FSE Policies and Procedures

Academic Probation—M.S. in Speech-Language Pathology Students

Students enrolled in the M.S. in Speech-Language Pathology program will be placed on academic probation under the following circumstances:

- A second grade of C is earned in any academic course
- A grade of F is earned in any academic course
- A grade of C or F is earned in any clinical course
- GPA falls below 3.0

Academic Probation—M.A., M.S., Ed.S. Students

- Students must maintain minimum academic requirements for retention in FSE (3.0 cumulative GPA).
- Students who fail to maintain a cumulative 3.0 GPA will be placed on academic probation.
- Students have one term (defined as one [1] 16-week session or two [2] consecutive eight [8] week sessions) in which to clear probation.
- Students who fail to clear probation are subject to dismissal. Notification of dismissal may occur during the succeeding term of registration, whereby students may be administratively withdrawn from courses in progress.
- Students previously placed on probation will be subject to dismissal should their GPA fall below a 3.0 a second time (students are limited to one [1] probationary period only).

Academic Warning—Ed.D. and SLP.D. Students

Students who earn a failing grade in any course (i.e., one [1] final course grade of “F”) will be placed on Academic Warning.

Academic Suspension—Ed.D. and SLP.D. Students

Students who earn a second failing grade in any course (i.e., two [2] final course grades of “F”) will be placed on Academic Suspension pending further review of their academic record. Students may not make progress and cannot receive services in their NSU degree program beyond the term of enrollment during which notification of Academic Suspension is received.

Retention and Dismissal—Ed.D. Students

No more than one (1) failing grade in any course is permitted for retention in FSE. Students earning a second failing grade in any course, inclusive of a failing grade for a course successfully repeated, will be subject to dismissal for unsatisfactory academic progress. Notification of dismissal may occur during the succeeding term of registration, whereby students may be administratively withdrawn from courses in progress. A final course grade of “B” or better (3.0 on a 4.0 scale) represents a passing grade; a final course grade lower than a “B” represents a failing grade.

Academic Progress

Academic progress is defined as progression from one academic term/semester to the next. A student must satisfactorily complete all courses and/or benchmarks required in the preceding academic term/semester in order to progress to the next academic term/semester, and be considered to have made satisfactory academic progress.

Academic Standing

Students are considered to be in good academic standing if they have successfully completed all courses attempted. This implies that all failures in previous courses have been successfully remediated, all incomplete coursework has been satisfactorily completed, and that the student is not currently on academic or behavioral probation, suspension, or dismissal.

Address and Name Changes

NSU maintains student contact information through the Student Information System (http://www.webstar.nova.edu), including current mailing address and telephone number. Students should update their records in WebSTAR and notify their academic division if there is a change in their name and/or contact information.

Americans with Disabilities Act (ADA)

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 qualified individuals with a disability.

The Fischler School of Education and Human Services’ ADA Policies and Procedures, and the necessary forms for requesting disability-related accommodations, can be obtained by contacting the FSE Office of Student Judicial Affairs at (954) 262-8617 or 800-986-3223, ext. 8617, or via e-mail at seldines@nsu.nova.edu. Undergraduate students should contact the undergraduate disability services representative at the Farquhar College of Arts and Sciences at (954) 262-8405 or 800-986-3223, ext. 8405.

To ensure that reasonable accommodations can be provided in a timely manner, all forms and documentation must be completed and on file in the FSE Office of Student Judicial Affairs a minimum of four (4) weeks prior to the commencement of classes for any given semester.
Attendance Policy
Each course professor/instructor will advise students as to the repercussions that may be incurred as a result of absence from class. Missed assignments/tests can be made up solely at the discretion of the course professor/instructor. The university reserves the right to administratively withdraw any student from a course if that student fails to appear on the first scheduled day of class.

Cancellation of Courses
The university reserves the right to cancel any course or section. If a course section is canceled and a replacement is not offered, students will receive a full refund of tuition paid for the canceled course. If the student registered for only one course, the registration fee and student services fee will also be refunded.

Dismissal
FSE reserves the right to dismiss students who do not meet the minimum academic requirements. Students who are dismissed have the option to appeal the dismissal (see Student Appeal Process).

