of dissertation, thesis, or capstone research are considered full-time.

For more information about degree-applicable coursework, please visit nova.edu/registrar/degreeworks.html

CLOSED CLASSES

The enrollment capacity for each class is carefully determined to reflect the physical limitations of the classroom or lab and 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.

DROPPING AND ADDING CLASSES

During the drop and add periods (the first week of class), students may modify their schedules by changing classes without any further academic implications. However, even during the drop and add period, dropping a class may result in a tuition charge, affect fees, or impact a student's financial aid. Students may withdraw from a class after the drop period has ended (see "Academic Calendars" section for deadlines). Dropping a course may result in a refund for tuition paid and will not negatively affect the GPA. However, students need to be cautious because dropping classes may affect the student's enrollment status, eligibility for financial aid, and loan deferment. If a student drops below half-time or full-time status (whichever was the basis for financial aid awarded), the student may become ineligible for grant aid, loans, and scholarships awarded before the drop. This may cause a reduction in certain types of financial aid and, consequently, result in a higher balance due by the student.

Students are directed to make their course selections based on their program curriculum requirements and scheduling needs, not based on the instructor. Course instructors may change without notice before or during the semester. Student petitions based on instructor preference will not be granted in such instances.

WITHDRAWAL FROM CLASSES

Students may withdraw from a class after the drop period has ended up to three weeks before the end of the semester. Please refer to the Academic Calendar section of this catalog for specific dates. Withdrawn courses will remain on student transcripts with a notation of W but will not affect the student's GPA. Before withdrawing from classes, students are advised to consult with their academic advisor to discuss academic standing implications. Financial aid recipients are strongly encouraged to speak with a financial aid counselor to avoid unwelcome charges and that the change in enrollment status may affect their immigration status and eligibility for student visas.

STUDENT CONDUCT: ACADEMIC INTEGRITY

Students should refer to the full Code of Student Conduct and Academic Responsibility in the NSU Student Handbook (nova.edu/student-handbook). NSU has established clear expectations regarding student conduct and academic responsibility. Significant disciplinary action can be expected when these standards are violated, including expulsion from the university. Students must abide by all university, college, and program rules and regulations and all federal, state, and local laws. Students are also expected to comply with the legal and ethical standards of their chosen fields of study.

Core Performance Standards/Essential Functions

All students in the HCAS graduate programs are required to meet the core performance standards or essential functions of their academic program to ensure they can successfully perform the fundamental skills and responsibilities necessary for academic progression and professional competence, with or without reasonable accommodations. In adopting the standards listed below, the administrators of the university and of the HCAS graduate degree programs believe they must keep in mind the efficacy and safety of the learning environment while maintaining professional standards during their time at the NSU. Specifically, the standards reflect what the university and the HCAS graduate programs administration believe are reasonable expectations required of future professionals in performing common functions. Honor and integrity are essential and depend on the exemplary behavior of the individuals in their relations with classmates, faculty members, and colleagues. This includes accountability to oneself and to relationships with fellow students, future colleagues, and faculty members who contribute to the student's training and growth, as well as members of the general public. This applies to personal conduct that reflects on a student's honesty and integrity in both academic and nonacademic settings, whether it involves an NSU-sponsored activity or not. All students must have the capacity to manage their lives and anticipate their own needs. Upon accepting admission to the HCAS and its graduate degree programs, each student subscribes to and pledges complete observance to NSU's Student Code of Conduct Policies and their ability to meet all standards detailed below, with or without reasonable accommodation. A violation of these standards is an abuse of the trust placed in every student and could lead to suspension or dismissal. (Please refer to the section below entitled Performance Standards Committee Policy and Procedures.)

Critical Thinking

critical thinking ability for effective reasoning and judgment

- read and interpret data from paper and/or electronic systems
- analyze data
- draw conclusions from data
- interpret regulatory and accreditation standards

Interpersonal Skills

interpersonal abilities sufficient to develop and effectively use collaborative relationships with professionals, coworkers, and others to facilitate the accomplishment of goals

- establish rapport with colleagues and potential clients in domain of study and professional work practice
- work effectively in small groups as team members and as a team leader
- build trust by being reliable and dependable

Communication Skills

communication abilities sufficient for interaction with others
in verbal, nonverbal, and written form

- speak English in such a manner as to be understood by the general public
- communicate over the phone, through email, and via other electronic means with internal and external entities
- deliver presentations using PowerPoint or other media
- write letters using appropriate business format
- communicate with both professional and scholarly audiences in writing

Accountability and Responsibility

judgment and self-awareness abilities sufficient for graduate learner achievement

- be able to distinguish right from wrong, legal from illegal, and act accordingly
- be able to comprehend ethical standards and agree to abide by them
- consider the needs of others in deference to one's own needs
- accept responsibility for own actions

Academic Integrity in the Classroom

Faculty members are committed to upholding the standards of academic integrity and 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 departmental chairs.

Academic leadership can impose institutional sanctions depending on the severity or reoccurrence of the academic misconduct. At their discretion, deans, associate deans, or department chairs may immediately suspend or dismiss students pending a hearing on charges of violations. Sanctions may include academic misconduct warning, academic misconduct suspension, or academic misconduct dismissal, including notation on the student's academic transcript. Students found responsible for violations of academic integrity can appeal the sanctions.

Academic Standards

The following is an excerpt from the NSU Student Handbook (nova.edu/student-handbook):

"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. The university can function properly only when its members adhere to established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:

- cheating: intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise
- fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise
- facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- plagiarism: the adoption or reproduction of ideas, words, or statements of another person as one's own without proper acknowledgment

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without crediting the original source is dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work to pursue their educational goals.

Students are expected to comply with the following academic standards:

- Original work—Assignments, such as course preparations, exams, texts, projects, term papers, practicum, or any other work submitted for academic credit must be the original work of the student. Original work may include the thoughts and words of another author. Entire thoughts or words of another author should be identified using quotation marks. At all times, students are expected to comply with the university and/or program center's recognized form and style manual and accepted citation practice and policy. Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, and/or remediation. Students' use of generative artificial intelligence (e.g., ChatGPT, Google Bard, DALL-E, Midjourney, etc.) or similar resources on any coursework or academic assessment without the prior permission of their faculty member, or the use of these resources in any way that violates the academic standards of NSU and/or a student's academic program, is expressly prohibited.
- Referencing the works of another author—All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each academic program's specific accepted reference manuals and rules of documentation. Standards of scholarship require that the writer give proper acknowledgment when the thoughts and words of another author are used. Students must acquire a style manual approved by their program and become familiar with accepted scholarly and editorial practice in their program. Students' work must comport with the adopted citation manual for their particular center. At NSU, it is plagiarism to represent another person's work, words, or ideas as one's own without use of a center-recognized method of citation. Deviating from center standards is considered plagiarism at NSU.
- Tendering of Information—All academic work must be the original work of the student. Knowingly giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited. This includes the posting of course content, exam questions and/or answers, or other work submitted for academic credit to online sources or otherwise making such materials publicly available without the prior consent of appropriate faculty members and/or their academic program.

- Acts Prohibited—Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to, the following:
 - plagiarism
 - any form of cheating
 - conspiracy to commit academic dishonesty
 - misrepresentation
 - bribery in an attempt to gain an academic advantage
 - forging or altering documents or credentials
 - knowingly furnishing false information to the institution
- Additional matters of ethical concern—Where circumstances are such as to place students in positions of power over university personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious or arbitrary manner.”

Faculty members are responsible for assessing classroom conduct, including academic misconduct. Faculty members are required to report any incident of misconduct to their department chair and the college’s office of the Dean. The Director of Academic Support and Administration will review such reports to determine if institutional sanctions may be warranted, which are distinct from any grading consequences imposed by the faculty member. In such cases, the student will be referred to the Performance Standards Committee. (Please refer to the section below entitled Performance Standards Committee Policy and Procedures.)

Performance Standards Committee Policy and Procedures

A student who is alleged to have violated the Halmos College Core Performance Standards for graduate students or academic standards detailed above may be referred to the Director of Academic Support and Administration and potentially to the college Performance Standards Committee. The process through which students are held accountable to college and university policies and procedures is intended to promote a better understanding of the university community and acceptable behavior for students who are a part of that community. With that in mind, it should be noted that the following processes occur only between the college and each individual student involved in an investigation into possible violations. Parents, friends, significant others, and/or attorneys are not permitted to participate in, or observe, the disciplinary process. S During this process:

- Students are not required to share their version of the incident in question but must understand that their nonparticipation will not preclude the committee from making a decision on charges or responsibility.
- Students may provide any information, documentation, or evidence to the committee for consideration before the meeting, at the meeting, and up to 48 hours after the conclusion of the proceeding.

Notification

Allegations of violations by Halmos College graduate students of the Core Performance Standards or academic standards detailed above will be referred to the Director of Academic Support and Administration, who has the discretion to refer the matter to the Performance Standards Committee. If

the matter is referred to the Performance Standards Committee, the Director of Academic Support and Administration will notify the student of the alleged violation via their NSU email. Notices of alleged violations will include

- the university conduct/academic responsibility standard(s) alleged to have been violated and sufficient details of the complaint for the basis of the allegation to be understood
- a statement of the respondent student's rights
- a statement that within three business days of receipt of the notice, the student must contact the Director of Academic Support and Administration to schedule a meeting with the Performance Standards Committee
- an invitation to provide any relevant information, evidence, or witnesses in relation to the alleged conduct

Performance Standards Committee Meeting Procedures

The conference is for the purpose of discussing the alleged violation(s) of the Core Performance Standards or academic standards.

At the beginning of the conversation, the committee will review with the accused student their rights in the process as aforementioned, as well as the alleged violations.

The student will have the opportunity to provide a response to the allegations (responsible or not responsible). If the student accepts responsibility, the only determination the committee makes is regarding the sanctions to be imposed. If the student responds with "not responsible," the student will be provided the opportunity to provide evidence, witnesses, or information for the review of the committee.

Any witnesses requested shall be present only during the offerings of their information. Witnesses must be able to provide firsthand, relevant information regarding the case, character witnesses are not permitted. The student is responsible for arranging the appearance of their own witnesses.

