

Student Progression Policies by Program

College of Arts and Sciences

Doctor of Ministry Program Progression Standards

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practical requirements are published in the course syllabi and expanded upon in the Student Practicum and Final Project Handbooks. D.Min. program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program. NOTE: The minimum CGPA required to be eligible to apply to the Standard Track of the D.Min. program is 2.7; the minimum CGPA for the Advanced Track is 3.0.

1. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP). Failure to meet the SAP standards may result in dismissal from the D.Min. program.
2. All students must take MIN7000 Learning Skills for Ministry and MIN7001 Academic Writing in the first quarter/term. Students who take only one course should take MIN7000 first. If the courses are not passed with a grade of C or better (or P for MIN7001), the course must be retaken and no other courses may be taken until the course is successfully completed after the second attempt. Students who fail to successfully complete these will be dismissed from the program.
3. Students may elect to test out of MIN7001 Academic Writing by taking the WritePlacer Writing Test before registering for courses. The test is administered once at admission. Students who achieve a passing score of 6 or higher on the WritePlacer test do not have to take MIN7001 Academic Writing and may replace the course with an elective.
4. Students must complete all coursework in the program with a grade of C or better. Students will be permitted to repeat coursework in a single occurrence in which they scored lower than the required letter grade the next quarter or session that the course is offered. No course may be retaken more than once, without the permission from the Dean of the College of Arts and Sciences.. Students who fail to successfully complete courses will be dismissed from the program.
5. Standard Track students should plan to enroll in practicum courses after the fifth quarter/term. Students should plan to begin ministry internships or ministry mentor opportunities after the start of the first course in the chosen practicum sequence (MIN7590 Ministry Practicum I or MIN7591 Clinical Pastoral Education, Level 1A or MIN7592 Clinical Pastoral Education, Level 2A) and to finish them before the end of the second course in the chosen practicum sequence (MIN7690 Ministry Practicum II or MIN7691 Clinical Pastoral Education, Level 1B or MIN7692 Clinical Pastoral Education, Level 2B).
6. Students must successfully complete MIN7500 Theology and Research in Ministry before enrolling in any final project course.
7. Students must have completed and received approval for the Final Project (Ministry Project, Dissertation, or completion of SCPE) to obtain the Doctor of Ministry degree. The final 8 credits of the program are dedicated to this process and students must complete all requirements within the two courses provided. (Courses here includes all extensions allowed.)
8. Students must meet ethical and professional standards as identified by the College of Theology, the American Association of Pastoral Counselors (AAPC), the Association of Professional Chaplains (APC), and South University.

Programmatic Probation

A student will be placed on probation in the following situations:

1. Inadequate practicum performance.
2. Violation of the Graduate Honor Code.
3. Breach of ethical, moral, or professional conduct.

Students who do not meet remediation expectations after two quarters of programmatic probation will be dismissed from the program. Note: A student cannot be placed on programmatic probation more than once.

Reinstatement Policy

Students who are placed on programmatic probation will be given a remediation plan developed by their Program Director and approved by the Department Chair and/or College Dean. The plan may include academic and non-academic requirements appropriate to the reason for probation. A written evaluation will be submitted to the Department Chair and/or College Dean at the completion of the plan, who will then notify the Registrar to reinstate the student or continue the student on probation. Students who are alleged to have violated the Graduate Honor Code or the standards of ethical professional conduct adopted by the College of Arts and Sciences will be referred to the Graduate Honor Council.

Appeal of Programmatic Probation or Dismissal

Students may appeal the decision to be placed on programmatic probation to the College Dean or his/her designee. The student should provide any necessary documentation along with a letter of appeal. The College Dean will review the case and interview participants. The student may appeal the decision of the College Dean to the Vice Chancellor for Academic Affairs or his/her designee. The decision of the Vice Chancellor (or designee) is final. The appeal process for programmatic probation or dismissal for violations of the Graduate Honor Code or violations of ethical and professional standards is found in the Graduate Honor Council section of the D.Min. Student Handbook.