Dress Code
Programs in Speech-Language and Communication Disorders (Clinical)
Students must be professionally and appropriately dressed when in clinical assignments. Women should wear skirts, pants, dresses, or nice slacks. It is not appropriate to wear tank tops, leggings, jeans or jean-like pants. Casual dress is not acceptable. Men should wear shirts and ties (if appropriate for the clinical assignment) and nice slacks. Piercings around the mouth and/or inappropriate tattoos are not permitted. If poor judgment is exercised in the manner of dress or grooming, the student will be asked to leave the clinic by his/her supervisor until such time that the situation has been remedied. Students assigned to the TLC (or a similar program for individuals with extensive need for assistance) should wear clothes that will allow for optimal interaction with the patient group served. Students should always check with their supervisors in advance for specific dress code requirements.

Clinical Experiences/Internships/Externships
All interns and clinical experience students are expected to abide by the dress code that is in place at the school/school district at which they are situated. Interns and clinical experience students must dress professionally and appropriately for the school setting and/or specific activity. Clothing that is in any way controversial, provocative, and/or revealing may not be worn. Students are expected to follow good grooming habits and long hair should be worn in a manner where it will not impede the students’ view of the intern’s face and mouth. Facial piercings (nose, tongue, eyebrow) and/or the exhibition of inappropriate tattoos is not permitted. If poor judgment is exercised in the manner of dress or grooming, the student may be asked to leave campus by the school administrator/cooperating teacher/school supervisor until such time that the situation has been remedied.

Form and Style Guidelines for Student Writing
The current edition of The Publication Manual of the American Psychological Association is the official style guide used for all written works at the Fischler School of Education and Human Services. All students must adhere to the form and style requirements outlined by the APA style guide and the Fischler Standard Format document (available online at www.schoolofed.nova.edu/sso/PDF/fsehs_standard_format.pdf) for all written assignments.

FSE Grading Scale

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<tr>
<th>Letter Grade</th>
<th>Percentage Points</th>
<th>GPA Equivalent</th>
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<tr>
<td><strong>Doctoral Programs</strong></td>
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<tr>
<td>A</td>
<td>91–100</td>
<td>4.0</td>
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<tr>
<td>B+</td>
<td>86–90</td>
<td>3.5</td>
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<tr>
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<td>80–85</td>
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<td>F</td>
<td>Below 80</td>
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<tr>
<td><strong>Master’s and Ed.S. Programs</strong></td>
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<tr>
<td>F</td>
<td>Below 70</td>
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Additional Grading Codes:
- AU Audit (limited availability)
- CL CLEP (Undergraduate Only)
- EQ Credit awarded based on prior experience (limited availability)
- I Incomplete
- NG No Grade
- PR Progress
- W Withdrawn without Penalty

All applied dissertation benchmarks (concept paper, proposal and final report) will be graded Pass (P)/No Pass (NP).

Some courses will be graded Pass/Fail (P/F) and are identified accordingly in course syllabi.
Grades of Incomplete

A grade of incomplete (I) may be granted, at the discretion of the instructor, to students who are in good academic standing, but who may have experienced an unexpected personal or professional emergency. Students may be asked to provide documentation if requested by the instructor. All incomplete coursework must be submitted within one term/semester – no more than 16 weeks (or sooner) of the final class meeting of the course, as stipulated by the instructor. Assignments will not be accepted after the date indicated on the agreement. If the grade of incomplete (I) is not resolved within the established timeframe, a final course grade will be issued based on the coursework submitted.

Graduation Requirements

SLP Students

Students enrolled in the M.S. Speech-Language Pathology program must meet the following graduation requirements:

- Successful completion of 52 credits, including 5 credits of clinical labs and externships
- Completion of all academic and clinical requirements set forth by the American Speech-Language-Hearing Assn.
- Completion of Capstone Review Course, including passing grade on Capstone Examination
- Completion of the Praxis examination in Speech-Language Pathology
- Passing grade on Student Portfolio
- Fulfillment of all financial obligations to the library, program and bursar's office

M.S. and Ed.S. Students (non-SLP)

Students enrolled in FSE M.S. or Ed.S. programs must meet the following graduation requirements:

- Successfully complete all academic coursework and benchmarks
- Fulfill all tuition, fees, and any other charges relative to degree program