If the student fails to schedule—or appear for—a scheduled conference, the committee may make a determination based on the information available. By failing to schedule or appear for a scheduled conference, students waive their right to appeal the decision.

If the student is found responsible, the committee may impose sanctions. This decision shall be communicated, in writing, to the student via NSU email.

Sanctions

If the student is found in violation of the Core Performance Standards or academic standards, the committee will decide on the sanction to be imposed. One or more of the following sanctions may be imposed for violations:

Disciplinary Warning—A disciplinary sanction serving notice to a student that the student's behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance.

Disciplinary Probation—A disciplinary sanction serving notice to a student that the student’s behavior is in serious violation of university standards. A time period is indicated, during which another violation will automatically raise the question of a more severe sanction (suspension or expulsion), if the student is found in violation.

Disciplinary Suspension – A disciplinary sanction serving notice to a student that the student’s behavior is in serious violation of university standards. A time period is indicated, during which the student may not enroll in classes. Readmission is subject to approval of the university. During the period of suspension, the student is barred from campus-visiting privileges

Disciplinary Expulsion— A permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus-visiting privileges.

Appeal Process

An appeal of disciplinary action taken must be in writing and addressed to the Office of the Dean within five business days of the receipt of the written disposition of the conference. When appealing a judicial decision, the appeal must fall into one of the following categories:

- The student has new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case.
- Information that the applicable university procedures were not followed and the deviance would substantially alter the outcome.
- The sanction(s) do not relate appropriately to the violation.

Appeals shall be heard by the Dean. A written decision will be provided by the Dean or Dean’s designee within 30 calendar days of receipt of the appeal request. The decision of the Dean will be final.

Disciplinary Notations on Academic Transcripts

The academic transcript is a complete representation of a student’s academic record, which may include information regarding a student’s behavior, decisions, misconduct, and/or academic performance. When a student has received a sanction of suspension or expulsion, this is noted on the transcript. Students who are permitted to withdraw from NSU with pending disciplinary allegations may also see a notation on the transcript documenting same.

COST OF ATTENDANCE

The Cost of Attendance (COA) estimates the cost of attending NSU for the academic year. It is based on several factors: tuition and fees, food and housing, course materials, supplies and equipment, transportation, and personal expenses.

For the 2025-2026 COA for graduate degrees, please refer to the following web page: hcas.nova.edu/admissions/tuition-fees.html

Military Discount: A 20% tuition discount is awarded upon verification to veterans, active military personnel, and the immediate family of active military personnel or veterans.

Explanation of Tuition Rates

Tuition and fee charges are automatically calculated when students register for classes, and students are expected to pay in full at the time of registration through SharkLink or their NSU eBill account. Detailed payment instructions and additional information on payment options are available on the Bursar's website at nova.edu/bursar

FULL-TIME STATUS REQUIREMENTS

The following are the requirements for full-time student status at HCAS:

Ph.D. Full-Time Status Requirements

Ph.D. in Conflict Analysis and Resolution

- Six (6) credits per semester
- One (1) credit per semester for students who are enrolled in the doctoral seminar only or the dissertation course only

Ph.D. in Oceanography/Marine Biology

- One doctoral level class or enrollment in dissertation/thesis or qualifying exam.

Master's Full-Time Status Requirements

- Six credit hours minimum (3 credit hours minimum during capstone/thesis, culminating project, or qualifying exams)

VETERANS EDUCATION BENEFITS & INFORMATION

Department of Veterans Affairs (DVA) educational benefits are designated to provide eligible individuals with educational and career growth opportunities. Eligible veterans and their dependents should contact the Veterans Benefits Administrator office at (954) 262-7236, toll-free 800-541-6682, ext. 27236, Monday through Friday, between the hours of 8:30 a.m. and 5:00 p.m., or visit the office in the Horvitz Administration Building on the Fort Lauderdale/Davie campus. Detailed information regarding eligibility and processes can be found on the NSU Veteran's Education Benefits web page at nova.edu/financialaid/veterans. If you have additional questions concerning eligibility, contact the U.S. Department of Veterans Affairs (DVA) at 888-442-4551 or visit their website at benefits.va.gov/gibill

Veterans Affairs Payment Policy

Per Title 38 US Code 3679 subsection (e) of the Veterans Benefits and Transition Act of 2018, Nova Southeastern University (NSU) will not impose a penalty on any student using veterans education benefits under Chapter 31 (Vocational Rehabilitation & Employment) or Chapter 33 (Post 9/11 GI Bill®) because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA). NSU will not:

- Prevent the student from attending or participating in the course of education during periods in which there is a delayed disbursement;
- Assess late payment fees if the financial obligation is fully funded by the Department of Veterans Affairs (VA);
- Require the student to secure alternative or additional funding for delayed disbursements;

- Deny the student access to institutional facilities and services (e.g., the University Center RecPlex, grades, transcripts, and registration) available to other students who have satisfied their tuition and fee bills.

Veterans Resource Center

The Mission of NSU's Veterans Resource Center (VRC) is to link veterans with university and community resources. In addition, the VRC provides a welcoming environment for student veterans to study, connect, and relax. The VRC is located on the second floor of the Rosenthal Student Center in Room #218. The room is open from 7:00 am to 10:00 pm., seven days a week.

For more information about NSU's Veterans Resource Center, call (954) 262-FLAG (3524) or email vrcc@nova.edu. Students can also connect with the VRC at facebook.com/NSUVets or instagram.com/NSUVets.

ACADEMIC RESOURCES & STUDENT SERVICES

Academic Advising

Academic advisors provide students with confidential academic advising to ensure they receive the individual attention they need to succeed. Students must contact an academic advisor before registering for their first term.

Students should maintain regular contact with academic advisors throughout their academic careers at NSU. Students are also encouraged to discuss aspects of their education with faculty members and program administrators.

Career Development

The Career Development Office provides NSU students with the individual attention needed to reach their career goals. Students are coached on further exploring their major while developing a competitive resume and cover letter, refining individual interviewing skills, selecting an internship, applying to graduate school, and supporting overall career planning needs. In addition, students can access Handshake, a cutting-edge career platform that serves as a career one-stop-shop.

For more information about student career development opportunities, contact the office of Career Development at (954) 262-7201 or career@nova.edu. Additional information can be found at nova.edu/career

Write From the Start Writing and Communication Center

The NSU Write from the Start Writing and Communication Center (WCC) is an innovative workspace where students, consultants, and faculty from all disciplines come together, in person and online, to discuss and develop writing and communication skills.

Located on the 4th floor of Alvin Sherman Library, the WCC offers all NSU students one-on-one assistance at any stage of the process, from brainstorming through final editing. WCC consultants help students develop and strengthen general writing and communication skills during face-to-face or online consultations.

Services include assistance on academic projects (essays, lab reports, theses, dissertations); digital projects (presentations, posters, infographics); professional projects (articles for publication); personal projects (creative writing); and oral presentations.

For more information or to make an appointment, students can visit the WCC website at nova.edu/wcc or call (954) 262-4644.

Disability Services

The Office of Student Disability Services provides information and individualized accommodations to ensure equal and comprehensive access to university programs, services, and campus facilities.

Information about requirements for requesting academic or facility accommodations, or auxiliary aids and/or services, by any student enrolled at the university, is available online through the office website at nova.edu/disabilityservices

Verification of Absences

The Office of Student Disability Services can review medical and/or confidential documentation to verify absences due to student emergent medical situations or family emergencies. Documentation can be submitted to the office, through email at disabilityservices@nova.edu, or faxed to 954-262-1390. Please contact the office if you have any questions about the office's verification process. The office can be reached via email at disabilityservices@nova.edu or by phone at 954-262-7185. If students do not have documentation to submit, students may discuss their situation with their course instructor and/or department chair. It is at the discretion of the course instructor and/or department chair to excuse the absence(s).

For students who are considering a medical leave of absence or administrative break, please review the university's leave of absence policy, nova.edu/registrar/policies/leave-of-absence-policy.html

To obtain more information from the Office of Student Disability Services, please call (954) 262- 7185, email disabilityservices@nova.edu, or visit our website at nova.edu/disabilityservices

Student Counseling

The Center for Student Counseling and Wellbeing supports students by offering treatment for anxiety, panic attacks, and depression; anger management; financial stress; social struggles; chronic illnesses; abuse; suicidal thoughts; break-ups and divorce; assault; and other areas affecting students' quality of life. In addition to the office hours listed below, a crisis hotline is available 24 hours a day, seven days a week, to provide support and counseling by phone. More information is available on the Center's website at hendersonbh.org/services/student-counseling/nova-southeastern-university

Location & Hours of Operation

Location

3440 S. University Drive, Davie, FL 33328

Phone Numbers

Office: 954-424-6911 or 954-262-7050

Fax: 954-424-6915

Hotline: 954-424-6911 or 954-262-7050 (available 24 hours, 7 days a week)

Hours

Tuesday: 8:30 a.m. – 8:00 p.m.

Wednesday: 8:30 a.m. - 8:00 p.m.

Thursday: 8:30 a.m. - 6:00 p.m.

Friday: 8:30 a.m. - 5:00 p.m.

Suicide & Violence Prevention

The Suicide and Violence Prevention staff are devoted to creating a safety net at NSU, helping to prevent suicide and violence. The most effective ways to prevent suicide and violence are to know the warning signs, take them seriously, and help the individual access the appropriate resources. The only real risk is in doing nothing. More information is available at: nova.edu/suicideprevention

Student Health Insurance

To protect the health and well-being of the NSU community, the university requires all students to maintain health insurance coverage. Therefore, when students register for classes, they will automatically be enrolled in the NSU Student Health Insurance Plan, and their student account will be charged accordingly.