College of Business Progression Standards

Doctor of Business Administration (DBA) Progression Policy

All course and program requirements must be completed satisfactorily in order for the student to be eligible for graduation.

1. Students must complete all coursework in the program with a grade of B or better. Students will be permitted to repeat coursework in a single occurrence in which they scored lower than the required letter grade the next quarter or session that the course is offered. No course may be retaken more than once. Students who fail to successfully complete courses will be dismissed from the program.
2. All students must take BUS7000 Introduction to the Professional Doctorate in their first quarter/term. If the course is not passed with a grade of B or better, the course must be retaken and no other courses may be taken until the course is successfully completed after no more than one attempt. Students who fail to successfully complete BUS7000 will be dismissed from the program.
3. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP). Failure to meet the SAP standards may result in dismissal from the DBA program.

4. The comprehensive examination must be successfully completed prior to beginning the dissertation phase. The successful completion of the comprehensive examination indicates the student's broad expertise of the degree's content focus and readiness to undertake and complete the dissertation concluding the program of study. The exam includes four individual tests, each of which must be passed successfully within two attempts. Students who fail to pass the comprehensive exam after two attempts will be dismissed from the program.

Progress through the dissertation phase of the DBA program includes a sequence of five required, 4-credit courses and up to five, 4-credit extension courses.

Progression Policy Requirements:

- A student can earn a grade of Pass (P), Limited Progress (LP), or Fail (F) in the dissertation courses. The Dissertation Committee determines one of these outcomes for each course, including extension courses, in the dissertation sequence that corresponds to the grading scale in this way:
 - Approved = P
 - Approved with minor revisions = P
 - Not approved with major revisions = LP
 - Not approved because more than 50% of the course outcomes have not been met = F
- Students who receive a grade of "F" in a non-extension course will be required to repeat the non-extension course and will be allowed only one repeated attempt of that course.
- An extension course in the dissertation sequence can be repeated one time
- While enrolled in the dissertation phase of the DBA program, students who earn three grades of "F" will be dismissed from the program.

Course #1--BUS8100, Doctoral Dissertation Research Development

Students enrolled in BUS8100, Doctoral Dissertation Research Development, must have completed these outcomes before progressing to the next course in the series:

1. Propose an acceptable dissertation topic.
2. Justify a research problem statement.
3. Compose a research purpose statement.
4. Formulate preliminary research questions that align with the problem and purpose statement.
5. Develop an abridged literature review.

The Dissertation Committee will take one of the following actions:

- Approved
- Approved with minor revisions
- Not approved with major revisions
- Not approved because more than 50% of the course outcomes have not been met

In order to progress to the next course in the sequence, the Dissertation Committee must approve and accept the student's work submitted or approve the work submitted with minor revisions.

If the Dissertation Committee has determined that the student's work requires major revisions, the student will receive a grade of Limited Progress (LP) and will be required to enroll in BUS8100E, Doctoral Dissertation Research Development Extension.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the non-extension course will receive a grade of "F" in the course and will be required to repeat the non-extension course.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the extension course will receive a grade of "F" in the extension course.

Course #2-BUS8105, Doctoral Dissertation Proposal

Students enrolled in BUS8105, Doctoral Dissertation Proposal, must have completed these outcomes before progressing to the next course in the series:

1. Complete a literature review and establish a theoretical perspective to support the research design process.
2. Create a working bibliography of academic and professional titles.
3. Select an appropriate research method to support the dissertation topic and design process.

This portion of the Dissertation Proposal is reviewed and acted upon by the Dissertation Committee. The Dissertation Committee will take one of the following actions:

- Approved
- Approved with minor revisions
- Not approved with major revisions
- Not approved because more than 50% of the course outcomes have not been met

If the Dissertation Committee has determined that the student's work requires major revisions, the student will receive a grade of Limited Progress (LP) and will be required to enroll in BUS8105E, Doctoral Dissertation Proposal Extension.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the non-extension course will receive a grade of "F" in the course and will be required to repeat the non-extension course.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the extension course will receive a grade of "F" in the extension course.

