



DR.KIRAN C. PATEL COLLEGE OF ALLOPATHIC MEDICINE
DR. PALLAVI PATEL SCHOOL OF HEALTH SCIENCES

FACULTY POLICY MANUAL

INTRODUCTION

The purpose of the School of Health Sciences manual is to outline the policies essential to full-time, part-time, and adjunct faculty teaching in the SHS. In addition, it provides information about general university policies and resources and/or links that can assist you in developing your courses, using available technology, and/or completing administrative tasks such as entering course grades. This document does not replace the Nova Southeastern University Faculty Policy Manual, nor is it intended to be a legal or binding contract in any way.

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GENERAL INFORMATION

ORGANIZATIONAL STRUCTURE

Dr. Kiran C. Patel College of Allopathic Medicine

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Robert Wagner	Executive Associate Dean	rwagner@nova.edu
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Michael Zhuravel	Director of Finance	mzhurave@nova.edu

MISSION/VISION STATEMENTS

NOVA SOUTHEASTERN UNIVERSITY MISSION STATEMENT

The mission of Nova Southeastern University - a selective, doctoral research university - is to deliver 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.

NOVA SOUTHEASTERN UNIVERSITY VISION STATEMENT

To be recognized as a leading professional-dominant, doctoral research university providing competitive career advantages to its students and fostering alumni and partnership connections.

DR. KIRAN C. PATEL COLLEGE OF ALLOPATHIC MEDICINE MISSION STATEMENT

Our mission at Nova Southeastern University's Dr. Kiran C. Patel College of Allopathic Medicine (NSU MD) is to advance human health through innovation in medical education, research, patient care, and community engagement. We will achieve our mission with an approach centered on the patient, the student, and the community.

DR. KIRAN C. PATEL COLLEGE OF ALLOPATHIC MEDICINE VISION STATEMENT

To become an exemplary medical college internationally recognized for excellence by fostering an innovative culture that supports diversity, collaboration, critical thinking, and creative leadership.

GENERAL UNIVERSITY POLICIES

ALCOHOL AND OTHER DRUGS

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's employee policy about the licit and illicit use of drugs and alcohol.

DECLARATIONS/PROCEDURES: The policy is comprehensively addressed and may be accessed at: <https://www.nova.edu/hr/secure/all-users/policies/drug-alcohol-free-workplace.html>

CODE OF COMPUTER ETHICS

PURPOSE OF THE POLICY: This policy outlines the procedures for the appropriate use of the NSU computing system and may be accessed at: <https://www.nova.edu/oit/policies/index.html>

EMAIL ACCOUNT REQUEST/PASSWORD

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding the use of the NSU E-mail account.

DECLARATIONS/PROCEDURES: All full-time, part-time, and adjunct employees are eligible for an NSU email account. If a faculty member does not already have an NSU email account, he/she should follow the procedure as outlined at: <http://www.nova.edu/resources/nsuidentity.html>.

FACULTY CLASSROOM CONDUCT

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding faculty conduct: <https://www.nova.edu/hr/secure/all-users/policies/conduct-ethical-behavior.html>

DECLARATIONS/PROCEDURES: Faculty members are expected to always conduct themselves in a responsible and professional manner consistent with the high standards of their profession and NSU. Beepers, cell phones, and other electronic devices (excluding laptop computers) must be turned off during class hours or scheduled meetings as they are distracting to students, other faculty, and personnel. NO FOOD or DRINK is allowed in the classroom (water is permitted) and this rule is enforced for both faculty and students. If it is noticed that students are eating or drinking in the classroom, faculty should ask the students to dispose of the food or drink, and to leave the classroom. Arriving late to class is evidence of lack of professionalism. Promptness is expected of both faculty and students.

HARASSMENT

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding harassment in the workplace.

DECLARATIONS/PROCEDURES: Harassment of any sort by faculty or staff will not be tolerated. For the official and complete policy and procedure on harassment, please refer to Policy and Procedures, available at: <https://www.nova.edu/title-ix/index.html>.

HUMAN RESOURCES POLICIES AND PROCEDURES

PURPOSE OF THE POLICY: The purpose of the following policies is to educate faculty about the pertinent policies from the Office of Human Resources to which they must adhere.

DECLARATIONS/PROCEDURES: The Office of Human Resources is responsible for recommending and implementing organizational policies and procedures relating to the recruitment, selection, retention, development, work environment, compensation, benefits, discipline, mediation, and grievances of the employees of Nova Southeastern University by combining knowledge of business, Federal legislation, employee expectations, and personnel expertise; orientation and training of employees and performing organizational interventions as necessary. This information can be accessed at: <https://www.nova.edu/hr/index.html>. A summary of employee benefits can be accessed at: <https://www.nova.edu/hr/benefits/index.html>.

NSU FACULTY POLICY MANUAL

The Nova Southeastern University Faculty Policy Manual is the guiding document for all NSU faculty. The policies in this manual apply to full-time faculty members at the collegiate level at NSU. The policies do not apply to part-time faculty, part-time or full-time administrators, or teachers in the NSU University School. For information purposes, some policies regarding part-time faculty members and academic administrators, as well as general personnel policies, are included. The Faculty Policy Manual is available at: <https://www.nova.edu/academic-affairs/secure/faculty-policy-manual/index.html>. It outlines many policies including Faculty Rights, Faculty Responsibilities, Appropriate Conduct, and Ethical Behavior for Faculty and Administrators, and Types of Appointments.

FACULTY RECORDS

The task of maintaining faculty employment records is under the jurisdiction of the Office of Human Resources. Faculty department and other related administrative records are assigned to the Department Chair/Program Director. Questions regarding faculty records should be directed to the

Department Chair/Program Director. The following departments or individuals maintain complete files on faculty:

- The Human Resource Department
- The Department Chair's/Director's Office
- The Office of the Dean

Additional information on Human Resources may be found at:

<https://www.nova.edu/hr/index.html>

IDENTIFICATION CARD (NSU): The NSU SharkCard will be issued to you when you first enroll as a student at Nova Southeastern University or upon employment. It is your official identification card and is valid if you are an enrolled student or employed at the university. The NSU SharkCard is also issued to individuals affiliated with Nova Southeastern University, based on specific criteria.

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding the use of the NSU-issued ID card.

DECLARATIONS/PROCEDURES: The NSU Card is the official Nova Southeastern identification card. All faculty affiliated with the University are required to carry the NSU card for identification. The NSU SharkCard features a digitized photo, digitized signature, Smart Chip, and magnetic stripe. This high-tech card has an embedded antenna, which will allow access to various areas around campus, from parking garages to computer labs. Identification badges must always be worn while on campus. This protects faculty as well as their personal property.

Faculty must cooperate with the instructions of Public Safety or police officers regarding the display or procurement of identification badges. Faculty may be denied entrance into the facility without proper display of identification. SharkCard services, including policies and procedures, can be accessed at: <https://www.nova.edu/sharkcard/index.html>

INSTITUTIONAL REVIEW BOARD (IRB)

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for obtaining IRB approval for research projects.