The NSU Student Health Insurance Department will send regular emails to your @mysu.nova.edu account to notify you of the charge and provide you with waiver information. For more information, please go to nova.edu/bursar/health-insurance

ENROLLMENT MANAGEMENT & STUDENT AFFAIRS

Enrollment Management and Student Affairs (EMSA) officially communicates with students via their SharkLink and NSU email accounts. Students can access SharkLink at sharklink.nova.edu to complete the following tasks:

- Check their NSU email
- Access their financial aid information
- Request official transcripts and view unofficial transcripts
- View their student accounts
- Make payments
- Access their grades
- Register for and drop courses
- View their course schedule
- Access their online degree evaluation (CAPP)
- Obtain enrollment verification
- Change their primary and mailing addresses and phone numbers
- Apply for student employment jobs
- Sign the Student Enrollment Agreement (SEA)

The Office of Financial Aid and Academic Records (FAAR) is dedicated to helping students make educated financial choices while attending college. The OSFA administers federal, state, and institutional aid programs such as grants, scholarships, federal work-study funds, and loans. To be eligible for these programs, students must complete the Free Application for federal Student Aid (FAFSA) at fafsa.gov. The

NSU Federal School Code is 001509. For detailed financial aid information, please visit nova.edu/financialaid

The Office of the University Registrar

The Office of the University Registrar offers various services to the university community. These services include but are not limited to, course registration, transcript processing, name and address change, loan deferment, enrollment and degree verification, grade processing, commencement, degree conferral, and diploma printing. For more information, please visit the Registrar's Office website at nova.edu/registrar

The Office of the University Bursar

The Office of the University Bursar is responsible for billing students, collecting and depositing payments, sending invoices and receipts, distributing student educational tax forms, issuing refunds from dropped classes and excess financial aid funds, and verifying students' eligibility for financial aid. NSU Student Health Insurance is also housed within this office. For more information, please visit the Bursar website at nova.edu/bursar

The Office of International Affairs (OIA)

The Office of International Affairs (OIA) is a base for the university's international initiatives, international student services, education abroad, and international risk management travel registration procedures. The OIA also provides ongoing assistance and support for all university community members engaged in campus internationalization, global partnerships and exchanges, and other globalization efforts.

- The Office of International Students and Scholars (OISS) provides immigration, orientation, counseling, and assistance to all new and continuing international students, visiting scholars, and faculty on and off campus.
- The Office of Education Abroad (OEA) provides comprehensive assistance to all students (domestic and international) who wish to travel abroad on any of the many international travel experiences offered at the institution, including summer semester and academic year study abroad programs, faculty-led travel study programs, international internships, and international service-learning opportunities.

The OIA is committed to welcoming international students, scholars, and their families while facilitating their transition to life at NSU. For further information, contact OIA at (954) 262-7240 or visit the website at nova.edu/internationalaffairs

FINANCIAL ASSISTANCE

For students needing financial support, the university offers multiple forms of assistance, including financial aid, scholarships, and loans, as detailed below. More comprehensive information about these options can be found on the NSU Financial Aid website at nova.edu/financialaid

To receive financial assistance, a student must continually meet Satisfactory Academic Progress (SAP) requirements established by the Department of Education. These requirements can be found at nova.edu/financialaid/eligibility/sap-standards.html

Student Employment Programs

There are four student employment programs:

- Federal Work-Study (FWS)
- Florida Work Experience (FWEF)
- Nova Southeastern University Student Employment (NSE)
- Job Location and Development (JLD)

The NSU Student Employment and Job Location Development programs provide jobs to students regardless of financial need. FWS and FWEF are need-based and require the completion of the FAFSA. Students awarded FWS may participate in the America Reads/America Counts Programs, through which students serve as reading or math tutors to elementary school children. For more information on NSU student employment, including how to apply for jobs and the Student Employment Manual, visit nova.edu/financialaid/employment

Scholarships

Each year, HCAS has scholarships available for graduate students. Prospective students should review the HCAS scholarship website at hcas.nova.edu/scholarships

Loans

Graduate students may be eligible to receive aid from the following sources. Please carefully read the process and requirements for each below.

Federal Loan Programs

Federal Direct Unsubsidized Loan:

nova.edu/financialaid/graduate-professional/loans/unsubsidized-stafford.html

GRAD Plus:

nova.edu/financialaid/graduate-professional/loans/gradplus.html

Additional Loan Sources

Alternative/Private Loans:

nova.edu/financialaid/graduate-professional/loans/alternative-private.html

NSU Payment Plan:

nova.edu/bursar/payment/payment_plans.html

NSU STUDENT HANDBOOK

The NSU Student Handbook addresses general university student policies, including student life, student rights and responsibilities, university policies and procedures, and NSU resources. The NSU Student Handbook can be viewed at nova.edu/student-handbook

ORIENTATION INFORMATION

Students will be provided by the program office with important orientation information upon acceptance into the program. Self-paced Canvas module with key orientation information is also available online inside the HCAS Graduate Student Hub.

ACADEMIC DEPARTMENTS & DEGREES

Department of Biological Sciences

The goal of the Halmos College of Arts and Sciences' Master of Science in Biological Sciences Degree Program is to provide graduates with credible, holistic, and timely scientific skills and knowledge regarding key biological, ecological, and health issues.

On campus, graduate classes are held in both morning and evening formats and typically meet one to two times per week, with some meeting three times per week (MWF format and some online). Exceptions are field courses, which may entail several days of intensive study or weekend field trips. The department also offers online courses, including a fully online bioinformatics concentration.

M.S. Degree in Biological Sciences

The M.S. in Biological Sciences provides a varied curriculum necessary for the myriad interests of today's students. This rigorous program is designed to provide a foundation that can be applied toward entry into a Ph.D. program or professional school or as an entry point for professional careers in biology, bioinformatics, and healthcare.

Students in the M.S. in Biological Sciences will benefit from small class sizes, courses taught by faculty experts, and a sound academic foundation, resulting in increased analytical skills.

The maximum time limit for completing the M.S. program is five years. M.S. students must petition the program office in writing for an extension of the time limit, which may be granted only under extenuating circumstances.

The M.S. in Biological Sciences offers three concentrations, which are detailed below:

1. Fully online bioinformatics concentration (16-month; 3-semester program)
2. Health studies concentration (12-month; 3 semester program)
3. Biology research option (capstone/thesis) (24-month minimum; 6-semester program)

All concentrations are 30 credits over ten courses. All students entering the capstone/thesis concentration start on the capstone track and may join the thesis track if all requirements are met. Capstone/thesis students are required to continue taking research credits until their capstone/thesis is successfully defended. Details of the curricula for each concentration are explained below.

M.S. in Biological Sciences: Fully Online Bioinformatics Concentration

The M.S. in Biological Sciences Bioinformatics concentration is a lock-step program beginning in the fall term. This fully online curriculum is a 16-month, 30-credit program with courses taken over three semesters (Fall, Winter, Fall). Students must complete the curriculum in the order set out in the curriculum plan.

The bioinformatics M.S. concentration heavily emphasizes computation, line command coding, and programming as it applies to biological problems and questions. Students will demonstrate proficiency in handling and analyzing biocentric data using computation, line-command coding, and programming in various programming languages. Students will apply these skills to biological problems and questions using big data analytics to solve contemporary biological problems. The curriculum is ultimately designed to prepare graduates for successful employment in the broad field of computational biology.

Learning Outcomes:

1. Demonstrate proficiency in handling and analyzing biocentric data
2. Construct line command and application coding in various programming languages
3. Understand how biological and genetic data impacts modern society and our daily lives
4. Navigate and apply modern biological databases and software
5. Apply bioinformatics and genomics methods to solve contemporary biological problems

To complete this concentration, the student must pass all courses with a cumulative GPA of 3.0 or greater.

Curriculum:

For degree plans please see the M.S. in Biological Sciences program sheet in the Appendix.

M.S. in Biological Sciences: Health Studies Concentration

The M.S. in Biological Sciences: Health Studies concentration is a lock-step program. This concentration is a 12-month (3 semester), 30-credit program designed to better prepare graduates of undergraduate science programs for entrance into health-related professional schools. Courses for this concentration begin in the summer of each year. It offers the opportunity for students to enhance their academic records, to improve graduate entrance test scores, and to obtain a graduate degree. Students must complete the curriculum in the order set out in the curriculum plan.

A comprehensive examination is a requirement for graduation. It is given after all coursework is completed and is scheduled for the week after the winter semester final exam week. To be eligible for this exam, a student must have a minimum GPA of 3.0 with no more than nine credits of “C grades.” A passing grade must be achieved, and a second opportunity will be provided two weeks after the first attempt. The student may only attempt this exam twice.

To complete the concentration, the student must pass all courses, maintain a GPA of 3.0, and pass a standardized-style comprehensive exam at the end of the winter semester. When students start the program at the beginning of the summer, they will choose the test prep course appropriate to their career goals as Kaplan offers test preparation for various standardized tests, e.g., MCAT, DAT, and PCAT.

Learning Outcomes:

- Demonstrate an in-depth knowledge of science as it relates to the normal and abnormal processes of the human body
- Demonstrate knowledge of current advances in medical research and their relationship to clinical practice
- Demonstrate ability in problem-solving and analytical thinking
- Demonstrate both practical oral and written skills necessary for a professional setting

Curriculum:

For degree plans please see the M.S. in Biological Sciences program sheet in The Appendix.

M.S. in Biological Sciences: Biology Research Option (Capstone/Thesis)

The M.S. Biological Sciences capstone/thesis option is designed to prepare students for jobs and careers in all fields of biology, including Ph.D. programs and professional medical programs. Students in this program must take a minimum of three credits and a maximum of nine credits per semester. Students may request to take 12 credits in a semester under exceptional circumstances. Students are cautioned that the number of courses within a term can affect financial aid and student employment.

The thesis and capstone path culminates in creating a novel and significant piece of writing, ensuring that graduates can effectively communicate their scientific findings to the community. A public defense of their project is also a degree requirement.

All entering M.S. students are accepted into the capstone path. Additional proposal development for original research is required to enter the thesis path. A minimum of 30 credits is required.

Learning Outcomes:

- Students will be highly knowledgeable in a specific topic of biology related to their capstone/thesis project (e.g., ecology, taxonomy, zoology, physiology, reproduction, and growth).
- Students will demonstrate proficient communication skills in both writing and oral presentation.
- Students will have a superior understanding of the scientific method. The student will be able to formulate hypotheses, generate research questions, and apply the scientific method toward specific research goals.