Course #3-BUS8110, Doctoral Dissertation Proposal Defense

Students enrolled in BUS8110, Doctoral Dissertation Proposal Defense, must have completed these outcomes before progressing to the next course in the series:

1. Identify appropriate data collection method(s).
2. Finalize the dissertation topic proposal.
3. Prior to collecting data, seek approval from the Institutional Review Board (IRB), including required certifications (e.g., CITI, NIH HIPAA), if the research to be conducted for the dissertation includes human subjects.
4. Successfully defend Dissertation Proposal to the Dissertation Committee.

The Dissertation Proposal is reviewed and acted upon by the Dissertation Committee. The Dissertation Committee will take one of the following actions:

- Approved
- Approved with minor revisions
- Not approved with major revisions
- Not approved because more than 50% of the course outcomes have not been met

If the Dissertation Committee has determined that the student's work requires major revisions, the student will receive a grade of Limited Progress (LP) and will be required to enroll in BUS8110E, Doctoral Dissertation Proposal Extension.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the non-extension course will receive a grade of "F" in the course and will be required to repeat the non-extension course.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the extension course will receive a grade of "F" in the extension course.

Course #4-BUS8115, Doctoral Dissertation Preparation

Students enrolled in BUS8115, Doctoral Dissertation Preparation, must have completed these outcomes before progressing to the next course in the series:

1. Collect data through the previously identified method(s).
2. Analyze the data collected through the previously identified method(s).
3. Draw conclusions based on the analysis of data.
4. Draft a reporting and discussion of the research results.
5. Draft a discussion of the conclusions and recommendations based on the data analysis.

This portion of the Dissertation draft document is reviewed and acted upon by the Dissertation Committee. The Dissertation Committee will take one of the following actions:

- Approved
- Approved with minor revisions
- Not approved with major revisions
- Not approved because more than 50% of the course outcomes have not been met

In order to progress to the next course in the series, the Dissertation Committee must approve the student's work submitted or approve the work submitted with minor revisions.

If the student's final Dissertation has not been approved by the Dissertation Committee, the student will receive a grade of Limited Progress (LP) and will be required to enroll in BUS8115E, Doctoral Dissertation Preparation Extension.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the non-extension course will receive a grade of "F" in the course and will be required to repeat the non-extension course.

Students who are not able to complete more than 50% of the required course outcomes while enrolled in the extension course will receive a grade of "F" in the extension course.

Course #5--BUS8120, Doctoral Dissertation Defense

Student enrolled in BUS8120, Doctoral Dissertation Defense, must have completed these outcomes:

1. Analyze the data collected through the previously identified method(s).
2. Draw conclusions based on the analysis of data.
3. Finalize a reporting and discussion of the research results.
4. Finalize a discussion of the conclusions and recommendations based on the data analysis.
5. Successfully defend final Dissertation to the Dissertation Committee.

The final Dissertation is reviewed and acted upon by the Dissertation Committee. The Dissertation Committee will take one of the following actions:

- Approved
- Approved with minor revisions
- Not approved with major revisions
- Not approved because more than 50% of the course outcomes have not been met

If the student's final Dissertation has not been approved by the Dissertation Committee, the student will receive a grade of Limited Progress (LP) and will be required to enroll in BUS8120E, Doctoral Dissertation Defense Extension.

Students who are not able to complete the final Dissertation while enrolled in the extension course will be dismissed from the program.

Appeals

Students enrolled in the DBA program seeking to challenge a grade will follow the university procedure. Refer to this section in the South University catalog: Grade Challenges for All Programs Except Nursing Programs, School of Pharmacy and Physician Assistant program. If a DBA student grade challenge is overturned, notification will be provided to the Department Chair in order to ensure accurate placement in future courses.