DECLARATIONS/PROCEDURES: Any research or clinical investigation that involves human subjects conducted by NSU faculty, staff, or students, whether funded or unfunded, shall be under the jurisdiction of the IRB. Faculty members who are continuing a research project that was initiated at another setting are required to obtain NSU IRB approval for the project. The Website for the NSU IRB is <https://research.nova.edu/irb/>. Faculty may also contact the IRB center representative with questions. IRB approval is required before implementing any human-subjects research projects at NSU. NSU faculty are required to obtain CITI ([Collaborative Institutional Training Initiative](#)) training in human subjects research even if they are not active in a research project. If you have CITI training from another institution, it can be "transferred in", so long as it was taken or renewed within the last three years. Instructions for obtaining CITI training and certification are also found on the NSU IRB Website.

JOB DESCRIPTIONS

PURPOSE OF THE POLICY: The purpose of the policy is to delineate the criteria for the various faculty appointments approved by the university.

DECLARATIONS/PROCEDURES: Every faculty member is assigned a job description upon employment. The specific rank is generally determined by the employing unit and is based on specific criteria as outlined by the Office of Human Resources. The rank may be stated as Instructor, Assistant Professor, Associate Professor, Professor, or Visiting Professor, etc. The

guidelines related to each title can be accessed at: <https://www.nova.edu/academic-affairs/secure/faculty-policy-manual/definitions.html>

KEYS

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding the use of university-issued keys.

DECLARATIONS/PROCEDURES: Each faculty member is issued an office key on his/her start date. The key to the office is university property and must not be duplicated, shared, or provided to students or others. Lost keys must be reported to Public Safety immediately. Faculty members may also be issued keys to other rooms (labs, etc.) at the discretion of their Program Chair.

NON-EMPLOYEES IN THE WORKPLACE POLICIES

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's position regarding non-employees in the workplace.

DECLARATIONS/PROCEDURES: Non-employees should not accompany employees to the workplace unless it is for official NSU business. It is not suitable for children to accompany their parents or guardians to work. It is inappropriate to bring pets into any NSU facilities. Animals are not allowed in any NSU building without management approval. Exceptions to this policy would be service animals, i.e., seeing-eye dogs. See the Americans with Disabilities Act (ADA). Considerable distraction and inefficiencies can result when non-employees, children, or animals are present in the workplace. Non-employees, children, or animals should not be left in any facility on campus. NSU cannot assure the safety of minors, and liability can accrue to NSU if children are not properly supervised. Exceptions to these policies include NSU-sponsored events, such as Take Your Child to Work Day. Failure to comply with NSU's non-employees in the workplace policies will result in appropriate disciplinary action, up to and including termination.

NSU LIBRARIES

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for faculty access and use of the NSU library system.

DECLARATIONS/PROCEDURES: Nova Southeastern University has one of the most outstanding electronic libraries in the country. NSU libraries can be accessed from the NSU home page. NovaCat is the name of the system used to search NSU books and video holdings. To learn more about our library, go to <https://www.nova.edu/community/libraries.html>. The NSU students involved in distance education are fully supported in their educational endeavors. Great effort has been made to ensure that educational opportunities and quality are in place for each student. Distance students are offered the following assistance in accessing library materials:

- Access full-text journal articles
- Access current online medical and health textbooks
- Check NovaCat, NSU's online catalog
- Request journal articles, book chapters, and other documents
- Get help from a reference librarian
- Find guides and tutorials for help in using databases

Course Reserves: Faculty Guidelines for Submitting Electronic Course Reserves (ECR)

The information placed on ECR is protected under the Copyright Laws of the United States (Copyright Act, 17 USC 107) governing the making of photocopies of copyrighted material. Please review the Nova Southeastern University Libraries' [Copyright Guidelines for Electronic Course](#)

[Reserves](#) before submitting a request for an Electronic Course Reserve. Guidelines for submitting ECR can be found at: <https://library.nova.edu/sherman/policies/circulation#NSU>

Access to ECR materials will be removed at the end of each course. Instructors must obtain permission from the publisher to place any copyrighted material on ECR for a second time for a specific course. The library must receive this verification before an item will be placed on reserve for a second semester. To obtain copyright permission, please complete the [Copyright Permission Request](#).

Communication with HPD Library Regarding Required Texts

Please check NovaCat to see if your required course texts are in our HPD library. If they are not, you can request that the library purchase the text by completing the [request form](#). The university's policy is to have a copy of each required/recommended text on reserve in the library. The library places at least one copy of each text in the reserve portion of the library. You can contact the [reference librarian](#). In addition, you can find our [liaison librarian](#); the university assigns one to each college.

Electronic and Journal References

Faculty are encouraged to use journal references to supplement texts. Faculty can make available to students other references and journal articles that are not normally available online. The major caveat to this approach, however, is that copyright law prohibits the posting of the references online for more than one year. It is therefore recommended that copyright approval be obtained through the copyright division of the library services.

ONLINE COMPUTING HELP DESK

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for obtaining assistance with computing problems.

DECLARATIONS/PROCEDURES: Faculty can obtain assistance with online computing by contacting the Help Desk by [phone, email, or online self-service](#).

LEARNING AND EDUCATIONAL CENTER

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for faculty to obtain assistance with learning design and use of various platforms such as Canvas.

DECLARATIONS/PROCEDURES: The Learning and Educational Center at Nova Southeastern University oversees faculty development. It is a faculty-focused resource department designed to provide support focused on student-centered teaching and innovative course design, all aimed at fostering continuous improvement in student learning. The Learning Center information is available at: <https://nova.edu/learning-educational-center/index.html/index.html>

PARKING/SHUTTLE SERVICES

PURPOSE OF THE POLICY: To outline the university's policies regarding the use of campus parking and shuttle services.

DECLARATIONS/PROCEDURES: Free parking facilities are available to all university employees. A parking map can be reviewed at <https://nova.edu/about/campus-locations.html>. Visit nova.edu/parking to purchase your parking pass and review parking regulations.

All NSU students, employees, and visitors can ride the shuttle for FREE. For security, when boarding from off-campus locations, please present your NSU SharkCard to the shuttle driver. The

Shuttle Buses are air-conditioned and wheelchair accessible. Information about Shuttles, Shuttle Maps/Routes is available at <https://nova.edu/resources/faculty-staff.html>.

The service is free of charge, but riders making any connections to Broward County Transit (BCT) routes are expected to pay the appropriate fee. The NSU Shuttle Bus Service observes all [University holidays](#).

SABBATICAL LEAVE (Approved 6/90; Revised 5/96, 08/16, Revised 03/19; Revised 07/25)

PURPOSE OF THE POLICY: The purpose of this policy is to outline the university's purposes and procedures regarding the granting of sabbatical leaves.

DECLARATIONS/PROCEDURES: Sabbatical leaves at NSU are awarded for the following four purposes:

1. to provide opportunity for scholarly enrichment and production
2. to enhance teaching
3. to promote course and curriculum development
4. to enhance professional growth through mastery of new or expanded knowledge and/or skills

Information on qualifications, application guidelines, and sabbatical conditions is available at: <https://www.nova.edu/academic-affairs/secure/faculty-policy-manual/sabbatical.html#>

SHARKLINK ID AND PASSWORD

Your [SharkLink ID](#) is created automatically when you become a new faculty member of NSU.

Your [NSU SharkLink ID](#) is your "NSU user". Your NSU email is your [SharkLink ID](#) with "@nova.edu" at the end.

