

# Course Enrollment Policies

## Course Substitution Policy

Students are expected to complete the program requirements outlined in the South University Academic Catalog in effect at the time they enroll. However, programs are subject to change at the discretion of South University. In these situations, or due to other mitigating circumstances (e.g., change in program of study), students may request a course substitution. To be considered for a substitution, South University courses must be successfully completed and satisfy the program student learning outcomes as listed in the Academic Catalog.

For courses completed at South University, students should submit the Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Director for consideration. The Program Director will then forward the request and recommendation to the Program Chair for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Director and Chair.

Course substitutions not recommended by the Program Director, may be appealed to the Chair. Course substitutions denied by the Chair may be appealed to the College/School Dean or designee. The decision of the College/School Dean is final.

A student may submit for transfer of credit consideration a course directly related to the course requirement but at a higher content and course level than the specific course requirement.

For courses taken at another institution, students should submit a Course Substitution Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Chair or designee for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Chair.

Students should submit all requests at least six (6) months prior to graduating.

## Prerequisite Coursework Policy

The determination of the suitability of particular required prerequisite coursework will be made by the program director in consultation with the Chair of the Department in which the program is based. Coursework will be deemed acceptable if it meets the following criteria:

- Content and comparability relative to standard college/university coursework in the specific discipline of the required courses as determined by the program Director or designee
- Science courses must have been completed within 7 years before the date of matriculation
- Coursework must be from an acceptable accredited collegiate institution that possesses either regional or national accreditation granted by an agency recognized by the U.S. Department of Education
- Coursework from Non-U.S. institutions will be considered if the coursework is evaluated by an accredited agency that can provide a statement of equivalency between foreign coursework and standard college/university coursework, including grades (e.g. Educational Credential Evaluators, Inc.), and that is acceptable to South University
- Coursework must be successfully completed for credit, with an appropriate grade greater than or equal to a C-

## Change of Program

A student may change their program at any point of their enrollment provided that they are in good satisfactory academic standing. Changing from an associate's degree to a bachelor's degree in the same program is not considered a change of program. Changing from one specialization or emphasis within a program to another specialization or emphasis within the same program is not considered a change of program. The Senior Academic Progress and Remediation Specialist, or designee may grant exceptions to students on Academic/Financial Aid Warning or Probation. Only then will a student be allowed the opportunity of changing from one program to another.

Courses that apply to the subsequent program will be recorded as earned credit and will affect the student's Cumulative Grade Point Average (CGPA). For Incremental Completion Rate (ICR) purposes, earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits are one and one half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program must sign a new program enrollment form (or the like), which must be filed in the student's academic file.

Students must contact their Academic Counselor to change their program.

A course required in a student's initial program that is not required in the student's subsequent program may have a negative impact on a student's financial aid. Therefore, students should consult with Student Financial Services before changing their program.

## Physical Therapist Assistant (PTA) Program Change Policy

- South University students in good standing may transfer into the General Education Phase of the Physical Therapist Assistant (PTA) program from another South University program if they meet the PTA minimum standards for academic and financial aid progress as outlined in the Academic Catalog at the time of transfer.

## Transfer between Nurse Practitioner Specialization Programs

To be eligible to transfer nurse practitioner specialization:

- The student must be in good academic standing and meeting the program progression standards as outlined in the South University Academic Catalog.
- Students will not substitute previous specialty didactic and clinical coursework for the new specialization. Students will be required to complete all didactic and clinical experiences in the new specialization program.

## Program Change from Nursing (RN to BSN) to RN to Master of Science in Nursing (RN to MSN)

*Note: Not all Online Program offerings are available to residents of all U.S. states. Please contact an admissions representative for further information.*

The criteria to evaluate a request for transfer from the RN to BSN to the RN to MSN program admission included:

- A CGPA of 3.0 in all courses taken at South University.

- Review of student's transcript.

The nursing program director or chair will review the request and the student will be notified of the transfer decision.

## Campus Transfers

A student must be in satisfactory academic standing in order to be allowed the opportunity to transfer from one South University campus to another or from one campus to an online (or partially online) program. To be considered a campus transfer student, the student must complete the quarter for campus-based students or session for online students at the originating school and immediately start at the new campus in the next quarter for campus-based students or session for online students. If the student has a break in enrollment, the student will be considered a reentry student at the new school.

## Occupational Therapy Assistant (OTA) Program Professional Phase Campus to Campus Transfer Policy

Students enrolled in the Professional Phase of the Occupational Therapy Assistant (OTA) program who are in good standing according to the Occupational Therapy Assistant Progressions Standards may be eligible for transfer to a different South University OTA program. Students interested in transferring to a different campus should contact the Program Director of their current program to receive more information about the potential for transfer. There is no guarantee of transfer between programs. The Occupational Therapy Assistant (OTA) Progressions Committee at the receiving campus makes the final decision to accept or reject transfer students in the Professional Phase of the program.

## Physical Therapist Assistant (PTA) Program Professional Phase Campus to Campus Transfer Policy

Students enrolled in the Professional Phase of the Physical Therapist Assistant (PTA) program who are in good standing according to the Physical Therapist Assistant Progressions Standards may be eligible for transfer to a different South University PTA program. Students interested in transferring to a different campus should contact the Program Director of their current program to receive more information about the potential for transfer. There is no guarantee of transfer between programs. The Physical Therapist Assistant (PTA) Progressions Committee at the receiving campus makes the final decision to accept or reject transfer students in the Professional Phase of the program.

## Students Transferring Between a Campus Program and an Online Program

A student who transfers from a campus program to an online program or who transfers from an online program to a campus program is subject to the following the Satisfactory Academic Progress (SAP) policies and procedures:

- A student who is in good standing per SAP in their program transferring to either a campus program or an online program, will be evaluated according to the SAP policies and procedures for the programs.

*Note that the evaluation criteria and period of time until the next applicable evaluation point may differ from the SAP policies and procedures of the student's original program. The student should work closely with their academic counselor to understand the SAP implications (including financial aid implications) of their transfer before taking any action.*