Students enrolled in the DBA program seeking to appeal a SAP dismissal decision will follow the university procedure. Refer to this section in the South University catalog: Procedures for Appealing Academic/Financial Aid Dismissal. If a DBA student SAP appeal is approved, notification will be provided to the Department Chair in order to ensure accurate placement in future courses.

Students enrolled in the DBA program seeking to appeal a Program Progression dismissal decision will direct their request to the Program Director of the DBA program. In order to be considered for an appeal the student must have one of the mitigating circumstances listed in the South University Satisfactory Academic Progression policy. In consultation with the Dean/Director of Academic Affairs where the student is enrolled, the Program Director will make a decision regarding the student's appeal. The Program Director will communicate receipt of the appeal and the decision to the Department Chair. If not satisfied with the decision of the Program Director, the student may appeal to the Department Chair. In consultation with the Dean/Director of Academic Affairs where the student is enrolled, the Chair will make a decision regarding the student's appeal. The Chair will communicate receipt of the appeal and the decision to the Assistant Dean. If not satisfied with the Chair's decision, the student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify and consult with the Dean/Director of Academic Affairs where the student is enrolled. The decision of the College Dean is final.

Bachelor of Science in Accounting to Master of Science in Accounting (BSA to MSA) Progression Policy

Students must meet these requirements in order to enroll in graduate level accounting courses:

- The student must have earned a grade of "C" or better in ACC1001, ACC1002, and ACC1003.
- The student must have earned a cumulative GPA of at least 2.7 on undergraduate coursework.

Students may appeal the minimum CGPA requirement to the Dean of the College of Business.

College of Health Professions Progression Standards

Associate of Science in Medical Assisting Formative Progression Standards

To be eligible for graduation, Medical Assisting (MA) students must successfully complete all course and clinical education requirements. Students must comply with published programmatic policies, syllabi, course goals and objectives, as well as University requirements to ensure satisfactory student progress through the MA program.

1. The MA Progression Standards include the following criteria: Students enrolled in MA coursework (i.e., courses beginning with the "AHS" prefix) must achieve a minimum grade of C in each course. If students do not earn the minimum grade of C, they may repeat the course a maximum of two times. Students should be aware of policies regarding minimum GPA requirements, incremental completion rate (ICR), and maximum timeframe (MTF) outlined in the Undergraduate SAP policy located in the Academic Catalog. If students are not able to achieve a minimum of grade of C in a course after three attempts, they will be dismissed from the MA program.
2. Students must meet minimum competency standards, which are listed in the MA program student handbook and MA course syllabi. Students who fail to receive a passing grade for a required competency must repeat the course associated with the competency.
3. Students who are dismissed from a practicum site will be suspended from the MA program.
 - The student will receive "F" for the course.
 - The student will be referred to the MA Progressions Committee, which will investigate the reason for the dismissal.
 - If the Committee decides the dismissal is a substantial indicator the student will not succeed in the profession, the student will be dismissed from the program.
 - If the Committee determines the student has a high potential of entering the profession as a safe, proficient practitioner, the student will be provided one additional opportunity to repeat the practicum course.
 - If the student is dismissed a second time from a practicum site, the student will be permanently dismissed from the MA program.
4. Violations of the MA program policies, South University's Code of Conduct, or the College of Health Professions's policies, including positive criminal history or drug screen findings, may result in dismissal from the MA program. The MA Progressions Committee will determine if students dismissed from the program are eligible to reapply for reentry into the MA program.