- Instructions on [how to set up for the first or reset your password](#) for SharkLink, SharkLearn, SharkMail, etc. are available at: <https://reset.nova.edu/default.html#/>
- Information to [change your current password](#) is available at: <https://pwupdate.nova.edu/>

SHARKLINK PORTAL

The Sharklink Portal can be accessed at: <https://sharklinkportal.nova.edu/>

SharkLink is the official online web portal for NSU that provides students, faculty, staff, and alumni with single-sign-on access to campus applications, academic resources, and personal account tools. Find a complete description and virtual tour at: <https://www.nova.edu/ojit/sharklink.html>.

Important Tools for Faculty in Sharklink

Application Name	Brief Description
 App Central	View and edit your syllabi every term. This is the only place where your syllabi should be archived.
 Webstar	View Class Schedule, Class Rosters and Enter Final Grades
 Canvas	Course Management System: Access and Edit courses there
 SharkTime	Request Vacation, Personal or Sick time. View available time off balances
 Ariba	Submit purchasing requisitions, generate check requests,
 Concur	Submit reimbursement requests
 KnowBe4	Application for NSU required trainings
 Email	Your NSU email
 Policy Stat	NSU's repository for important academic and administrative policies
 SharkMedia	Use SharkMedia to record your presentations, screen, webcam, audio and an assortment of peripherals.
 NSU ServiceNow	Report a technology issue, request a tech service, report a security event and follow up on service tickets
 Zoom	Schedule Zoom meetings right from the Sharklink Portal

**Dr. Kiran C. Patel College of Allopathic Medicine
Dr. Pallavi Patel School of Health Sciences**

OVERVIEW

Our mission at Nova Southeastern University's Dr. Kiran C. Patel College of Allopathic Medicine is to advance human health through innovation in medical education, research, patient care, and community engagement. We will achieve our mission with an approach centered on the patient, the student, and the community.

The Dr. Pallavi Patel School of Health Sciences (SHS) endeavors to train health care professionals in the art and science of improving the quality of life and health of their patients and communities. Through our undergraduate, graduate, and post-graduate degree programs, our goal is to produce highly motivated and well-educated practitioners who will be integral members of the healthcare team.

ENTRY-LEVEL PROGRAMS

These programs are designed for individuals who desire to gain the knowledge and skills to "enter" the job market and begin a career in health care. Qualified students may apply to enter any of the following programs at NSU:

- Anesthesiologist Assistant (MS) – Ft. Lauderdale, Clearwater, Jacksonville, Orlando, Colorado and Nevada
- Cardiovascular Sonography (BS)- Clearwater
- Medical Sonography (BS) – Fort Lauderdale
- Physician Assistant (MMS) - Ft. Lauderdale, Ft. Myers, Orlando, and Jacksonville
- Respiratory Therapy (BSRT) – Palm Beach

POST-PROFESSIONAL PROGRAMS

These programs are designed for working health care professionals who want to advance their clinical knowledge and skills. The programs are delivered on-line.

- Health Science (MHS)
- Health Science (DHS)
- Health Science (Ph.D.)
- Respiratory Therapy (BSRT)

CERTIFICATE PROGRAM

Pre-AA Certificate Program – Palm Beach

PROFESSIONAL ASSOCIATIONS

The SHS is a member of the following college organizations in which faculty may participate:

- Nu Sigma Upsilon is the NSU Chapter of the Alpha Eta Society, the National Scholastic Honor Society for Allied Health Professions. Information about the society can be accessed at: <http://www.alphaeta.net>
- Association of Schools of Allied Health Professions (ASAHP) - The ASAHP was chartered in Washington, D.C. in September 1967 as a not-for-profit national professional association for administrators, educators, and others who were concerned with critical issues affecting allied health education. Information about the association can be accessed at: www.asahp.org.

There are also many other organizations within SHS departments, which are discipline specific.

PUBLICATIONS

NSU and the SHS produce several publications that govern the activities of its students, faculty, and staff. They include the following:

- *Student Handbook* – The governing document for all program-related information regarding student policies. May be accessed at: <https://www.nova.edu/publications/allopathic-student-handbook/>
- Student Catalogs: <https://www.nova.edu/academics/course-catalog.html>
- *SHS Annual Appointment, Reappointment, and Continuing Contract Policy and Procedures document* – establishes criteria for systematic and ongoing evaluation of full-time faculty members. The criteria set forth in this document will be used for annual appointments, reviews, and consideration for awarding a continuing contract. <https://md.nova.edu/secure/shs-faculty-continuing-contract-7-26.pdf>
- *SHS Standards for Promotion* – The SHS standards for promotion establish general guidelines for evaluation of faculty for promotion. <https://md.nova.edu/secure/shs-faculty-admin-promotion-policies-1-26.pdf>
- *SHS Strategic Plan*
- *SHS Faculty Policy Manual* – The purpose of the SHS manual is to outline the policies essential to full-time, part-time, and adjunct faculty teaching in the college.

OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is housed in the Dean's department in the SHS. The Associate Dean of Academic Affairs provides academic leadership to the SHS, oversees academic quality assurance for programs offered by the SHS and furnishes leadership to the faculty in curriculum development, teaching, and research. The Associate Dean for Academic Affairs provides impetus, direction, and support to faculty as they design and implement educational programs that meet the needs of a changing society and health care system. The Associate Dean also leads overall curriculum development for the SHS, ensuring that the curriculum addresses the needs of the college's constituency.

Contacts:

Dr Sandrine Gaillard-Kenney, Associate Dean for Academic Affairs- gaillard@nova.edu

Dr Eunice Luyegu, Director of Program Assessment and Outcomes- eluyegu@nova.edu

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs is also housed in the Dean's Office in the SHS. The Director of Student Affairs provides leadership for the office. "The Office of Student Affairs strives to unify the college through collaborative initiatives designed to promote student success and interprofessional engagement. The office oversees areas including orientation, student government and student associations, student scholarships, immunizations and background checks, student success webinars, support of student judicial processes, and connections to university-wide student support services. The office also oversees alumni engagement, community outreach and communication, and the college board. The mission of the office is "To promote student success within an engaging university community." Contact Dr Aaron Hackman: ah1293@nova.edu

OFFICE OF ACCREDITATION

The Assistant Dean for Accreditation is part of the Office of the Dean and provides support and expertise for all professionally accredited programs in the SHS, from the initial accreditation request through annual reports, continuing accreditations reports and site visits. Contact Dr Jennifer Nottingham at jlquinon@nova.edu

SCHOOL OF HEALTH SCIENCES POLICIES

ACADEMIC ADVISING

PURPOSE OF THE POLICY: To outline the process for academic advising within departments in the School of Health Sciences.

DECLARATIONS/PROCEDURES: Each faculty member is formally assigned a group of students for whom he/she serves as an academic advisor. Faculty are expected to meet with them routinely to monitor their progress and assist them in the successful completion of their programs.

As an Academic Advisor, faculty can assist students in every facet of the program, being aware of many valuable resources to which they can be referred if they have any problems that might interfere with their studies or progress.

APPOINTMENT AND REAPPOINTMENT (FACULTY EVALUATION)

PURPOSE OF THE POLICY: The purpose of the SHS Faculty Appointment and Reappointment is to delineate policies and procedures that establish "criteria for systematic and on-going evaluation of full-time faculty members [in the SHS]..."