Students enrolled in the GTEP Educational Leadership or Teacher Preparation programs must meet the following additional graduation requirements:

Florida program

- Initial Certification Plan (ICP) students must have passing scores on all sections of FTCE (General Knowledge, Professional, and Subject Area exams).
- Students who have a current or temporary teaching certificate and who want to add a new certification area in an approved program, must submit:
  - Passing FTCE scores to include General Knowledge Test (GKT), Subject Area Exam (SAE) and Professional Education Exam (PED). The subject Area Exam must be in area that relates to the M.S. degree completed at NSU.
  - Professional preparation courses as determined by the Florida DOE.
  - Three years teaching experience or teaching internship in current certificate subject area.
- Educational Leadership applicants for graduation must have passing scores on all sections of the FELE
- All MS and EdS students must have a minimum 3.0 cumulative GPA.
- Students who have a current professional teaching certificate who want to add a new certification area in an approved program must submit passing scores on all sections of FTCE (General Knowledge, Professional, and Subject Area Exams). The Subject Area Exam scores must be in the area that corresponds to the master's degree completed at NSU. Students must submit proof of having successfully completed a student teaching internship or three years teaching experience.

Nevada Program

- Initial Licensure Plan applicants must have passing scores on the Praxis I and Praxis II, as it relates to the M.S. degree completed at NSU.
- Currently licensed students must have passing scores on the Praxis II, where required.

Ed.D. Students

Students enrolled in any FSE doctoral program must fulfill the following graduation requirements:

- Attend Doctoral Studies Orientation at NSU, prior to beginning doctoral coursework
- Attend summer conference during first year of enrollment in the doctoral program
- Successfully complete all academic coursework
- Successfully complete the applied dissertation concept paper (2 credits), an applied dissertation proposal (5 credits), and the applied dissertation report (5 credits)
be current in all tuition, fees, and miscellaneous charges (including books)

International Students
Nova Southeastern University is authorized to accept international students for admission to all degree programs. An international student is an individual who has a residence in a country other than the United States to which he or she plans to return, and who has come to the United States temporarily and solely for the purpose of attending an academic institution.

All prospective international students must follow these steps in order to receive an I-20 AB Form Certificate of Eligibility.

- You must apply and be accepted to an academic program (see eligibility criteria for your specific program).
- You must provide proof of English language competency (a TOEFL Score of 213 on the computer-based test or 550 on the paper-based test, or completion of an undergraduate degree at an approved U.S. institution of higher education).
- You must provide a statement of financial capability (a bank statement with funds available to cover the cost of one year's tuition and living expenses).
- If you attended a U.S academic institution and had a previous F-1 visa, you must request a transfer form from the International Student Office and also provide the old I-20.
- In order to be considered an international student in good standing and maintain your status, you must pursue a course of study as a full-time student (as defined by your program) at the one of NSU's campus locations located in Miami-Dade County, Broward County, or Palm Beach County, Florida.

Plagiarism Policy
Work that is submitted for credit must be the original work of the student. Any assignment that is not the original work of the student is considered plagiarized and in violation of the Code of Student Conduct and Academic Responsibility (see below). Plagiarism occurs when another person’s work, words, or ideas are represented as one’s own without the use of a school-recognized method of citation (e.g., copied from another source such as an author or another student without properly acknowledging the actual writer/author) or when another person’s work is copied or otherwise duplicated for academic credit. Plagiarism also occurs when knowingly giving or allowing one’s own work to be copied or otherwise duplicated by another for academic credit, or when resubmitting one’s own work for academic credit (i.e., work that has previously been submitted for academic credit).

If the faculty or administration determines that plagiarism has occurred, the following disciplinary action will ensue:

**Initial Occurrence:** Failing grade (“F”) for the course.
**Any Subsequent Occurrence:** Immediate dismissal; ineligible to return to the Fischler School of Education and Human Services at any time in the future.
**Any Occurrence of Plagiarism on a Practicum or Applied Dissertation (concept paper, proposal, final report):** Immediate dismissal; ineligible to return to the Fischler School of Education and Human Services at any time in the future.

Course assignments, practica, and applied dissertations submitted in partial fulfillment of degree requirements may be randomly checked for plagiarism.