Students seeking reentry into the MA program should follow the following process:

1. MA students wishing to appeal an unsatisfactory course or practicum grade must do so in writing in accordance with the University's Grade Challenges policy as published in the South University Catalog.
2. MA students wishing to appeal a dismissal that occurred under the University's Code of Conduct must do so in writing in accordance with the University's Code of Conduct as published in the South University Student Handbook.
3. MA students wishing to appeal a dismissal implemented due to SAP (Satisfactory Academic Progress) and/or by the MA Progressions Committee must do so in writing to the MA Department Chair within five business days of the dismissal. The written communication to the MA Department Chair must include the student's reasons for the appeal. If the student is not satisfied with the decision of the MA Department Chair, the student may appeal to the Assistant Dean of the College within five business days of receiving the MA Department Chair's decision. If the student is not satisfied with the decision of the Assistant Dean of the College, the student may appeal to the

Dean of the College of Health Professions within five business days of receiving the Assistant Dean of the College's decision. The decision of the Dean of the College of Health Professions is final. If a student is dismissed a second time while in the technical phase of the MA program, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University MA program.

Associate of Science and Associate of Applied Science in Occupational Therapy Assistant Program Progression Standards

OTA program faculty must comply with published syllabi, course goals and objectives as well as with published requirements for satisfactory progress throughout the program.

1. Students in the Professional Curriculum of the OTA Program must achieve a minimum grade of C in each course and maintain a required minimum GPA of 2.50 in all courses with an OTA prefix.
2. When awarding grades, OTA faculty will observe the following:
 - If extra credit is used, it must be offered within the context of a course and be related to specific course content and offered to every student in that course. Any time faculty consider using extra credit, it must be reviewed and approved by the Program Director prior to implementation. If a student is absent when the extra credit items are offered, that student must have an opportunity to complete the extra credit item(s) on his/her return to class.
 - Faculty will not implement rounding up or down when grading. Students achieve the points they earn, which will be totaled at the end of the quarter and a letter grade awarded. A student has the right to appeal any grade earned.
3. Students in good standing in the OTA Program who achieve a score below 75% on a major assignment, written exam or lab practical exam must receive remediation as determined by the course instructor (e.g., counseling, meeting to review work, remediation session, learning contract). Failure of the student to comply with a remediation plan may result in a failing grade.
4. If a student achieves a grade below a C, that student will not be allowed to progress in the OTA Program. The student is permitted to repeat the course(s) in which s/he achieved a grade below a C the next time the course is offered and based on space availability in the cohort. This repeat course option is only offered once during the Professional Curriculum (twice if the courses involve co-requisites OTA 2380/2385 or OTA 2390/2395). In collaboration with the course instructor, the Program Director will generate a re-entry plan for students that may include the review of any OTA courses already taken to minimize knowledge erosion and/or assignments to strengthen weak areas. Before re-entry, faculty reserve the right to assess the student's retention of previously learned OT content to further identify areas needing improvement. This information may form the basis of a learning contract.
5. Any student achieving a grade below a B (80%) when retaking an OTA course is dismissed from the OTA Program and is not eligible for reinstatement. Students dismissed from the OTA Program may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
6. Students will be dismissed from the OTA Program if they receive more than one D or F in any quarter in any course with an OTA prefix. The Program Director will notify students in writing. Students dismissed from the OTA Program may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
7. Any student who violates the College of Health Professions Background Check or Drug and Alcohol Screening Policy while enrolled in the OTA Program will be referred to the OTA Committee on Progressions and may be dismissed from the program.
8. A student may withdraw from any course with an OTA prefix only once. If a student withdraws from an OTA course more than once, that student will be dismissed from the OTA Program. Students dismissed from the OTA Program must apply for readmission.
 - Level II Fieldwork experiences A and B must be completed within 24 months of the first day of the cohort's originally scheduled Level II Fieldwork A placement.
 - Level II Fieldwork A and B are completed meeting competency standards mandated by the most current American Occupational Therapy Association's Fieldwork Performance Evaluation Form. All Level II Fieldwork is Pass/Fail. *NOTE: It is strongly recommended that students not work during the quarters in which they are placed on corequisites OTA2380 Level II Fieldwork A and OTA2385 Fieldwork Seminar A and corequisite OTA2390 Level II Fieldwork B and OTA2395 Fieldwork Seminar B.*