DECLARATIONS/PROCEDURES: "...The criteria outlined in this document [The School of Health Sciences Annual Appointment, Reappointment, and Continuing Contract Policy and Procedures] will be used for annual appointments, reviews, and consideration for awarding a continuing contract." Each faculty member under review for consideration of an award of a continuing contract, or renewal of a continuing contract, will provide a portfolio with supporting documentation detailing the faculty member's accomplishments in the areas of teaching, scholarship, and service. The following people or committees within the college will review the portfolio report:

1. The Faculty Evaluation Committee
2. The Program Director
3. The Department Chair
4. The School Evaluation Committee
5. The Dean

The Faculty Evaluation Committee (FEC) will review and forward its recommendation to the School Wide Evaluation Committee. The school-wide Evaluation Committee will make a recommendation for the awarding of a continuing contract, or non-renewal, to the Dean. The Dean will make a recommendation to the Provost. The Provost will then send the recommendation to the President.

If the candidate for continuing contract fails to reach the School standards at the point of peer review for continuing contract, the faculty member will not be recommended for continuing contract but will instead receive an additional one-year contract or a terminal one-year final contract. Members of the review committees shall excuse themselves when conflicts arise (i.e., their own evaluations, etc.).

Each faculty member of the SHS is expected to engage in **Service, Scholarship, and Teaching**. Specific guidelines related to each category can be found in the School of Health Sciences Policies and Procedures Handbooks for: Annual Appointment, Reappointment, and Continuing Contract: <https://md.nova.edu/secure/shs-faculty-continuing-contract-7-26.pdf>.

Specific policies for Promotion may be found here:

<https://md.nova.edu/secure/shs-faculty-admin-promotion-policies-1-26.pdf>.

The NSU Office of the Provost has set forth additional promotion requirements found here:

- [Documents Required for Promotion](#)
- [Portfolio Cover Sheet](#)
- [Summary of Accomplishments](#)

In addition to faculty evaluations for annual appointments, continuing contracts, and promotions, individual departments may also conduct other forms of evaluation. First, faculty teaching may be regularly evaluated by the Department Evaluation Committee, a committee of faculty peers who conduct assessments of faculty syllabi, classroom sessions, etc. Second, all faculty may be internally evaluated annually by the department chair using forms of their choosing, such as the Annual Faculty Summary Report (AFSR), which each faculty member completes at the end of each year. The AFSR tracks faculty teaching, scholarship, and service. Other forms of department evaluations may examine faculty workload, a professional portfolio for research, teaching, and service that evaluates annual progress in those areas, etc. Finally, course and faculty evaluations submitted by students at the end of each course may also be used by the Program Director/Chair to evaluate faculty performance in teaching.

SCHOOL COMMITTEE APPOINTMENTS

PURPOSE OF THE POLICY: To outline the process of appointment and the procedures for service on SHS committees.

DECLARATIONS/PROCEDURES: All full-time faculty members will serve on the various school and department committees including Committee on Admissions, Committee on Student Progress,

Department and School Faculty Evaluation, College-Wide Appeals, Curriculum, IRB Center Representative, and Committee of Artificial Intelligence. Department Chairs generally make membership on many of the committees, with Committee Chairs generally appointed by the Dean. A full list of committees with their accompanying policies, descriptions, and procedures can be accessed at: <https://md.nova.edu/faculty-affairs/health-sciences/index.html>.

COMMUNICATIONS/SCHEDULED MEETINGS

PURPOSE OF THE POLICY: The purpose of this policy is to outline the SHS system for scheduled school-wide meetings.

DECLARATIONS/PROCEDURES: School-wide faculty meetings, scheduled by the Dean's office, are held at least once a quarter. All faculty are provided notice of scheduled meetings via e-mail by the Assistant to the Dean. The meetings are designed to inform faculty of pertinent events as they impact the school and the university as well as to allow faculty to discuss relevant issues and concerns. Professional development seminars may also be conducted during those meetings.

The Dean's Office also conducts a retreat for all Chairs once a year. Among many things, these meetings are designed to inform the Chairs of events affecting administrative actions, discuss issues related to the administration of the college, review the past year's operations, review the SHS's Strategic Plan, and discuss plans for the upcoming year.

COMPLAINTS

PURPOSE OF THE POLICY: To outline the school's policy related to its response to complaints from students, faculty, or any external entities.

DECLARATIONS/PROCEDURES: Complaints and disputes involving students, faculty, and staff are addressed under existing formal policies and procedures, but occasionally issues arise through individuals and agencies external to the university. Since even seemingly benign comments, queries, or incidents have the potential to harm the reputation of the university, department, or program, faculty becoming aware of or involved in any unusual situation in the broader community are responsible for informing supervisors immediately to ensure that a proper, coordinated, and focused response can be formulated. Faculty must not assume personal responsibility for assessing the potential impact of such incidents.

To resolve academic grievances, complaints, and concerns in an expeditious, fair, and amicable manner, faculty and administration should urge students to consult the SHS Student Handbook and NSU Faculty Handbook for information on the appropriate grievance procedures. Students are urged to exhaust all possible department/program avenues for resolution before attempting to file complaints beyond the individual departments.

Faculty members who believe that their rights have been violated should consult the university's Faculty Policy Manual and familiarize themselves with the grievance process. Faculty members are urged to exhaust all possible department avenues for resolution before attempting to file complaints beyond their individual departments. The manual may be accessed at: <https://www.nova.edu/academic-affairs/secure/faculty-policy-manual/index.html>.

CONFIDENTIAL INFORMATION

PURPOSE OF THE POLICY: To outline the school's policy related to confidentiality of student conversations, records, and other personal communication between faculty and students.

DECLARATIONS/PROCEDURES: Our students trust us with important information relating to their lives, practices, and medical problems. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, the program earns the respect and further trust of the people we deal with.

Any violation of confidentiality may result in non-compliance with the Family Educational Rights and Privacy Act (FERPA) and may seriously injure a department's reputation and effectiveness. Therefore, please do not discuss students' or program business with family members without the students' permission, or with anyone who does not work for us or who is not enrolled in our program. Even casual remarks and suppositions can be misinterpreted and repeated, so develop the discipline necessary to maintain confidentiality.

If faculty hear, see, or become aware of anyone breaking this trust, consider what he or she might do with information they get from you. Any violation of this confidentiality must be reported to the faculty member's Department Chair/Program Director.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All faculty must familiarize themselves with the FERPA guidelines found at <https://www.nova.edu/registrar/services/ferpa.html>.

STUDENT DISABILITIES SERVICES

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

STUDENT COUNSELING AND WELL-BEING

The NSU Student CARE Team is a multidisciplinary team designed to provide support for students' well-being and academic success by connecting students in need with campus and community resources. The team is co-chaired by the Dean of Students and the Director of Mental Health Services, and the team strives to promote individual student well-being and success while prioritizing community safety. The team supplements existing campus processes such as student conduct, access to student counseling, residential life responses, and other traditional means of supporting students by ensuring that the "dots are connected" to better understand a referred student's experience. Review the information at: <https://www.nova.edu/studentcare>. Download the Blue Folder for easy access: <https://www.nova.edu/student-care/documents/bluefolder.pdf#search=blue%20folder>.