Professional Probation in the Teaching Internship
Students enrolled in the Undergraduate or Graduate Teaching Internship/Seminar (EDUC 4570/EDU 688) may be removed from their internship under the following circumstances:

- The preservice teacher behaves in an unprofessional manner, as defined by NSU or the Code of Ethics and the Principles of Professional Conduct of the Education Profession
- The preservice teacher engages in dishonest or illegal activities while engaged in the internship
- The preservice teacher fails to demonstrate the necessary communication skills – written or oral
- The preservice teacher violates the trust of his/her students or professional colleagues
- The preservice teacher is unreliable in punctuality and attendance
- The preservice teacher does not meet standards in demonstrating required competencies in planning, lesson delivery, and assessment
- The preservice teacher does not maintain student files or records
The preservice teacher fails to meet the dress code for interns

Professional Probation in SLP
Students enrolled in the SLP program will be placed on professional probation under the following circumstances:

- The student behaves in an unprofessional manner while enrolled in the program, as defined by NSU, or the code of ethics of the American Speech-Language-Hearing Association
- The student engages in any illegal activities while enrolled in the program
- The student earns a second "student warning" for unprofessional conduct

Program Completion Timeline
Doctoral Program Completion Timeline (FSE Policy 1.02)
All degree requirements must be completed within seven years from the initial term of enrollment. Students who are unable to complete all degree requirements within seven years from the initial term of enrollment will be dismissed from the program.

See FSE Policy 1.1.2 – Continuing Dissertation Services Fees for additional details.

M.S. and Ed.S. Program Completion Timeline
M.S. and Ed.S. students have five years in which to complete all degree or program requirements. The beginning of the five-year time frame for degree or program completion is the first term during which any courses that are applied toward any degree or any certification program were completed, either as a nondegree-seeking student or as a degree-seeking student in another specialization. Students who are unable to complete all degree or program requirements within the established time frame will be subject to dismissal.

A student who is unable to complete all degree or program requirements within the established time frame may request a one-time, one-year extension, based on extenuating circumstances, by submitting a written request to the Office of Enrollment Services prior to the end of the sixth (6th) year from the date of initial enrollment. Extension requests received after the end of the sixth (6th) year from the date of initial enrollment will not be granted, irrespective of any extenuating circumstances. Requests for extensions are reviewed on a monthly basis and must be accompanied by documentation of any extenuating circumstances that may have occurred. A student must be in good financial standing to be eligible for an extension. A student who is not in good financial and academic standing, or who has previously been dismissed due to academic difficulty, is ineligible for an extension. A student who is granted an extension but is unable to complete all degree requirements by the end of his or her extension period will be dismissed from the program and may apply for readmission under the terms of the readmission policy.

Readmission (FSE Policy 1.06)
A student who meets the criteria for readmission (see below) may petition to be readmitted by following the Readmission Procedure 1.06P.

Readmission Following Academic Dismissal (Master’s and Educational Specialist Students)
A student who is dismissed for academic reasons, such as failure to clear probation, may reapply to the program under the following conditions:

- A student must wait one calendar year from the date of dismissal before requesting readmission to the program.
- After being dismissed, a student may reapply to the program one time only.
- A readmitted student must begin the degree anew.
- A readmitted student will be subject to the terms and conditions in effect at the time of readmission, as set forth in the catalog.
- Six semester hours of previously earned credits may be applied under the following conditions:
  - Credits earned within the past five years.
  - An earned grade of B or better.
  - Credits are consistent with specialization and degree requirements as stated in the current catalog.

Readmission Following Academic Dismissal (Doctoral Students)
A doctoral student who is dismissed for academic reasons is ineligible for readmission.
Readmission Following Expiration of Extension for Degree Completion (Master’s, Ed. Specialist, and Doctoral Students)

A student who is dismissed for exceeding their time limit for degree completion may reapply to the program under the following conditions:

- After being dismissed, a student may reapply to the program one time only.
- A readmitted student must begin the degree anew.
- A readmitted student will be subject to the terms and conditions in effect at the time of readmission, as set forth in the current catalog.
- Six semester hours of previously earned credits may be applied under the following conditions:
  - Credits earned within the past five years.
  - An earned grade of B, Pass, or better.
  - Credits are consistent with specialization and degree requirements as stated in the current catalog.
- A student requesting readmission must follow the steps outlined in the Readmission Procedure 1.06p.