- During these last two quarters, of fieldwork, students must achieve entry level competency by demonstrating professionalism, knowledge, skills and abilities sufficient to achieve a passing score on the AOTA Fieldwork Performance Evaluation Form. To do this, students must be physically, emotionally and cognitively able to fully engage at each fieldwork site.
9. Students who fail either Level II Fieldwork A or B due to outside work demands will be dismissed from the Professional OTA Curriculum.
 10. Students may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 11. The following situations may occur in the last didactic quarter of the Professional OTA Curriculum, the quarter before Level II Fieldwork A begins:
 - If a student achieves a CGPA below 2.50 in the last didactic quarter before Level II Fieldwork A and if it is mathematically possible for the student to achieve a minimum CGPA of 2.50 in the Professional OTA Curriculum, that student may decelerate, receiving remediation to achieve necessary competencies and the minimum required CGPA of 2.50 before progressing in the Professional OTA Curriculum. Remediation may include, but be not limited to, sitting out a quarter, retaking a course or courses, completing remedial assignments, demonstrating skills or taking exams. Remediation will be documented using a performance improvement plan to include the issue(s), expected outcomes, activities, timeline and supervising faculty member(s). The decision as to whether the student may progress or not rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals.
 - If, however, it is not mathematically possible for the student to achieve the minimum required CGPA of 2.50 within one quarter of being placed on programmatic academic warning, the student will be dismissed from the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 - If the issue is unprofessional behavior and/or attitude, a performance improvement plan will be put in place to modify those behaviors and/or attitudes; this plan will include, but be not limited to, the issue(s), expected outcomes, activities, timeline and supervising faculty member(s). Student competency during remediation will be documented in accordance with the performance improvement plan by supervising faculty and/or the Program Director. A student's failure to adhere to the performance improvement plan may result in a delayed fieldwork placement and up to dismissal from the OTA Program. The decision as to whether the student may progress with the next logical cohort rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals. Students dismissed may appeal their dismissal to the Dean of Student Affairs, as described in the OTA Student Handbook.
 12. A student is permitted only one opportunity to repeat a Level I or Level II Fieldwork A or B placement upon approval of the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals. A student who fails a second Level I or Level II Fieldwork A or B placement will be dismissed from the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 13. Students dismissed from a Level I, Level II A or Level II B Fieldwork placement by the Fieldwork Educator or by the Academic Fieldwork Coordinator prior to completing the placement will be required to sit out from the fieldwork experience while the Program Director and OTA Committee on Progression and Appeals investigates the reasons for the dismissal.
 - If the Program Director and/or committee determine that the dismissal is an indicator that the student will not succeed in the profession, the student will be dismissed from the OTA Program.
 - If the Program Director and/or committee determine the student has a high probability of entering the profession as a safe, proficient practitioner despite the dismissal from a fieldwork placement, the student may be permitted to repeat the Level I, Level II A or Level II B Fieldwork placement when placements are available.