Curriculum

For degree plans please see the M.S. in Biological Sciences program sheet in the Appendix.

Requirements for Report of Progress

The report of progress is required from each M.S. in Biological Sciences student registered for thesis, capstone, or Directed Independent Study (DIS) credits and the report is due by the end of each registration term before a grade will be issued. Failing to submit the Report of Progress before the end of the term will result in failing the thesis, capstone, or Directed Independent Study (DIS) credits. Defending students do not need to submit the report.

The form must be submitted to the student's major professor for signature and comments and include the following:

1. Student's name and date
2. A brief synopsis of the work completed since the last report (for example, details of experiments conducted and literature reviewed)
3. Target date for thesis/capstone completion
4. Estimate of time spent on thesis/capstone work for the term
5. A list of problems experienced (if any)
6. Major professor's comments
7. Major professor's signature

Capstone/Thesis Information

Proposal, Final Paper, and Public Defense

Before starting work on a thesis or capstone project, the student must first identify a major advisor and additional committee members. Two additional committee members are required for the Thesis path (total of three) and one additional committee member is required for Capstone path (total of two). The committee chair must be faculty within the Department of Biological Sciences and at least one additional committee member must be faculty with the HCAS. A research proposal must be submitted to the committee for their approval before thesis or capstone credits may be taken. A proposal will not be accepted if the style, presentation, and content are not the expected quality for the capstone/thesis. Please consult with program office for these details.

The capstone/thesis track culminates with the submission of an original work of writing (the thesis/capstone paper) and public defense of their paper and project. After the public defense and submission of their paper, the committee makes the final decision on whether a student has successfully defended their capstone/thesis project and is therefore eligible to graduate.

Copyright Information

As part of the online submission process, students must upload their paper into NSU's Institutional Repository, NSUWorks (nsuworks.nova.edu). Please review the copyright statements contained therein before submission. While entering text into the appropriate fields, please use a permanent email address since this will be the only contact form if someone requests permission to use or view your paper. Embargoes will only be approved for works published in a journal or if a grant stipulates an embargo.

Department of Chemistry, Engineering, and Physics

The Department of Chemistry, Engineering, and Physics houses the M.S. in Medicinal Chemistry, an exciting program that leverages the expertise of NSU's Halmos College of Arts and Sciences and the College of Pharmacy. Instruction for this two-year program occurs inside the classroom and in the laboratory. Graduates of the program will have extensive lab experience gained through research or an internship, resulting in more significant opportunities to advance their careers.

M.S. in Medicinal Chemistry

The M.S. in Medicinal Chemistry expands your knowledge of chemical principles and biopharmaceutics to help identify and solve chemical problems in research areas. In this two-year program, you'll learn how to design, synthesize, and examine biologically active pharmaceuticals, including therapeutically useful drugs, natural products, and toxins.

Learning Outcomes

- Students will expand their knowledge of chemical principles and biopharmaceutics to help identify and solve chemical problems in research areas.
- Students will learn how to design, synthesize, and examine biologically active pharmaceuticals, including therapeutically useful drugs, natural products, and toxins.

Curriculum

For degree plans please see the M.S. in Medicinal Chemistry program sheet in the Appendix.

Completion Policy Requirements and Guidelines

To complete the M.S. in Medicinal Chemistry, students must register for 35 credits of graduate coursework including their thesis or capstone project to complete the degree. Students should consult the information below, their faculty mentor, and the Program Director for more information on specific completion project requirements.

Thesis Option

Research: Thesis (9 credits)		
Course No.	Course Name	Credit Hours
MCMS 7200	Research in Medicinal Chemistry	6
MCMS 7300	Thesis in Medicinal Chemistry	3

Capstone Option

Internship: Capstone (9 credits)		
Course No.	Course Name	Credit Hours
MCMS 7000	Internship in Medicinal Chemistry	6
MCMS 7100	Capstone in Medicinal Chemistry	3

Department of Communication, Media, and the Arts

The Department of Communication, Media, and the Arts is an innovative, learner-centered department that delivers experiential, industry-driven programs. Students achieve academic excellence and professional distinction as artists, leaders, and communicators, and they share their talents with the community through production, performance, and research.

M.A. in Composition, Rhetoric, and Digital Media

The M.A. in Composition, Rhetoric, and Digital Media provides students with a foundation for conducting and presenting research, applying rhetorical theories, teaching writing, and producing digital media. Through specialized coursework and experiential learning in the history and theory of composition, rhetoric, and digital media, students develop expertise in researching and practicing writing in various professional genres. The CRDM program prepares students for careers in writing, publishing, media design and production, communication, public relations, teaching, and doctoral study in Composition and Rhetoric and related disciplines.

Learning Outcomes

The successful M.A. in Composition, Rhetoric, and Digital Media graduate is expected to:

- Demonstrate advanced knowledge of what effective writing is in a variety of rhetorical contexts.
- Evaluate writing curricula and pedagogical practices.
- Design successful digital media using rhetorically appropriate strategies.
- Produce and present original research based on the theories and methods applicable to composition, rhetoric, and digital media.

Curriculum

For degree plans please see the M.A. in Composition, Rhetoric, and Digital Media program sheet in the Appendix.

Completion Policy Requirements and Guidelines

The completion project represents the culmination of the student's work in the M.A. in Composition, Rhetoric, and Digital Media. The student must register for 18 credits of graduate coursework before declaring their completion project choice of exam, portfolio, or thesis. Each project entails specific coursework, advising, and approval requirements; the student should consult the project tables below, their faculty mentor, and the Director of Graduate Studies for more information on specific completion project requirements.

Exam Option

Exam Option	
Timeline	Action
Register for 18 credits	Student submits Completion Project Declaration Form
Week 7 of final coursework semester	Student submits Exam Option Request to the Director of Graduate Studies
Week 8	Director of Graduate Studies notifies student of Exam Option eligibility
Week 11	Student meets with the Director of Graduate Studies for exam preparation
Week 15	Student sits for Exam

If the student's exam score does not meet the minimum passing requirement, the student must enroll in 1 credit of WRIT 5995 Program Completion in Progress in the subsequent term (for a maximum of two terms) to proceed with re-examination. Re-examination will be available during week 7 of each term (week 6 in summer terms), as needed.

Portfolio Option

Portfolio Option	
Timeline	Action
Register for 18 credits	Student submits Completion Project Declaration Form
No later than one week before each semester of registered internship work	Student submits all completed and approved internship forms* to the Director of Graduate Studies and program administration
No later than Week 10 of defense semester	Student submits complete portfolio to faculty advisor & Director of Graduate Studies for defense readiness approval
No later than Week 12 of defense semester	Director of Graduate Studies notifies student and faculty advisor of defense eligibility
No later than Week 13 of defense semester	Student completes Defense

***Forms include Internship Request Form, Internship Agreement, and Offer Letter**

If the portfolio does not meet minimum program requirements, the student must enroll in 1 credit of WRIT 5995 Program Completion in Progress in the subsequent term (for a maximum of two terms) to meet requirements. Additional defenses must be completed no later than the end of week 7 of the term course (week 6 in summer terms).

Thesis Option

Thesis Option	
Timeline	Action
Register for 18 credits	Student submits Completion Project Declaration Form
Semester before beginning thesis coursework	Student secures thesis committee and drafts proposal
No later than Week 1 of first semester of thesis credits	Thesis advisor submits the committee-approved proposal to the Director of Graduate Studies
No later than Week 7 of defense semester	Student submits final draft of thesis for defense readiness approval to the thesis committee
No later than Week 11 of defense semester	Student completes Defense
No later than Week 12 of defense semester	Thesis advisor notifies student of their defense score

If the thesis does not meet the minimum program requirement, the student must enroll in 1 credit of WRIT 6000 Master's Thesis in the subsequent semester (for a maximum of one semester) to complete the remaining requirements.

Department of Conflict Resolution Studies

The Department of Conflict Resolution Studies (DCRS) is committed to academic excellence, social responsibility, and reflective practice in the fields of sociology, anthropology, and conflict resolution. Through both undergraduate and graduate programs, we focus on the study of human behavior in societies, what social theories and research reveal about individuals, groups, institutions, and nations, and how parties achieve constructive agreements based on the principles of nonviolence, dignity, and appreciation for humanity. The department explores how people group themselves, behave in groups, and provides a learner-centered approach to practice and research to support improved social relations among individuals, groups, organizations, and nations. The academic environment in the department is multi-disciplinary, dynamic, and innovative, utilizing faculty expertise, student experience, learning technologies, and practitioners who are knowledgeable in peacebuilding skills and techniques.

Ph.D. in Conflict Analysis and Resolution

The Ph.D. program in Conflict Analysis and Resolution trains students in the skills and techniques of practice, interdisciplinary research, policy and program development, historical critique, cultural analysis, and theoretical foundations of the field. The mission of the doctoral program is to advance the study and practice of conflict analysis and resolution by mentoring and developing practitioners and scholars trained in theory, practice, research, teaching, and informed leadership in the field. Students pursue an in-depth study in the field of conflict resolution while drawing from a variety of theoretical perspectives and the knowledge of an experienced, interdisciplinary faculty.

The 76-credit hour degree program prepares graduate students for careers as advanced practitioners, college and university educators, researchers, theoreticians, consultants, program evaluators, and organization administrators. The Ph.D. program is offered in both residential and distance learning formats. These flexible formats allow mid-career working adults and those unable to attend the residential

program to study conflict resolution in a creative, rigorous, and structured fashion. The distance learning Ph.D. program is one of the few offered nationally in the fields of peacemaking and conflict resolution. Students enrolled in the distance learning program participate in Residential Institutes on the main campus at least once yearly and in online courses.

In addition to core courses, students may pursue concentrations in the following areas (though a concentration is not required):

1. Interpersonal Conflict
2. Community-based Conflict
3. Conflict in Organizations
4. Global Conflict

Learning Outcomes

The Ph.D. program focuses on improving skills for reflective practice, understanding and mastering qualitative and quantitative research knowledge and analysis, developing professional leadership skills, and producing publications of quality and substance.

Curriculum

For degree plans please see the Ph.D. in Conflict Analysis and Resolution program sheet in the Appendix.