Whenever faculty encounter students who may be feeling stressed, overwhelmed, or just in need of some guidance, they must refer them to The NSU Center for Student Counseling Services and Well-Being (CSCW) at <https://www.nova.edu/student-counseling/index.html>.

They offer a variety of confidential services including:

- Stress Management and Coping Strategies
- Individual Counseling

- Support Groups
- Wellness and Recovery Education
- Psychiatric Services
- Outreach Programs

COPYING AND PHONES IN THE OFFICE

PURPOSE OF THE POLICY: To outline the process for copying materials and the use of phones within departments.

DECLARATIONS/PROCEDURES: The copier/scanner, fax, and phones in the department offices are for faculty and staff use only. However, when large quantities of material need to be copied, you must utilize the university's copy center, using the Copy Requisition Form (accessed at <http://www.nova.edu/cwis/bsv/copy/requisition.html>), which requires a minimum of three days' notice before copies are due. Students are not permitted to use university phones for personal use except in emergency cases.

COURSE ASSIGNMENT

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for course assignments within SHS departments.

DECLARATIONS/PROCEDURES: The Department Chair/Program Director is responsible for making faculty course assignments for each faculty member's area of responsibility. Course faculty assignments are generally based on the following factors:

- Formal educational preparation
- Specialty preparation and certification
- Content expertise
- Background and clinical experience
- Teaching and curricular expertise
- Needs of the students and the program
- Faculty preferences
- Accreditation requirements

DRESS CODE

PURPOSE OF THE POLICY: To outline the school's policy related to faculty dress code.

DECLARATIONS/PROCEDURES: Health professionals enjoy the respect of colleagues and patients largely due to their expertise, education, and professionalism. A substantial degree of this respect comes from appropriate appearance and dress. To that end, faculty members are required to dress professionally.

EXAMINATION/STUDENT EVALUATION

PURPOSE OF THE POLICY: The purpose of this policy is to outline the procedures for the administration of student evaluations and examinations.

DECLARATIONS/PROCEDURES: Successful progress through the curriculum requires continuous, satisfactory, academic and professional performance. Promotion from one semester to another is dependent upon successful completion of all courses with a required minimum score in each

course. Failure to complete and pass any of the courses may necessitate student remediation or dismissal from the program. During the didactic component of the curriculum, students are formally evaluated in several ways, including, but not limited to, in-class participation, written examinations, and practical skills evaluations. Grading procedures for each course are determined by the respective course instructors and are outlined in the syllabus.

Test Administration

These policies and procedures serve the integrity and fairness of the examinations you will be providing to students.

1. The dates, times, and locations for examinations must be listed on the syllabus, or students should be notified as soon as they are available.
2. First-time faculty members should have their examinations proofread for content and grammar, etc. by a mentor or a senior faculty member.
3. Faculty should enforce the following rules, applicable to students during examinations:
 - No food or drinks (except water) is permitted in the classrooms.
 - All books, bookbags, etc., brought to the testing room should be placed in front of the room. All material will be secured. This includes, but is not limited to, closing books, storing loose papers, and closing bags. Adjacent chairs and floors around desks should have nothing on or in them.
 - All cellular phones, smart watches, and other communication devices must be turned off during testing. Violation of this provision should be handled as “Disruptive Behavior.”
 - Testing instructions should begin at the scheduled start time. Time limits for the exam should be announced and strictly enforced. When time is complete, students should STOP. No additional time should be allowed to complete the examination.
 - It is the responsibility of each student to properly mark the answers and identification information on exams. Any questionable, unreadable or omitted answers should be marked incorrect.
 - Students who arrive late and are not permitted to take the exam must then present themselves to the Department Chair/Program Director to explain the situation. A make-up exam may be offered depending on the situation.
4. Once the examination has begun, QUESTIONS ON ANY SUBJECT MAY BE ALLOWED ONLY AT THE DISCRETION OF THE COURSE PROCTOR.

Examination Schedule

The examination schedule is set when the semester schedule is generated. This is a coordinated process not only within the program but among other Colleges and Departments. The schedule is finalized well before the start of each semester. In certain instances, examination dates may change (e.g., campus closing, etc.) provided students are properly notified

Exam/Course Progress Notification

At midterm, if a student is failing a course, faculty members should notify the student regarding his/her academic standing. See the example of a “Notice of Academic Status” form in Appendix B, as used by some departments.

COURSE FAILURES

See the most current SHS Student Handbook for complete policy.

COURSE EVALUATIONS

Every student is required to complete course and instructor evaluations at the conclusion of each semester. These are anonymous and completed online within a specified time.

ENTERING GRADES INTO WebStar

Faculty members are required to enter course grades directly into the NSU WebStar System accessible through the Sharklink Portal. Grades must be entered within one week of the semester ending.

ROSTER RECONCILIATION PROCESS

At the start of the semester, faculty will receive an email from the Office of the Registrar asking to confirm that all students are in attendance and actively participating in the course(s). This is an important process tied to Financial Aid Funds, Students Loans, and Retention.

The University's Roster Reconciliation Policy requires all instructors to reconcile rosters for each class taught every semester/term. For guided information on the revised reconciliation process, please go to Faculty Policies at Academic Policies and Procedures | Nova Southeastern University.

Per the University's Roster Reconciliation Policy, all instructors are required to reconcile rosters for each class taught every semester/term. To reconcile your class roster(s), please access the Roster Reconciliation Workflow through the SharkLink portal. Be sure to reconcile all applicable rosters and carefully read the instructions before submitting your roster reconciliation. Once you have successfully submitted the roster reconciliation, you will receive a Roster Reconciliation receipt via NSU email, per submission.

Once the Roster Reconciliation system closes, instructors will no longer have access to reconcile their rosters. Should you need to drop a student who was not reported as non-attending through roster reconciliation, please contact your academic department for assistance to have the student dropped.

Whenever an error occurs in entering grades, faculty members are required to complete a change of grade. See Appendix C for the "Change of Grade workflow".

PROFESSIONAL DEVELOPMENT

PURPOSE OF THE POLICY: To outline the college's policy related to use and provision of professional development time and funding.

DECLARATIONS/PROCEDURES: All full-time faculty members are provided the time and financial support to engage in activities that enhance professional development, including attending and participating in continuing education and professional conferences. The amount of funding is determined by the NSU administration. The time allowed is exclusive of vacation allocations and is determined by each department in accordance with the department's needs.

TEXTBOOKS/SALE OF DESK COPIES

PURPOSE OF THE POLICY: To outline the university's official policy on the ordering of textbooks and the sale of desk copies.

DECLARATIONS/PROCEDURES: Each [college] establishes its own guidelines for book ordering and for securing examination and adoption copies of textbooks for faculty. Faculty should contact their departments for specific procedures. In courses where standard textbooks are not used, faculty members are expected to submit book orders in a timely fashion no later than eight weeks before the course begins. It is inappropriate to sell books and other materials which faculty have received as complimentary copies from the bookstore or from publishers. This is inconsistent with the policies for which the texts were provided and any income derived must be reported to the Internal Revenue Service. As a result, this practice is prohibited at the University.

TRAVEL AND EXPENSES

PURPOSE OF THE POLICY: To outline the school's policy related to travel and other expenses.