Readmission Procedure

A. Students who meet the criteria for readmission may reapply to the program by submitting a completed admissions application, $50.00 application fee, and related documents, to the following address:

Nova Southeastern University
Fischler School of Education and Human Services
Enrollment Processing Services (EPS)
3301 College Avenue
P.O. Box 299000
Fort Lauderdale-Davie, FL 33329

B. Upon receipt of the admissions application, the application will be reviewed by a representative in the FSE Admissions Department to determine student eligibility based on reason for dismissal.

C. Applicants who have been accepted will be notified of their admissions status via U.S. mail.

Registration Policies/Procedures

All students must have at least provisional admission status, be officially registered, and pay tuition and fees in order to attend class and receive a grade. Students should register at the beginning of the fall, winter, and summer terms for all courses they plan to take during a given term. Students should not register for part of a term. Registering for the entire term allows the NSU Office of Student Financial Aid to properly process and disperse the student's financial aid.

Web registration is available through the Student Information System at http://webstar.nova.edu/. In order to access your information and register for classes, you will need your NSU ID and a PIN. You should have received your PIN via regular mail after you were officially admitted to the university. If you need to receive a PIN, or if you have misplaced your PIN, you can contact the PIN Specialist by calling (954) 262-4850 or 800-541-6682, ext. 4850, on weekdays between 8:30 a.m. and 5:00 p.m. (Eastern Time) or via email at pinhelp@nsu.nova.edu. An official grade will not be recorded and credit will not be given for anyone who attends class as an unregistered student.

Reinstatement Policy (FSE Policy 1.07)

A student who withdraws or fails to enroll for one year or more (i.e., does not register), may request reinstatement to his/her program of study by following Reinstatement Procedure 1.07P.

The following conditions will apply upon reinstatement:

- A reinstated student will be subject to the terms and conditions in effect at the time of reinstatement, as set forth in the catalog, to include guidelines, policies, procedures, requirements, curriculum, tuition, and fees.
- Credits previously earned at NSU will apply as long as they are consistent with the curricular requirements in place at the time of reinstatement.
- A graduate student must re-enter the program at a point that will allow for completion of all degree requirements within the program’s established timeframe, based on his/her initial term of enrollment; otherwise, reinstatement will be denied.
Reinstatement Procedure
A. A student who wishes to apply for reinstatement must submit a completed Admission Application, Application Fee, letter of intent to re-enroll, and related documents. Admission Applications and related documents must be mailed to the following address:

Nova Southeastern University
Fischler School of Education and Human Services
Enrollment Processing Services (EPS)
3301 College Avenue
P.O. Box 299000
Fort Lauderdale-Davie, FL 33329

B. Upon receipt, the admissions application will be reviewed by the Admissions Department in order to determine student reinstatement eligibility.

C. The Admissions Department will either grant or deny reinstatement to the student, based on his/her eligibility.

D. Applicants who have been reinstated will be notified of their reinstatement status via U.S. mail.

Student Conduct and Academic Responsibility
The university is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the university or with the rights of other members of the university community will not be tolerated. Students enrolling in the university assume an obligation to conduct themselves in a manner compatible with the university’s function as an educational institution. To fulfill its functions of imparting and gaining knowledge, the university retains the power to maintain order within the university and to exclude those who are disruptive to the educational process.

Any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Violations of academic and/or supplementary standards will be handled through the student's academic college, center, or school. Violations of conduct standards, supplementary standards, university policies, or university procedures will be handled by the Office of the Dean of Student Affairs or by the individual academic college, center, or school as deemed appropriate.

Changes to the Code of Student Conduct and Academic Responsibility will be posted on the student affairs Web site. Students are required to be familiar with university rules and policies, as well as the Code of Student Conduct and Academic Responsibility. Students should refer to Nova Southeastern University’s student handbook for a complete list of student conduct standards.

Transcript Issuance
Students are eligible for graduation when they meet the requirements listed in the student catalog in effect when they entered the university. Degrees are conferred once per month, by the university’s Board of Trustees once students have met all the criteria for graduation from their designated program of study. Once degrees have been conferred, transcripts showing the awarding of the degree are sent to students, and diplomas are printed and sent to students by mail.