Practicums

To complete the Ph.D. in Conflict Analysis and Resolution, students must complete two courses from the following four options: CARD 6180 Internship, CARD 6624 Advanced Practicum, CARD 6625 Global Practicum, or CARD 7510 Teaching and Training Practicum. Students are encouraged to consult the Academic Program Coordinator to determine which options best fit their career goals.

Internship placements have been established in various settings, such as schools, prisons, court systems, parks, human services agencies, community organizations, and corporations. Students are also encouraged to explore and initiate an internship setting specific to their interests. The student finds an appropriate site, and the Academic Program Coordinator will assist the student in calling the site and negotiating for a placement if necessary.

The Academic Program Coordinator can be consulted for detailed information during each term and at the Residential Institute. Students preparing for internship are encouraged to attend one or more sessions in person or through telephonic appointments with the Academic Program Coordinator to assist with practicum placements.

Students should visit hcas.nova.edu/departments/conflict-resolution-studies/resources for the Practicum Handbook and related forms.

Examinations and Evaluations

There are three program evaluations that students must pass in the course of their doctoral studies. Each is described briefly below, and more information is provided at hcas.nova.edu/departments/conflict-resolution-studies/resources.

1. *Writing Assessment Requirement*

Doctoral students will undergo a writing assessment during the first fall term in the program. If students are found to need skill building, they will be required to pass a graduate-level writing course (such as CARD

6620 Academic Writing or a comparable class). The course must be completed before the student's preliminary review. This course will count as an elective.

2. Preliminary Review

The preliminary review takes place after accumulating at least 18-24 credits. The preliminary review determines whether the student should continue in the doctoral program. Before the preliminary review, the student must complete the required activities on the DCRS PhD Passport, which is provided at the start of the student's first term. Before the preliminary review interview, the student will submit specified materials for review, including but not limited to sample term papers, a CV, and a reflection form.

The preliminary review meeting is an approximately 30-minute discussion between the student and a DCRS administrator. Successes and challenges will be discussed. These discussions will include a review of grades and any other relevant behavioral or performance-based issues reported by faculty, students, or the administrative staff. Students should come prepared to discuss what they have learned and how they apply it in their work, dissertation preparation, or relevant practice areas.

Students with a "C" in any class during the first year will remain on preliminary review status. They may be required to take additional classes such as writing or ESL, obtain a tutor, or take other remedial action. They must also work with the faculty to demonstrate evidence of progressive improvement during each successive term. Students with serious academic issues such as academic probation based on grades, poor writing, poor attendance, or other serious issues may be academically dismissed from the doctoral program because of this preliminary review.

Students who have shown disruptive, hostile, dangerous, or other questionable behavior during the first year will be confidentially counseled by their advisor, a department administrator, the Associate Dean of Student Affairs, additional faculty as appropriate, and any other person deemed relevant to the discussion. This process may be initiated at any time, as needed. It does not need to wait until the preliminary review process. Such behavior may result in dismissal from the program.

Following the preliminary review meeting, the student will receive one of the following four outcomes:

1. Pass review, effective immediately
2. Pass review, with recommendations for changes

Please Note: To obtain one of these recommendations, all grades must be B or higher, with no incomplete grades. Courses with a grade of C may have to be retaken.

3. Repeat Preliminary Review, with continued enrollment contingent on the student satisfying one or more specified criteria during a specified time.
4. Dismissal from the doctoral program

3. Qualifying Exam

The qualifying examination is a written examination given after students have completed all the required coursework and before beginning dissertation hours. Successfully completing the qualifying examination is required to move to advanced standing and begin dissertation research. Doctoral Seminar, a one-credit course, is offered to help students prepare for the exam and should be taken in the student's final term of coursework. In addition, some students find it helpful to form study groups. Students are encouraged to begin to prepare for the exam well in advance.

Qualifying exams are given three times per academic year, once per term. The exam is available on-line and takes place over three weekdays. Students may take the examination on NSU's campus or anywhere else. Students can access the exam at a specific time on the morning of the first day, and their answers will be due 72 hours later. Students may use whatever materials they choose but are expected to work alone. They are expected to write the exam answers in their own words and to use appropriate citations when applicable. Exam answers will be submitted to Turnitin.com to check for proper citation. The exam consists of a single question; the answer will integrate theory, research, and practice aspects of conflict analysis and resolution.

Teams of faculty members grade the exam answers. Students are assigned an examination number. Thus, faculty members do not know whose answers they are reviewing. Students' answers are evaluated on the substantive content, logical and coherent style, and relevant use of class and other academic material. Students who receive a failing grade from the team of faculty graders may retake the examination up to three times. However, students must prepare and wait until the subsequent examination is offered. Following the failure of the exam, faculty may require that a student retake a particular class, prepare a special written assignment, or perform other remedial tasks before the exam can be taken for the second time. After three consecutive failures, the student will be dismissed from the doctoral program. A failure to submit after accessing the exam will be counted as an exam fail. Please visit the DCRS Students Resources page: hcas.nova.edu/departments/conflict-resolution-studies/resources to view practice questions for the qualifying examination.

After students are registered for the qualifying exam by the Program Manager, they should register for CARD 7901: Dissertation Preparation. Upon passing the qualifying exam, students have achieved dissertation status.

Dissertation Chairs and Committees

A dissertation committee for all doctoral students will comprise at least three members, one of whom will serve as the dissertation chair. The dissertation chair must be a full-time DCRS faculty member. At least one other committee member must be a full-time HCAS faculty member. A student may have one or more outside members on the committee if methodological or a substantive topical issue makes such membership advisable and is approved by the dissertation chair. All members who are not DCRS faculty must have an earned doctorate and must provide copies of their credentials to the department. Dissertation committee members may not be from the student's family or personal friends or have graduated from HCAS within the past three academic years.

Before the end of CARD 7901, students must select their dissertation chair and complete the appropriate form, which is available online on the DCRS Students Resources page.

Registering for Dissertation

Students are required to complete 12 dissertation credits. Dissertation students register for three credits per term, beginning with CARD 7901, the Dissertation Preparation course, and continuing with CARD 7900 Dissertation courses. If a student is still in progress after 12 credits, the student registers for one credit per term until they complete and successfully defend their dissertation, turn in their final document to the department, and register their dissertation simultaneously with ProQuest, UMI. Registration after final defense shall, if needed, only be for one additional term subject to exceptions provided by law. If the student fails to complete the requirements within the additional term, the student will be

automatically withdrawn from the program. If a student receives a NP (No Progress) grade while registered for Dissertation, that term will not count toward the required 12 dissertation credits. If, for some reason, the student cannot continue working on their dissertation, they must apply in writing for a Leave of Absence. If they request a leave for longer than a term, it may not be possible, upon their return, to continue with their original dissertation chair.

Dissertation Proposal

The doctoral candidate will defend the dissertation proposal before their full dissertation committee. All committee members must agree that the proposal is ready for defense before the defense can be scheduled. Proposal defenses may be performed using any appropriate and relevant technology, depending on the committee members' location and the student. The student can defend their proposal in person, via telephone or video conferencing. Please see the Dissertation Proposal Guidelines and related forms on the DCRS Students Resources page: hcas.nova.edu/departments/conflict-resolution-studies/resources.

Final Dissertation

Final dissertation defenses may take place during each of the three academic terms. The final day a student may hold the final dissertation defense within each term is the Friday two calendar weeks before the last day of the term. To participate in the June commencement ceremony, students must have their final dissertation defense notice sent out by May 1.

After the student has passed the final defense and completed all required revisions to the satisfaction of the dissertation chair, the student must submit the document to the Program Director for a format review. Upon passing the format review, the student will receive information on submitting the dissertation to ProQuest. Before degree conferral, the student must submit one pdf file of the final dissertation, including the signed approval page. Students should refer to the Dissertation Guidelines on the DCRS Students Resources page: hcas.nova.edu/departments/conflict-resolution-studies/resources for detailed information.

Degree Completion Requirements

Students must comply with the following requirements to graduate with their Ph.D. in Conflict Analysis and Resolution:

1. Earn a minimum of 76 credit hours
2. Pass all course work with 3.5. cumulative GPA or above
3. No grade lower than a "C-" is permitted; only one "C" grade (C+, C, C-) is permitted.
4. Successfully defend dissertation
5. Complete the final version of the dissertation and submit it to ProQuest
6. Receive degree conferral
7. Complete all requirements above within the stated time limit of the program

Degree Completion Timeline

The Ph.D. in Conflict Analysis and Resolution can be completed within a maximum time frame of seven years. If a student has not graduated after reaching the seven-year mark, they must apply for an extension and receive approval from the Program Director. Once students pass the eight-year mark, they will be automatically dismissed from the program. Once students begin their dissertation, they are considered full-time when registered for at least three credit hours per term. After taking 12 credit hours of

dissertation, students may enroll in one dissertation credit hour per term and still be considered full-time in the program. Students must continually be enrolled to remain active in the program. If a student cannot take classes due to unforeseen circumstances, they must apply for a Leave of Absence before the end of the semester in which they are in status. Students can request a Leave of Absence for no more than three terms. Obtaining a Leave of Absence does not extend the time a student has to complete the program.

A student who has not registered for more than three consecutive terms is considered withdrawn from the program and must reapply to request readmission to the program. If approved for readmission, the student must be continually registered to remain in good standing in the program. The absence does not extend the total time in the program without leave.

M.S. in Conflict Analysis and Resolution

The M.S. in Conflict Analysis and Resolution is designed to train reflective professionals in practicing, designing, and evaluating various conflict resolution applications. The M.S. program focuses on pragmatic approaches to solving problems inherent in human social relations. Students are exposed to various techniques and strategies to help people achieve improved relations and resolve conflicts that arise in many personal, professional, organizational, and social environments. The M.S. program consists of a 12-course (36 credits) sequence that includes conflict resolution theory, practice skills, field placement, research design, and program evaluation.

Program Formats

The M.S. program is offered in both residential and distance learning formats. These flexible formats allow mid-career working adults and those unable to attend the on-campus program to study conflict resolution in a creative, rigorous, and structured fashion.