DECLARATIONS/PROCEDURES: All requests for university travel (airline, vehicle rentals) must be made using the CONCUR SYSTEM. The system is a safe and secure web-based site designed for conducting transactions for Procurement and Travel & Expense. All requests for Faculty reimbursement must be made in CONCUR. Faculty members are allowed to use their own vehicles when traveling on university business at distances less than 300 miles round trip. Upon return from travel, faculty must complete the necessary paperwork in Concur for reimbursement of expenses incurred. Please note also that as a not-for-profit institution, NSU may be exempt from taxation in selected states. Accordingly, be sure to check with your department whether you need to submit non-profit forms to hotels, etc. Many lodging facilities will require the room to be paid directly for tax-exemption.

CONCUR is accessible through the SharkLink Portal.

UNIVERSITY PROPERTY

PURPOSE OF THE POLICY: To outline the college's policy related to the issuance and return of university property.

DECLARATIONS/PROCEDURES: Any university property issued to you must be returned at the end of your employment, or whenever it is requested by administration, the department in control of the item or the program. You may be charged the value of any property issued and not returned.

VACATION/SICK LEAVE

PURPOSE OF THE POLICY: To outline the college's policy related to the use of vacation and sick leave.

DECLARATIONS/PROCEDURES: All requests for vacation/sick/other leave must be made using SharkTime and must be approved by the Supervisor.

WORK WEEK

PURPOSE OF THE POLICY: The purpose of this policy is to outline the CHCS official policy on what constitutes a work week and its application in the context of the college's workload guidelines.

DECLARATIONS/PROCEDURES: All faculty members in the CHCS are expected to work a minimum of 37.5 hours a week as part of the weekly workload. Of the 37.5 hours, up to 20% or 7.5 hours of the week may be allocated in support of scholarship, including research. A faculty member may also use the 7.5 hours for employment in the area of his/her professional expertise. Such employment is permitted so that faculty members may maintain and enhance their clinical expertise while simultaneously augmenting classroom instruction in the subject areas in which they teach.

As scholarship, research, or employment activities designated for the 7.5 hours must be approved by the Department Chair, it is expected that faculty will produce verifiable derivatives that emanate from the use of those hours for such activities:

- Documented evidence of scholarship/research products
- Evidence that any employment is directly related to a faculty member's area of teaching responsibility

In allowing for any off campus activities for the 7.5 hours, the following should be noted:

- Class scheduling or program operations must not be adversely impacted to accommodate the needs of individual faculty
- Availability of faculty to properly advise and mentor students is of key importance and must not be diminished

Sample Syllabus and Editing Instructions

Each faculty member will edit their syllabi via AppCentral and the Allopathic Medicine syllabi section of the website. **Faculty should only edit the peach boxes or yellow boxes.** The peach box edits course information. If there are several sections of the same course, editing the peach boxes will edit all sections. To edit a specific course section **ONLY**, use the yellow box.

Tips: Save your information often. Once you are done, clicking on “preview syllabus” will generate a PDF document. That is what your students will see in Canvas. It is recommended that you also save a copy of the PDF for your reference. Once you click on “endorse” the syllabus is done, and the PDF will be linked to your canvas course and available to students.

ALLSOUTH

Dr. Kiran C. Patel College
of Allopathic Medicine

NOVA SOUTHEASTERN UNIVERSITY

NSU

Florida

Fall 2026

MHS 5205 - Writing for Medical Publications

I. Course Information

Course: MHS 5205 - Writing for Medical Publications

Semester Credit Hours: 3.0

Course CRN and Section: 20964 - L10

Semester and Year: Fall 2026

Course Start and End Dates: 09/21/2026 - 12/13/2026

Building and Room: Online Venue - CANVAS

II. Course Management Team

Professor: Sandrine F Gaillard-Kenney

Email: gaillard@nova.edu

Course Faculty:

Office Hours: Please email me at gaillard@nova.edu. We can schedule a Zoom or Phone meeting

Technical Support 24/7: <http://www.nova.edu/help> or (800) 541-NOVA (6682) x24357.

III. Class Schedule and Location

Day	Date	Time	Location	Building/Room
	09/21/2026 - 12/13/2026		Programs On-line	Online Venua-CANVAS

IV. Course Description

This course provides a structured approach to scientific writing and publication in the medical and health sciences. Students will learn how to effectively search and evaluate the literature, apply principles of organization and content development, and follow appropriate styles and formats for scientific manuscripts and references. Emphasis is placed on strengthening personal writing skills and preparing a publication-ready review article or meta-analysis. The course also covers key publication guidelines and peer-review processes. By the end of the course, each student will produce a high-quality manuscript suitable for submission to a peer-reviewed biomedical or professional journal.

VII. Course Schedule and Topic Outline

Weekly Reading Assignments		
Course Content: Be sure to see weekly modules in CANTAS for more in-depth information!		
Week	Date	Modules
1	9/21-27	Read the preface and Chapter 1 (Getting Started in Medical Writing) in the Taylor textbook. View Choosing the Right Journal & Audience (YouTube) See Weekly Posting Assignment
2	9/28-10/4	Read Chapter 2 (Basic Writing Skills) in the Taylor textbook. Read "AMEE Guide 17: Writing for Journal Publication" Read "Strategies for Writing for a Physician Audience" View "Choosing the Right Title" (YouTube). View "7 Fundamental Errors" (YouTube) See Weekly Posting Assignment
3	10/5-11	Read Chapter 3 (From Page One to End) in the Taylor textbook. View "Critical Appraisal of the Literature" (YouTube) Read "Dependent & Independent Clauses" (Website) See Weekly Posting Assignment Assignment #1 Due October 16, 2026

VIII. Assessments

KASA Requirements:

IX. Grading Criteria

See the College of Allopathic Medicine Student Handbook for the program grading policy.

Assignment	Total points
Assignment 1	30
Assignment 2	50
Assignment 3	100
Assignment 4	100
Weekly Discussions	120 (12 @ 10 points each)
	400 Total Points

X. Course Policies

TIMELINE FOR FEEDBACK FROM FACULTY

Faculty members will respond in a maximum of 48 hours to an e-mail request. This does not apply to weekends or legal holidays. Assignments will typically be graded within 1 week unless otherwise noted. More rigorous and sophisticated assignments may require more than a one-week turnaround.

Cell phones/Tape recorders/Laptops etc.:

Late Assignments:

Late assignments: Students are expected to submit all assignments on or before their due dates. To request an extension, send a message to the instructor via the Canvas Inbox before the deadline passes. Late assignments will incur a 5-point penalty per day, while late discussion posts will result in a 1-point penalty per day.

Course Remediation:

Course Remediation (per the Student Handbook):

Retake Policy, Student Progress, Academic Probation, and Dismissal

If a required course is failed, the student must repeat the course at its next regularly scheduled offering. Additional tuition will be charged for repeated courses. A student who has experienced two or more course failures while in the Master of Health Science Program may be dismissed from the program. Any course failed on first taking will be considered a course failure. Passing a course through retake does not negate the original failure for purposes of retention in the program.

All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar once over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the program by the end of the first two weeks of the semester. All students are also required to log in to the student center at least once a week.