Withdrawal
Course Withdrawal Policy
Students who cancel their registration before the first day of a class session are entitled to a full tuition refund in accordance with the tuition refund policy (FSE Policy 1.1.1). (The registration fee is non-refundable.) After the first class, students who submit a Student Transaction Form to the registration department of their intention to withdraw will receive a prorated refund of tuition. The refund for courses, which includes internships, capstones, etc., is based on the date of the request following the official start date of the term. Refunds will be based on the date of receipt of the request. Students who drop a course after the first class meeting must:

1. Notify the Office on Enrollment Services Registration department of the intent to drop a course.
2. Complete a Student Transaction Form (STF) to drop or withdraw and return the completed form to a Student Educational Center OR mail or fax the completed form to:
A student may not withdraw from a class on or after the last class meeting. Unless withdrawal procedures have been completed within the stated deadline, students are considered active participants in all classes for which a registration has been accepted and processed unless the Office of Enrollment Services has received written notification of the drop/withdrawal request. The tuition refund schedules can be viewed on the Office of Enrollment Services Web site at http://www.schoolofed.nova.edu/sso/tuition_refund_schedule.htm

Students will receive a full refund of tuition payments:

- For not meeting minimum admission requirements
- For a cancelled course or workshop
- For an involuntary call to active military duty
- For documented death of the student or a member of his or her immediate family (parent, spouse, child, sibling)
- For severe illness of the student (as approved by the institution and confirmed in writing by a physician) that precludes completion of the term
- For exceptional circumstances approved by the president or his designee

UTEP students should follow the course withdrawal procedures in place for Farquhar College of Arts and Sciences students.

This policy is designed to meet or exceed refund requirements of various states (e.g., California, South Carolina, Washington, Indiana, Wisconsin, and Florida).

**Academic Withdrawal from Program (FSE Policy 1.05)**

Any student who encounters a temporary personal or professional situation that prohibits his/her continued enrollment may withdraw from his/her program of study by following the Academic Withdrawal procedure 1.05P. Students may withdraw one time only. Students are not eligible for academic services from faculty or staff during the period of academic withdrawal.

Additional stipulations regarding academic withdrawal:

-Withdrawals do not suspend the time limit for degree completion.
-Students are advised to consult the financial aid office concerning possible ramifications for eligibility during periods of non-enrollment.

Please note: Students who wish to be considered for reinstatement should refer to FSE Reinstatement Policy 1.07 and procedure 1.07P

**Academic Withdrawal from Program – Procedure**

Students who wish to withdraw from their program of study must follow the procedure outlined below:

A. Students must submit a request for program withdrawal. Students must notify the Office of Enrollment Services, in writing, of their intent to withdraw from their program of study. All students must send their request via their NSU email account or via U.S. mail (see contact information below). Students must include their full name, NSU ID number, program name, effective date for program withdrawal, and cluster number (if applicable).

Contact Information:
Nova Southeastern University
Fischler School of Education and Human Services
Office of Enrollment Services
Attention: Admissions Department
1750 NE 167th Street
North Miami Beach, FL 33162
Email: admitteam@nova.edu
1. Upon receipt of written notification from the student, the Admissions Department will process the program withdrawal. A comment will be posted in the NSU Banner system as a confirmation of the transaction.

2. The Admissions Department will send official program withdraw notification to the student via U.S. mail and NSU email.

3. A copy of the program withdrawal letter will be sent to the Enrollment Processing Services (EPS), placed in Banner, and in the student's academic file.

B. Students who are enrolled in courses during a term/session coinciding with the dates of program withdrawal must drop those courses by following the Course Withdrawal Procedure.

**Administrative Withdrawal from Program (FSE Policy 1.03)**

FSE will initiate the administrative withdrawal of a student from their program of study if any of the following situations occur:

- Students who fail to enroll (i.e., do not register) for one year or more will be administratively withdrawn from the program.
- Students who fail to honor NSU financial obligations will be administratively withdrawn after 90 days of nonpayment.

**Please note:** Students who are administratively withdrawn are not eligible to receive a tuition refund.