Students may enroll full- or part-time, taking three to nine credit hours per term. Students who attend full-time can expect to complete the program in 15 months. Part-time students will complete the program in 2 years. Maximum enrollment time is five (5) years. Summer attendance is mandatory.

Students taking online classes must attend two Residential Institutes (RI) per academic year. Each RI is five days. Currently, the RIs are held in February and September/October.

Please visit hcas.nova.edu/departments/conflict-resolution-studies/ri for current information.

Curriculum

For degree plans please see the M.S. in Conflict Analysis and Resolution program sheet in the Appendix.

Practicum

The practicum experience is designed to allow students to utilize conflict resolution methodology and theory in varied professional settings. Students will have the opportunity to apply theoretical concepts within a practical framework.

To complete the M.S. in Conflict Analysis and Resolution, students must complete Practicum I, including the accrual of at least 65 hours of practicum. Students may elect to complete Practicum II as an elective. Students are responsible for documenting practicum hours and must have these hours verified and signed by an on-site supervisor.

Practicum provides a community placement for students to develop and refine practitioner skills. Using the Practicum experience, students can apply theoretical concepts within a practical framework under the supervision of an on-site supervisor.

Please consult the Academic Program Coordinator and Practicum Professor for detailed information. One or more Practicum Advising sessions are scheduled each term and at every Residential Institute. Students not yet registered for practicum courses are encouraged to attend one or more sessions. Students may also seek individual in-person or telephonic appointments with the Academic Program Coordinator for assistance with practicum placements.

For the Practicum Handbook and forms, please visit the DCRS Student Resources website: hcas.nova.edu/departments/conflict-resolution-studies/resources.

Writing Assessment and Requirement

Master's students will undergo a writing assessment during the first fall term in the program. If students are found to need skill building, they will be required to pass a graduate-level writing course (such as CARM 6620 Academic Writing or a comparable class). This course will count as an elective.

Master's Thesis Option

A student may write a research thesis. The thesis is six credits and counts as two electives. Instead of the electives offered in the fall and winter terms of the second year, thesis students register for master's thesis. Entrance into the thesis track is not automatic; students must meet eligibility requirements. Please contact the department for further details.

Conflict Analysis and Resolution Dual Degree Program

The Department of Conflict Resolution Studies will accept credits from the J.D. program offered through the Shepard Broad Law Center at NSU and apply them toward the M.S. or Ph.D. in Conflict Analysis and Resolution.

1. M.S. in Conflict Analysis and Resolution/J.D.
2. Ph.D. in Conflict Analysis and Resolution/J.D.

The M.S. in Conflict Analysis and Resolution will accept nine credits from the law program, and the Ph.D. program will accept six credits. Students must complete both programs to obtain the dual credits. For students in M.S./J.D. and Ph.D./J.D. programs only; the credit transfer will apply toward elective courses.

Students must seek admission independently to the Department of Conflict Analysis Resolution housed in Halmos College of Arts and Sciences and the Shepard Broad Law Center.

Department of Humanities and Politics

The Department of Humanities and Politics in the Halmos College of Arts and Sciences aims to help students better understand their world through courses and degrees in academic disciplines focused on domestic and global affairs. Courses explore areas of study such as history, philosophy, legal studies, international studies, national security, and political science and are offered in the traditional classroom setting and online. Included among courses offered by the department are independent studies, internships, and study abroad programs.

M.S. in National Security Affairs and International Relations

The M.S. in National Security Affairs and International Relations (NSAIR) in the Department of Humanities and Politics is designed to provide students with theoretical, research, and applied skills in the emerging national security affairs academic field. Students in this program will build a core understanding of critical issues informing the field of national security today, including the assessment and analysis of the threat of terrorism in the U.S. and beyond and the analysis of intelligence collection. Students will also develop a deep understanding of the international context in which U.S. national security issues are shaped.

The program begins with a core of 7 courses (21 credits). Pedagogically, the program core focuses on building the critical analytical skills graduates need to succeed professionally and academically in national security affairs. The ability to critically analyze intelligence information and global security issues, interpret historical and contemporary issues informing the field, and perform textual analyses defines the program core's most important learning outcomes.

After completing the program core, students must complete 15 coursework credits from the available electives list. Most elective offerings were explicitly developed for the national security and international relations program, with a small number drawn from closely related fields. The elective list contains courses that emphasize domestic security and courses with a broader international focus, resulting in sufficient breadth of subject matter to allow students to tailor their choices around particular academic or professional interests.

Students interested in Cybersecurity can choose to take a specific concentration in this area. Students who choose this option must complete nine credits from the Cybersecurity concentration and six credits from the elective list. Before choosing this option, students must secure permission from the Department of Humanities and Politics. After a consultation, it will be determined whether the student can enter the Cybersecurity concentration or if additional foundation courses are required to enter and successfully complete the concentration.

Learning Outcomes

The successful M.S. in National Security Affairs and International Relations graduate is expected to:

- Evaluate the domestic and international implications of U.S. national security policy
- Analyze critical historical and contemporary issues in U.S. national security
- Apply theoretical approaches to understanding U.S. foreign policy, international relations, global institutions, and the practices of foreign powers.

Curriculum

For degree plans please see the M.S. in National Security Affairs and International Relations program sheet in the Appendix.

Program Formats

The NSAIR program aims for convenience and accommodation by utilizing the online and campus-based course delivery formats. We know many of our students are already engaged in work in the field of national security, and this may preclude them from participating in residential classes. Therefore, the program is designed in an online or hybrid format. Students applying to the hybrid M.S. in National Security Affairs and International Relations must register for at least three credits of campus-based coursework each fall and winter.

NSAIR students are not required to attend Residential Institutes (RI) on the Fort Lauderdale campus. However, they are encouraged to attend and participate in the event. Currently, the RIs are held in February and late September/October. Please visit the following for current information: hcas.nova.edu/departments/conflict-resolution-studies/ri.

Students may enroll full or part-time, taking six to nine credit hours per term. Students who enroll in nine credits per term may complete the program in four terms. Part-time students can complete the program in 2 years. Unless requesting a Leave of Absence, all students must register for three terms per year.

Practicum/Internship

A practicum/internship is not required in the NSAIR program but may be selected as an elective. The department is available for assistance and advice regarding practicum/internship. It is taken as a class, and students select a field site or professional setting to work in during the same term as the class. Students interested in exploring this option are recommended to consult with the department chair or director of graduate programs early in their study.

Examinations, Evaluations, and Thesis Option

In addition to completing all course work, students must EITHER a) pass a comprehensive examination administered by the National Security Affairs and International Relations Program or b) complete a six-credit, directed thesis option.

When a student has completed all coursework, has maintained a minimum of 3.0 GPA with no "incomplete" grades, and is a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete, the student will be eligible to take the comprehensive examination. Alternatively, when a student has completed all other coursework in the program, has maintained a minimum of 3.0 GPA with no "incomplete" grades, and is a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete, the student will be eligible to begin the directed thesis option.

The comprehensive exam assesses the student's ability to integrate the knowledge and skills gained through coursework. It tests the student's written ability to critically analyze and apply course-based knowledge to various issues. The comprehensive exam will be administered in two parts. Part one will focus on historical and theoretical knowledge acquired through coursework. In contrast, part two will test student's ability to apply knowledge and skills acquired through coursework to hypothetical security situations. The comprehensive exam will be scored like all major assignments in the program, using a rubric and assessing students' competencies regarding program outcomes. Students must receive a 70% or higher grade to pass the comprehensive exam. The comprehensive exam is a graduation requirement. Students who score below 70% on this requirement must retake the comprehensive exam. The comprehensive exam can be taken a maximum of three times. Students who cannot pass it in three attempts will not graduate. The comprehensive exam is offered three times yearly: in January, May, and August/September. Faculty members are assigned to review the answers. Students are assigned an examination number, so faculty members do not know whose answers they are reviewing. To fail a question, two faculty reviewers must award a failing grade.

The directed thesis is a capstone on the student's experience in the National Security Affairs and International Relations program. As such, preparation for this course begins on the student's first day in the program. The theories, research methods, analytical skills, and substantive knowledge acquired

by the student through the master's curriculum provide the foundation for this thesis project. Working under the direction of a designated faculty member in the program, students will be responsible for developing and planning an innovative project, crafting a viable thesis, engaging in research using appropriate primary and secondary resource material, and executing a polished work of analysis that contributes to knowledge in the field. In addition to submitting a written thesis, students must offer an oral defense of their project. Subject to departmental approval, students may undertake the directed thesis as two three-credit options spread out over two consecutive terms or as a single six-credit option taken in one term.

Degree Completion Requirements

To be eligible for degree conferral, NSAIR students must have completed all coursework and either passed the comprehensive examination or completed the thesis option. In addition, they must have a 3.0 GPA with no "incomplete" grades and be a "student in good standing" with no disciplinary actions pending or disciplinary tasks to complete. NSAIR students may participate in the June graduation ceremonies if they have completed all coursework, taken their comprehensive examination, or completed their directed thesis, even if they have not received their grade for the exam or the thesis. Students must complete all coursework and pass the comprehensive exam or complete a six-credit thesis within five years of starting the program.

Department of Marine and Environmental Sciences

The Department of Marine and Environmental Sciences includes the graduate programs described below.

Ph.D. in Oceanography/Marine Biology

The Ph.D. degree consists of upper-level course work and original research on a selected topic of importance in the ocean sciences. Courses consist of required general core courses (which can be transferred in from qualified M.S. courses), elective courses, as well as tutorial studies with the major professor. Students in this Ph.D. program can focus on either physical oceanography or marine biology.

Learning Outcomes

A successful recipient of the Ph.D. in Oceanography/Marine Biology is expected to:

- Understand basic marine biological, chemical, geological, and physical processes to a level sufficient to communicate and collaborate with experts in those sub-disciplines and to be able to apply this knowledge to issues in research and resource management
- Apply the scientific method to define, investigate, and evaluate hypotheses in at least one of these sub-disciplines
- Conduct (as guided by, and to the satisfaction of, the doctoral committee and NSU's Halmos College faculty) advanced, original, and independent research that adds to the body of oceanographic knowledge in one or more sub-disciplined areas.
- Communicate scientific results and conclusions clearly and logically in a written dissertation and scientific presentations and publications.
- Must maintain a cumulative GPA of 3.5.