Absences/Tardiness: Attendance: All M.H.Sc. courses are designed in distance learning formats. Each student holds the responsibility to fulfill all class requirements, access recommended resources, and meet the appropriate deadlines for assignment submission and exams. There are no on-campus requirements, except for students in the Health Law Track, who will have to attend an on-campus seminar once over the course of their M.H.Sc. studies. The program reserves the right to administratively withdraw students who have registered for a course but have not logged into that course or contacted the

XI. University Policies

Accommodations for students with documented disabilities: Nova Southeastern University provides reasonable accommodations for qualified students with a documented disability. For more information about the ADA policy, services and procedures, contact the Office of Student Disability Services at 954-262-7185 or email disabilityservices@nova.edu. For more information, visit <https://www.nova.edu/disability-services/index.html>

Students should visit <https://www.nova.edu/publications/allopathic-student-handbook/#> and <https://md.nova.edu/student/2025-26-student-catalog.pdf> to access additional required college-wide policies. It is the student's responsibility to access and carefully read these policies. Each student is expected to follow the college-wide policies in addition to the policies established by the instructor(s). The following policies are described on the above websites:

- Academic misconduct
- Last day to withdraw
- Email policy
- Student course evaluations
- Student responsibility to register
- Student responsibility for course prerequisites

Title IX. NSU prohibits discrimination, including sexual or gender-based discrimination, sexual harassment, violence, stalking, or relationship violence, and discrimination towards pregnant/parenting students. To report an incident or concern, email the Title IX Coordinator, Laura Bennett at laura.bennett@nova.edu or call 954-262-7858. Visit <https://www.nova.edu/title-ix/index.html> for more information.

NSU Center for Student Counseling Services and Well-being

The Center for Student Counseling Services and Well-being provides students with assessment, counseling, consultation, psychiatric services, wellness and recovery education, and when appropriate, case management or referrals. For more information contact their office at 954-262-7050 or 954-424-6911, Hotline: 954-424-6911 (available 24 hours, 7 days a week) or <https://www.nova.edu/studentcounseling/index.html>

Cancel

Save

Preview Syllabus

1/1 Endorsements Received

Endorsed

APPENDIX B

DR. PALLAVI PATEL SCHOOL OF HEALTH SCIENCES NOTICE OF ACADEMIC STATUS

Date: ____ Student: _____

Course: _____ Instructor: _____

EXAM or ASSIGNMENT GRADE CURRENT COURSE AVERAGE

Up-to-date Grade

Your failure on the above exam(s)/assignments has placed you at serious risk for failing this course. As you are aware, an average of 75% is required for passing.

It is strongly recommended that you schedule a meeting with the course instructor as soon as possible to assist you in identifying course-related problems and finding solutions to the difficulty you are having with the material so that you will improve your performance on future examinations and/or assignments. Any questions that you have regarding specific, individual test items should be directed to the course instructor.

After meeting with the course instructor, you need to meet with your faculty advisor to review the plan you intend to implement to improve future performance in the course. Please be advised that if you continue to remain in failure status and do not achieve the required course average of 75%, you will be referred to the Committee on Student Progress and may be unable to continue in the program.

By signing below, I confirm receipt of this notice and meeting with the course instructor.

Student Signature: ____ Date: ____

Course Instructor Signature: ____ Date: ____

Copies to: _____ Program Director _____ Academic Advisor _____ Student
Progress Committee _____ Student File

Appendix C

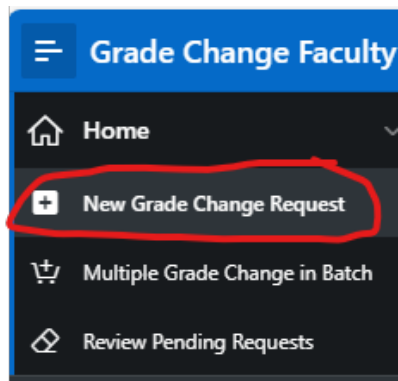
Grade Change Workflow

Grade Change Workflow Basic Faculty entry

1. Instructor logs in using link from Faculty resources in Sharklink or has it saved in My favorites.

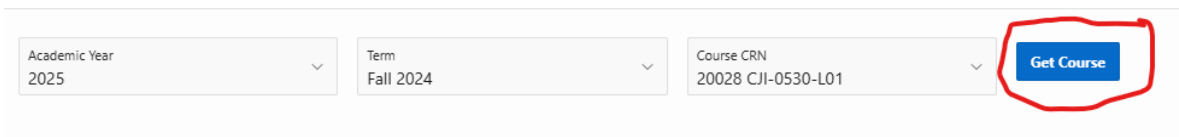
Link: <https://apex.nova.edu/ords/banner/r/workflow/grade-change-faculty>

2. Instructor selects “New Grade Change Request” to request a single grade change.



3. Instructor selects Academic Year, Term, and gets a dropdown of all the courses they taught as primary instructor for that term.
4. Instructor selects the CRN/Course and clicks on “Get Course”

New Grade Change Request

A screenshot of a web form titled "New Grade Change Request". The form has three input fields: "Academic Year" with a dropdown menu showing "2025", "Term" with a dropdown menu showing "Fall 2024", and "Course CRN" with a dropdown menu showing "20028 CJI-0530-L01". To the right of these fields is a blue button labeled "Get Course", which is circled in red.

5. The page with the CRN Student listing populates.
6. The instructor selects the NSU ID hyperlink of the desired Student ID.

New Grade Change Request

Academic Year
2025

Term
202520

Course CRN
20028

[Change Course CRN](#)

Course Data

College Code
FE

Department Code
FSCJ

Course Code
CJI-0530-L01

Course Title
Legal Issues in Crim Justice

Instructor Name
Brooke Elvington

Instructor NSU ID
N01929190

Instructor Email
be359@nova.edu

Primary Instructor
Yes

row(s) 1 - 25 of 29 Next ▶

Counter ↑	Student NSU ID	Last Name	First Name	Current Grade	New Grade	Reason	Request Status	Comments
1	N02202779	Arias	Victor E.	C				
2	N02112519	Barnett	Mildred R.	C				
3	N02209009	Burke	Sanai K.	B				
4	N01441031	Carter	Donna D.	F				
5	N02192866	Cole	Bethany	F				
6	N02268317	Corpas	Matthew	B				
7	N02162080	Cottle	Danel	F				
8	N01564606	Ealey	Maria L.	A				

- The grade change request loads on the screen
- The instructor selects the new grade and the reason from their dropdowns and clicks on “Submit/Start Workflow”.

Change Grade Request

Term Code
202520

CRN
20028

Course Code
CJI-0530-L01

Title
Legal Issues in Crim Justice

Inst Name
Brooke Elvington

Instructor NSU ID
N01929190

Instructor Email
be359@nova.edu

Primary Instructor
Yes

Student Data

Student NSU ID
N02162080

Last Name
Cottle

First Name
Danel

Email
dc2638@mynsu.nova.edu

Student Level
FA Doctorate - Education

Student Major
F871 Education

Current Grade
F

New Grade
C

Reason
Instructor Correction

Comment

[Submit/Start Workflow](#) [Cancel](#)

9. The screen loads with the submitted change noted, and a green ribbon appears at the top of the screen with the confirmation of submission and the workflow (WF) number.
10. Since the instructor submitted the change, an email is sent to the first-level approver coded for the college/department in the system.

BANTEST

New Grade Change Request

Grade Change Workflow for: Danel Cottle WF # 41 created.