14. If a student withdraws from a Level I or Level II Fieldwork A or B placement, the student can be provided with a remediation plan and a directive to sit out until the course is next offered. The student can be dismissed from the Professional OTA Curriculum, depending on the reason for the withdrawal.
15. Students may be dismissed from the Professional OTA Curriculum for nonacademic issues including, but not limited to, unprofessional conduct, insubordination, violation of the College of Health Professions Background Check or Substance Abuse Screening policy, university's Code of Conduct Policy and noncompliance with other university or program policies and procedures.
 - Infractions may result in progressive disciplinary action that includes, but is not limited to, feedback on continuing student review forms, counseling, verbal warning, written warning or dismissal from the OTA Program.
 - If a student receives two or more written warnings, the case will be considered by the OTA Progressions Committee in an advisory capacity to the OTA Program Director, who will make the final decision.
 - If an infraction from unprofessional behavior places the well-being of any individual at risk or violates the ethical code of the occupational therapy profession, the student will be dismissed immediately from the OTA Program. Students dismissed from the OTA Program because of a nonacademic issue may appeal their dismissal to the Campus Dean of Student Affairs, as described in the South University Campus Handbook.
16. If a student is eligible for re-entry into the OTA Program, that student has up to one year from the date of last attendance to re-enter the OTA Program without having to reapply as a new student.
17. If a student is eligible for re-entry into the OTA Program and it is more than one year from date of last attendance, the student must reapply for admission to the university and into the Professional Curriculum of the OTA Program as a new student, regardless of grades obtained during prior enrollment.
18. OTA students wishing to appeal a Satisfactory Academic Progress dismissal can submit an appeal request to the OTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal further to the Assistant Dean of the College, within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final. If a student is dismissed a second time while in the professional phase of the OTA program, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University OTA program.

Reinstatement

Students who have withdrawn from the Professional Curriculum of the OTA Program and wish to be considered for reinstatement must reapply using the process described below.

The reinstatement process will be offered only once to a student. There is no guarantee of reinstatement into the OTA Program. Students who have been dismissed from the OTA Program for any reason and whose appeals for re-entry have been denied are not eligible for re-instatement.

1. No later than the third week of the academic quarter before the quarter in which the student wishes to reenroll, the student must submit a written letter to the Program Director requesting reinstatement in the OTA Program.

The reinstatement letter must include the following:

- Reasons why student was unsuccessful in the past, supported by documentation (e.g., letter from physician, notice of death in family, eviction notice from landlord)
- What has changed to lead the student to believe success is possible examples of how student plans to ensure future success
- Examples of how student plans to ensure future success

2. The OTA Committee on Progression and Appeals will review reinstatement letters and advise the Program Director.
3. No later than midterm in the quarter before the student seeks to reenroll, the OTA Program Director will determine whether reinstatement into the OTA Program is warranted.
4. The decision will be based on availability of space in the cohort and on the student's potential to achieve success in the OTA curriculum, as determined by the Program Director.
5. Students may appeal decisions made by the OTA Program Director to the OTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal further to the Assistant Dean of the College, within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final.
6. At any time in the re-entry process, the student may be asked to meet with his or her academic advisor.
7. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his or her absence from the program.
8. Students who are eligible for reinstatement and have been out of the program for any reason for less than one year since the last date of attendance may apply for re-entry by the process described above.
9. Students who are eligible for reinstatement and have been out of the program for any reason longer than one year from date of last attendance must reapply for admission to South University and to the OTA Program as a new student.

Associate of Science and Associate of Applied Science in Physical Therapist Assistant Program Progression Standards

Physical Therapist Assistant (PTA) students are required to satisfactorily complete all professional phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students and program faculty must comply with published programmatic policies, syllabi, course goals and objectives, as well as published University requirements to ensure satisfactory student progress through the professional phase.

The PTA Progressions Committee (PC) is responsible for monitoring the professional phase progressions and reinstatement policies, which include academic, clinical, and conduct domains related to the PTA program. The PC reviews the progress of each student no less than once per quarter and more frequently as indicated. The PC will recommend an appropriate action for each student based on his/her academic, clinical, and professional performance. These actions may include progression to the next quarter, graduation, warning, continued warning, removal from warning, suspension, or dismissal. The PC may recommend other actions including, but not limited to, remediation or repetition of coursework and participation in academic tutoring.

The policies described below either clarify, operationalize, or augment the South University Satisfactory Academic Progress Policies.