Curriculum

For degree plans please see the Ph.D. in Oceanography/Marine Biology program sheet in the Appendix.

Academic Course Approvals and Transfers

For up-to-date information, please see the department website at:
hcas.nova.edu/degrees/doctoral/oceanography-marine-biology.html.

Research Credits

At least 24 credits of the Ph.D. must consist of Dissertation credits (OCGY-8000). The candidate may not register for dissertation credits until the research proposal is successfully defended. Before this defense, the student may register for Directed Study credits (OCGY-0799). After faculty acceptance of the research proposal, the student must register for at least three Dissertation credits (OCGY-8000) per term until completion of the degree.

Ph.D. Dissertation Information

Committee

The candidate's Ph.D. committee consists, at a minimum, of four people, at least three of whom must be Halmos College of Arts and Sciences (HCAS) faculty and one from outside the HCAS. The committee monitors all phases of the candidate's progress. The committee is formed before acceptance or within two terms of admission.

Proposal Defense

Before research relevant to the Ph.D. can begin, a candidate must produce a detailed research proposal under the guidance of the major professor and supervising committee members. Please consult with the program office for more detailed information.

Proposal Submission Directions

The following are the directions to upload the proposal into NSUWorks:

1. Create a new account at nsuworks.nova.edu. The username and password can be unique from the myNSU Identity.
2. Once the account is created, log out of the system and visit libguides.nova.edu/hcas-ETD-submission-guide.
3. If a committee member is not an NSU member, please include their email address with the proposal submission.
4. Inform the program office that you have successfully submitted the proposal.
 - a. Committee members will be sent automated emails to go in and approve the proposal.
 - b. Once the proposal is approved, the student will be notified that they can register for dissertation credits.

Comprehensive Examination

The examination consists of written and oral phases. The written exams, taken on completion of formal course work, are administered by the major professor and consist of questions submitted by each committee member. The candidate is allowed a day to answer each member's questions.

The exam takes at least four days. The candidate is informed of the written examination results within one week of completion. At that time, the committee determines if the answers to the written portion warrant further examination, in which case an oral exam is scheduled. The student normally takes the oral examination within two weeks of this notification.

Dissertation Defense

Upon completing the dissertation to the major professor's satisfaction, it is formally submitted to the other committee members. Before a reservation request, the candidate must communicate a defense date with all committee members. Before the reservation request, the dissertation must be approved by all committee members and the department chair. No defenses will be held in between semesters. Please consult with program office for detailed information.

Information regarding dissertation requirements can be found through the Oceanographic Campus Library at libguides.nova.edu/hcas-ETD-submission-guide.

M.P.S. in Environmental Sciences

The M.P.S. in Environmental Sciences is a 30-credit program which provides beside a solid background in environmental science as well as practical and managerial skills that are required to solve problems and advance in the professional field surrounding environmental issues. The

M.P.S. is designed to provide professionals with a solid graduate level education, delivered in an attractive and time-efficient manner. The curriculum consists of related subject matter courses and does not require a thesis or capstone paper.

The M.P.S. consists of a core of courses that provide highly relevant baseline knowledge of the marine and environmental sciences. Specialty courses are provided that are relevant to the core fields. This degree provides the graduate with the practical skills to formulate, abstract, analyze and solve problems typically encountered by marine and environmental scientists, educators, government officials, engineers, and other professionals. A graduate will be prepared to enter the marketplace and be able to pursue a career in science, education, industry, or business. After one year, students may switch to the thesis track with the support of a DoMES faculty member to advise on a specific research topic.

Curriculum

For degree plans please see the M.P.S. in Environmental Sciences program sheet in the Appendix.

M.S. in Marine Science

Everything that humans do impacts marine ecosystems, and in turn, marine ecosystems impact humans' lives. Nova Southeastern University's M.S. in Marine Sciences program allows you to dive deep into the study of marine systems, learning about various special topics, including everything from shark research to coral reef reservation.

The M.S. in Marine Sciences allows three concentrations:

1. Marine Biology Concentration
2. Coastal Zone Management
3. Marine Environmental Sciences

As a joint option, students may combine two concentrations. The M.S. in Marine Science degree requires a minimum of 36 total credits, nine credits of core/required courses, 18 credits of electives in the concentration, three credits of electives outside of your concentration, and a minimum of six capstone or thesis credits. Students must maintain a cumulative GPA of 3.0

Curriculum

For degree plans please see the M.S. in Marine Science program sheet in the Appendix.

M.S. in Marine Science: Thesis Information

Definition of a Thesis

A thesis is an original contribution to knowledge from systematically studying a significant problem or issue. It requires the student to secure agreement from a faculty member, with adequate funding to carry out the proposed research, to be the student's major professor. Students are not guaranteed a thesis advisor.

Before beginning thesis research and registering for thesis credits, the student must write a proposal, which must be approved by the student's major professor, committee, and the Departmental Chair. The approval process takes place through submission to nsuworks.nova.edu. Once the thesis proposal has been approved, M.S. thesis students sequentially register for and complete at least six thesis credits for Marine Science or fifteen thesis credits for Biological Science in each succeeding term until the thesis is complete and successfully defended. Sequential registration continues until the thesis is finished. If a student fails to register for any given term without written approval by the Chair, missed credits must be made up before graduation, usually during the next term of registration. It should be noted that while a minimum of six (Marine Science) thesis research credits are required, more than this may be necessary to complete M.S. research.

Thesis Proposal

Students should not register for thesis credits until they receive full approval from the program office. The proposal is a demonstration by the student and the involved faculty that the student is ready to produce a thesis that will allow graduation according to the standards of HCAS. This forms the basis of an understanding that the faculty involved (including the department chair, who has final signing authority) will allow graduation if the student produces a document with agreed-upon quality and content.

To avoid surprises and undue delays to a student's graduation, a proposal is only acceptable once it demonstrates that the student can produce the thesis and meet the high-quality criteria required by the department. Fairness to students and committees and maintaining academic integrity is the utmost concern.

A proposal will not be accepted if the style, presentation, and content are not of the same quality as would be accepted in the thesis. This is because it may give the student a wrong impression of what is acceptable as a thesis, leading to unnecessary delays at the submission stage. Therefore, the proposal should be seen as a "mini-thesis" at the same stage as the blueprint for the work that will be done in the thesis.

The program chair must approve the proposal at least two weeks before the start of each term. Proposal approval to begin research credits in the Winter semester is urged to submit their proposal before Winter closure to ensure a timely review of their submitted work.

Information regarding thesis requirements can be found through the Oceanographic Campus Library at libguides.nova.edu/hcas-ETD-submission-guide.

Committee Composition

Each M.S. student will have an advisory committee. To obtain the maximum benefit, it is to the student's advantage to form this committee early in their program.

The thesis advisory committee will consist of a major professor from the HCAS faculty and at least two additional members, one of whom must be from another college of Nova Southeastern University or from outside the university. In rare cases requiring approval by the Department Chair, the major professor may be an adjunct faculty member. The committee participates in topic selection and preparation of the proposal/outline and thesis. Close coordination between students and committees during this process is strongly advised. The major professor must have a terminal degree in a field relevant to thesis research. Other members of the committee must ordinarily have a terminal degree.

Appendix: Sample Program Degree Plans

M.S. in Biological Sciences – Bioinformatics Concentration

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
BCOR 5585 Genomics	3	MSIT 501 Foundations of Programming, Data Structures, and Algorithms	3		
BMME 5900 Biological Data Science	3	MSBI 5920 Transcriptomics	3		
MATG 5005 Statistical Inference	3	MSBI 5910 Metagenomics	3		
BMME 8053 Introduction to Bioinformatics	3				
Total Fall Credits	12	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	21
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Open Elective in Computer Science (MMIS 630, MMIS 643, MMIS 621, MMIS 671, MSIT 630, BMME 6000, CISC 502, 670, 672, 502) or prior approval from the Department of Biological Sciences	3				
MSBI 5930 Machine Learning for Biology	3				
BCOR 5000 Graduate Seminar+	3				
Total Fall Credits	9	Total Winter Credits	0	Total Summer Credits	0
				Year Two Total	9
				Total	30

+ Bioinformatics concentration students must take the section of BCOR 5000 Graduate Seminar offered in the fall specifically for bioinformatics students.

M.S. in Biological Sciences – Health Studies Concentration

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer*	Credits
				BCOR 5000 Graduate Seminar	3
				BMHS 5105 Physical Diagnostic Skills or BMHS 5110 Introduction to the Dental Professions	3
Total Fall Credits	0	Total Winter Credits	0	Total Summer Credits	6
				Year One Total	6
YEAR TWO					
Fall	Credits	Winter	Credits	Summer*	Credits
BMHS 5200 Pathophysiology	3	BMHS 5450 Integrated Sys. in HS	3		
BMHS 5300 Pharmacodynamics	3	BCOR 5150 Immunobiology	3		
BMHS 5400 Adv. Anatomy /Lab	3	BMHS 5250 Systems Neuroscience	3		
BMHS 5500 Adv. Biochemistry	3	BCOR 5350 Principles of Epidemiology	3		
		Comprehensive Exam	0		
Total Fall Credits	12	Total Winter Credits	12	Total Summer Credits	0
				Year Two Total	24
				Total	30

M.S. in Biological Sciences – Thesis

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MATG 5005 Stat. Infer. or BCOR 5570 Biostatistics	3	BCOR 5350 Principles of Epidemiology **	3	BCOR 5000 Graduate Seminar*	3
Graduate Biology Elective (BMHS 5200, 5300, 5400, 5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective) or prior approval from the Department of Biological Sciences	3	BCOR 5580 Scientific Methods and Experimental Design	3	BMME 7030 Thesis	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Graduate Biology Elective (BMHS 5200, 5300, 5400, 5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	BMME 7030 Thesis	3	BMME 7030 Thesis***	3
BMME 7030 Thesis	3			Thesis Defense and Approval	0
Total Fall Credits	6	Total Winter Credits	3	Total Summer Credits	3
				Year Two Total	12
				Total	30

*Thesis students must take the section of BCOR 5000 offered in the summer in person only but may petition the department chair for special permission to take the online BCOR 5000 section offered in fall to support the bioinformatics concentration.