Academic Year: 2025 Term: 202520 Course CRN: 20028 [Change Course CRN](#)

Course Data

College Code: FE Department Code: FSCJ Course Code: CJI-0530-L01 Course Title: Legal Issues in Crim Justice

Instructor Name: Brooke Elvington Instructor NSU ID: N01929190 Instructor Email: be359@nova.edu Primary Instructor: Yes

row(s) 1 - 25 of 29 Next ▶

Counter ↑	Student NSU ID	Last Name	First Name	Current Grade	New Grade	Reason	Request Status	Comments
1	N02202779	Anias	Victor E.	C				
2	N02112519	Barnett	Mildred R.	C				
3	N02209009	Burke	Sanai K.	B				
4	N01441031	Carter	Donna D.	F				
5	N02192866	Cole	Bethany	F				
6	N02268317	Corpas	Matthew	B				
7	N02162080	Cottle	Danel	F	C	Instructor Correction	First Level Approval	
8	N01564606	Ealey	Maria L.	A				

11. Email sent to the first-level Approver with a link to access the request.

College Review Task

The following request is waiting for approval:

Request Date	17-oct-2025 01:45 PM
Student NSU ID	N02162080
Student Name	Danel Cottle
Originator Name	Brooke Elvington
Email Address	be359@nova.edu
Term	202520
Age Indicator	290
CRN	20028
Prefix - Course No.- Section	CJI-0530-L01
Original Grade	F
New Grade	C
Reason Code	IC - Instructor Correction
Explain Other reason	

Click to open [Grade Change Workflow Administrator](#)

12. The approver accesses the link and either approves or denies the request and clicks complete (denials require a comment).

College Review Task

Grade Change Workflow for : Donna D. Carter(N01441031) WF # 63

Request Date	21-oct-2025 11:33 AM
Student NSU ID	N01441031
Student Name	Donna D. Carter
Originator Name	Brooke Elvington
Email Address	be359@nova.edu
Term Code and CRN	202520 and 20028
Prefix - Course No.- Section	CJI-0530-L01
Original Grade	F
New Grade	C-
Reason Code	IC - Instructor Correction
Explain Other reason	

History

Created Date	Comments
10/21/2025	Request created by Faculty Brooke Elvington
10/21/2025	Approval email sent to verjohn@nova.edu,ba446@nova.edu,jharris@nova.edu,cshiver@nova.edu,cpignett@nova.edu,eangelro@nova.edu,hbaloch@nova.edu

Actions

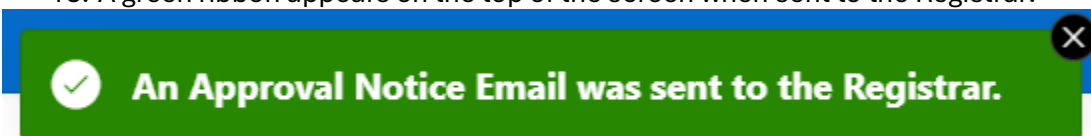
Grade Change*

☒ Approve ☐ Deny

Comments

Complete

13. A green ribbon appears on the top of the screen when sent to the Registrar.



14. An email gets sent to the Registrar for processing.

Registrar Review Task

The following request is waiting for approval:

Request Date	21-oct-2025 11:33 AM
Student NSU ID	N01441031
Student Name	Donna D. Carter
Originator Name	Brooke Elvington
Email Address	be359@nova.edu
Term	202520
Age Indicator	294
CRN	20028
Prefix - Course No.- Section	CJI-0530-L01
Original Grade	F
New Grade	C-
Reason Code	IC - Instructor Correction
Explain Other reason	

Click to open [Grade Change Workflow Administrator](#)

In PROD this message would go TO: Registrar

ba446@nova.edu,cpignett@nova.edu,cshiver@nova.edu,davismar@nova.edu,

15. The Registrar accesses the link in the email to process the request.

16. If the Registrar approves, they click on “approve and complete”.

Registrar Review Task

Grade Change Workflow for : Donna D. Carter(N01441031) WF # 63

Request Date	21-oct-2025 11:33 AM
Student NSU ID	N01441031
Student Name	Donna D. Carter
Originator Name	Brooke Elvington
Email Address	be359@nova.edu
Term Code and CRN	202520 and 20028
Prefix - Course No. - Section	CJI-0530-L01
Original Grade	F
New Grade	C-
Reason Code	IC - Instructor Correction
Explain Other reason	

Approved by 1st Approver Christopher Pignetti

History

Created Date	Comments
10/21/2025	Request created by Faculty Brooke Elvington
10/21/2025	Approval email sent to vejohn@nova.edu,ba446@nova.edu,jharris@nova.edu,chliver@nova.edu,cpignetti@nova.edu,eangelro@nova.edu,hbaloch@nova.edu,qotto@nova.edu
10/21/2025	Approved by 1st Approver
10/21/2025	Approval email sent to vejohn@nova.edu,ba446@nova.edu,jharris@nova.edu,chliver@nova.edu,cpignetti@nova.edu,eangelro@nova.edu,hbaloch@nova.edu,qotto@nova.edu

Actions

Grade Change*

☒ Approve ☐ Deny

Registrar Deny Reason
Select a deny reason

Comments

Complete

17. If the Registrar denies the request, they will select a reason to explain the denial

Actions

Grade Change*

☐ Approve ☒ Deny

Registrar Deny Reason
Select a deny reason

Select a deny reason

- Inaccurate original grade
- Invalid reasoning
- Incorrect student ID information
- New grade invalid for student level/grade mode
- Other

Cancel

18. The Grade change in Banner is recorded in the history of the record and in the comments.

History

Created Date ↑	Comments	Created By
10/13/2025 04:10 PM	Request created by Originator Nicholas B. Lutfi	lutfi
10/13/2025 04:10 PM	Approval email sent to qotto@nova.edu	System
10/13/2025 04:20 PM	College Approve	N00562620
10/13/2025 04:20 PM	Approval email sent to qotto@nova.edu	System
10/14/2025 01:48 PM	Registrar Approve	N00562620
10/14/2025 01:49 PM	Grade committed to Banner	N00562620
10/14/2025 01:49 PM	Originator Confirmation sent to qotto@nova.edu	System
10/14/2025 01:49 PM	Student Confirmation sent to qotto@nova.edu	System
10/14/2025 01:49 PM	Comment record added in SPACMNT	N00562620

19. An email is sent to the originator of the grade change:

Example of Email to Faculty or Originator

Grade Change Workflow

Dear Sarah LoFaso

The following change of grade request was processed by the Office of the University Registrar on 21-oct-2025 10:18 AM

Student Name	Daniel Yefremov
Student NSU ID	N02241136
Term	Fall 2024
Course Prefix/Number/Section	UNIV-1000-D06
CRN	21683
Original Grade	F
New Grade	C-
Reason Code	IC - Instructor Correction
Explain Other reason	

20. Email is sent to the student:

Example of email sent to Student

Change of grade notification

Dear Daniel Yefremov

We are writing to inform you that your grade for UNIV-1000 First-Year Experience in Fall 2024 has been updated. Please sign in to your NSU SharkLink account to review the updated unofficial transcript. If you have any questions, please contact either your instructor or academic advisor.

Thank you,
Office of the University Registrar