** or BCOR 5585 Genomics (fall term) or BCOR 5150 Immunobiology (winter term) or BMME 5900 Biological Data Science (fall term).

***Students must be registered in thesis course BMME 7030 each semester until they have successfully written, defended and submitted their thesis project, based on approval of the Thesis Committee Chair and all Committee Members. Students may petition the department chair to register in BMME 7035 Thesis Continuation, 1 CREDIT, if the 12 credits of BMME 7030 Thesis have been met (as well as all other course requirements) and the student has defended the Thesis project.

M.S. in Biological Sciences – Capstone

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
BCOR 5570 Biostatistics or MATG 5005 Stat. Infer.	3	BCOR 5350 Principles of Epidemiology *	3	BCOR 5000 Graduate Seminar**	3
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	BCOR 5580 Scientific Methods and Experimental Design	3		
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3				
Total Fall Credits	9	Total Winter Credits	6	Total Summer Credits	3
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Graduate Biology Elective (BMHS 5200, 5300,5400,5500, BMME 5600, 5900, 6000, 6770, 8053, MSIT 8051, 8851, or any MSMS elective)	3	Graduate Biology Elective (BMHS 5250, 5450, BMME 6770, MSBI 5910, 5920 MSIT 0501, 0630, MSMS)	3		
BMME 7040 Capstone	3	BMME 7040 Capstone***	3		
		Capstone Defense and Approval	0		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

* or BCOR 5585 Genomics (fall term) or BCOR 5150 Immunobiology (winter term) or BMME 5900 Biological Data Science (fall term).

**Capstone students must take the section of BCOR 5000 offered in the summer in person only but may petition the department chair for special permission to take the online BCOR 5000 section offered in fall to support the bioinformatics concentration.

***Students must be registered in capstone course BMME 7040 each semester until they have successfully written, defended and submitted their capstone project, based on approval of the Capstone Committee Chair and all Committee Members. Students may petition the department chair to register in BMME 7045, 1 CREDIT, Capstone Continuation if the 6 credits of BMME 7040 Capstone have been met and the student has defended their Capstone project.

M.S. in Medicinal Chemistry – Thesis

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 5500 Advanced Biochemistry	3	MCMS 6100 Principles of Drug Design	3		
MCMS 5600 Organic Medicinal Chemistry	3	PHRM 5012 Advanced Pharmacokinetics and Biopharmaceutics	3		
MCMS 6000 Advanced Instrumentation	3	MCMS 7200 Research in Medicinal Chemistry	3		
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
PHRM 5004 Advanced Physical Pharmacy	3	MCMS 7300 Thesis in Medicinal Chemistry	3		
MCMS 7200 Research in Medicinal Chemistry	3	Graduate Elective	3		
PHRM 5701 Graduate Seminar	1	PHRM 5701 Graduate Seminar	1		
Graduate Elective	3				
Total Fall Credits	10	Total Winter Credits	7	Total Summer Credits	0
				Year Two Total	17
				Total	35

M.S. in Medicinal Chemistry – Capstone

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 5500 Advanced Biochemistry	3	MCMS 6100 Principles of Drug Design	3		
MCMS 5600 Organic Medicinal Chemistry	3	MCMS 7000 Internship in Medicinal Chemistry	3		
MCMS 6000 Advanced Instrumentation	3	PHRM 5012 Advanced Pharmacokinetics and Biopharmaceutics	3		
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	0
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MCMS 7000 Internship in Medicinal Chemistry	3	MCMS 7100 Capstone in Medicinal Chemistry	3		
PHRM 5004 Advanced Physical Pharmacy	3	PHRM 5701 Graduate Seminar	1		
PHRM 5701 Graduate Seminar	1	Graduate Elective	3		
Graduate Elective	3				
Total Fall Credits	10	Total Winter Credits	7	Total Summer Credits	0
				Year Two Total	17
				Total	35

M.A. in Composition, Rhetoric, and Digital Media

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
WRIT 5010 Research Methods	3	WRIT 5120 Theories of Composition	3	Elective	3
WRIT 5650 Rhetorical Criticism	3	WRIT 5340 Studies in Multimodality and Digital Media	3	Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
Elective	3	Elective	3	WRIT 5995 or 6000 as needed*	
WRIT 5950 or WRIT 6000 or elective	3	WRIT 5950 or WRIT 6000 or elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

Exam students take the degree completion exam.

*WRIT 5995 or 6000 as needed until Portfolio or Thesis is successfully defended, or the exam is passed.

Ph.D. in Conflict Analysis and Resolution

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 5000: Foundations	3	CARD 5100: Mediation Theory and Prac.	3	CARD 6140: Facilitation Theory and Prac.	3
CARD 5040: Human Factors	3	CARD 7040: Theories 1	3	CARD 7050: Theories 2 or CARD 7250 Public Policy	3
CARD 7110: Qualitative Research 1	3	CARD 7120: Qualitative 2	3	CARD 66__: Elective	3
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	9
				Year One Total	27
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 6120: Culture and Conflict	3	CARD 5140: Negotiation Theory and Practice	3	CARD 7020: Systems Design or CARD 7050: Theories 2 or CARD: 7250 Public Policy	3
CARD 66__ Elective	3	CARD 66__: Elective	3	CARD 66__: Elective	3
CARD 7090: Quantitative Research 1	3	CARD 7100: Quantitative Research 2	3	CARD 6180 Internships in Training and Practice or CARD 6625 Global Practicum	3
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	9
				Year Two Total	27
				Running Total	54
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 66__: Elective	3	CARD 7001: Doctoral Seminar	1	CARD 7901: Dissertation Preparation	3
CARD 7500: Teaching and Training or CARD 66__: Elective	3	CARD 7510: Teaching and Training Prac.	3		
Total Fall Credits	6	Total Winter Credits	4	Total Summer Credits	3
				Year Three Total	13
				Running Total	67
YEAR FOUR					
Fall	Credits	Winter	Credits	Summer	Credits
CARD 7900: Dissertation	3	CARD 7900: Dissertation	3	CARD 7900: Dissertation	3
Total Fall Credits	3	Total Winter Credits	3	Total Summer Credits	3
				Year Four Total	9
				Total	76

M.S. in Conflict Analysis and Resolution

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
CARM 5000: Foundations and Development of Conflict Resolution and Peace Studies	3	CARM 5100: Mediation Theory and Practice	3	CARM 6150: Professional Practice and Ethics	3
CARM 5040: Communication Dynamics in Dispute Resolution: The Human Factor	3	CARM 5140: Negotiation Theory and Practice	3	CARM 6140: Facilitation Theory and Practice	3
CARM 6120: Culture and Conflict: Cross-cultural Perspectives	3	CARM 5200: Research Design and Program Evaluation	3	CARM 66__: Elective	3
Total Fall Credits	9	Total Winter Credits	9	Total Summer Credits	9
				Year One Total	27
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
CARM 6180: Internships in Training and Practice in Conflict Resolution	3				
CARM 6450: M.S. Capstone	3				
CARM 66__: Elective	3				
Total Fall Credits	9	Total Winter Credits	0	Total Summer Credits	0
				Year Two Total	9
				Total	36

M.S. in National Security Affairs and International Relations

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
NSAM 5005 Research and Evaluation in National Security Affairs	3	NSAM 5001 Current Issues in National Security	3	NSAM 5003 National Intelligence Collection and Analysis	3
NSAM 5010 US Foreign Policy and National Security	3	NSAM 5015 International Relations: Theory & Practice	3	NSAM 5004 Border Protection and Military Issue	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
NSAM 5014 Ethical Issues in National Security	3	NSAM Elective	3	NSAM Elective	3
NSAM Elective	3	NSAM Elective	3	NSAM Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Total	36

Ph.D. in Marine Biology/Physical Oceanography

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
Transfer credits (up to 30)	30	OCGY 0799 Directed Study: PhD	6	OCGY 0799 Directed Study: PhD	6
OCGY 0799 Directed Study: PhD	6				
Total Fall Credits	36	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	48
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	6
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Running Total	66
YEAR THREE					
Fall	Credits	Winter	Credits	Summer	Credits
OCGY 8000 Dissertation: PhD	6	OCGY 8000 Dissertation: PhD	3		
Total Fall Credits	6	Total Winter Credits	3	Total Summer Credits	0
				Year Three Total	9
				Total	75

M.P.S. in Environmental Sciences

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5010: Biostatistics or MSMS 5020: Marine Ecosystems	3	MSMS 5030: Marine Geology or MSMS 5040: Marine Chemistry	3	MSMS 5060: Scientific Communication	3
Graduate Elective	3	Graduate Elective	3	Graduate Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5020: Marine Ecosystems or MSMS 5010: Biostatistics	3	MSMS 5040: Marine Chemistry or MSMS 5030: Marine Geology	3		
Graduate Elective	3	Graduate Elective	3		
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	0
				Year Two Total	12
				Total	30

M.S. in Marine Sciences

SAMPLE CURRICULUM | 2025-2026 CATALOG

YEAR ONE					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5010: Biostatistics or MSMS 5020: Marine Ecosystems	3	MSMS 5030: Marine Geology or MSMS 5040: Marine Chemistry	3	MSMS 5050: Physical Oceanography or MSMS 5060: Scientific Communication	3
Graduate Elective	3	Graduate Elective	3	Graduate Elective	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year One Total	18
YEAR TWO					
Fall	Credits	Winter	Credits	Summer	Credits
MSMS 5020: Marine Ecosystems or MSMS 5010: Biostatistics	3	MSMS 5040: Marine Chemistry or MSMS 5030: Marine Geology	3	MSMS 5060: Scientific Communication or MSMS 5050: Physical Oceanography	3
Graduate Elective	3	Capstone or Thesis	3	Capstone or Thesis	3
Total Fall Credits	6	Total Winter Credits	6	Total Summer Credits	6
				Year Two Total	18
				Total	36