Good Standing Status - Students must meet all of the following criteria while in the professional phase of the program:

1. Maintain the minimum cumulative grade point average (CGPA) of 2.50 for all technical PTA designated courses during each quarter of the professional phase. (Note: PTA1001 will be included in GPA calculations for the first quarter of the professional phase even if the student takes the course prior to entry into the professional phase.)
2. Successfully complete academic coursework by achieving a minimum grade of "C" (70%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 70% in

EACH individual component. Averages below 70% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 70%, they will be averaged together and then professional behavior points will be added to assign the final course grade.

- a. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the PTA Dismissal and Withdrawal Process below.
- b. Remediation While in Good Standing:
 - i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the University catalog for the requirements for resolution of an incomplete grade.
 - ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 - a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension.
4. Student Code of Conduct/Professional Behavior
 - a. Students will abide by the University Code of Conduct (see Campus Student Handbook), College of Health Professions policies, and PTA Professional Conduct Code below.

PTA Professional Conduct Code

The PTA faculty consider professional behavior as one of the most important components in the education of PTA students. Students enrolled in the PTA program are expected to abide by all of the following:

1. the South University Code of Conduct,
2. the American Physical Therapy Association's (APTA) Guide for Conduct of the PTA,
3. the APTA's Standards of Ethical Conduct for the PTA, and
4. additional programmatic and instructor policies (e.g., attendance policies, lab rules, etc.) as published in the PTA Program Student Handbook and course syllabi.

Code of Conduct violations will be referred to the Dean of Student Affairs and addressed according to the disciplinary procedures published in the Campus Student Handbook. All other violations will be referred to the Program Director and may result in a written remediation plan, referral to the Progressions Committee (PC), and/or referral to the Campus Director & Dean of Academic Affairs and Operations.

PTA Dismissal and Withdrawal Process

1. Level One: "Warning" Failure to maintain the minimum CGPA of 2.50 will result in the student being placed on programmatic warning. The student will be permitted to remain on warning for a maximum of one quarter (but no later than the first full-time externship). If this requirement is not met, the student will be dismissed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension" Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:

- If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the Program Director and Academic Coordinator for Clinical Education (ACCE). The option to repeat a clinical course will be offered only once for any student while in the professional phase of the program.
 - If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal. Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status. Failure to achieve a CGPA of 2.5 prior to the first full-time externship. Receipt of "D" or "F" grades in one or more academic courses. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation. Level Three: "Immediate Dismissal"
3. Level Three: "Immediate Dismissal" Students are immediately dismissed when any of the following occur:
- Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status.
 - Failure to achieve a CGPA of 2.5 prior to the first full-time externship.
 - Receipt of "D" or "F" grades in one or more academic courses.
 - The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
 - The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

The Program Director will notify students in writing if they are dismissed from the program. PTA students wishing to appeal an unsatisfactory didactic or clinical course grade must do so in writing in accordance with the Grade Challenges Policy as published in the Academic Catalog.

Students wishing to appeal an academic/financial aid dismissal can submit an appeal request to the PTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal to the Assistant Dean of the College within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, then the appeal may be sent to the Dean of the College of Health Professions, within five business days. The decision of the Dean of the College of Health Professions is final.

PTA students dismissed under the Student Code of Conduct and/or PTA Professional Conduct Code must also appeal in writing. This appeal will be handled in accordance with the University Code of Conduct policy published in the Campus Student Handbook.

Students who have withdrawn from the program or who have been dismissed from the program may be eligible for reinstatement in the future. Please see the PTA Reinstatement Policy for more information. Note: If the student is dismissed a second time while in the professional phase, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University PTA program. Students should be aware that withdrawing from any course within the PTA curriculum schedule automatically withdraws the student from the PTA program.

PTA Reinstatement Policy

Students who wish to be considered for reinstatement should reapply using the following procedure. The reinstatement process will only be offered once. There is no guarantee of reinstatement for any student. Note that any appeals must be concluded prior to initiating the reinstatement process.

To begin the reinstatement process, the student must apply in writing to the Progressions Committee (via the Program Director) requesting reinstatement in the program. The letter must include the date the student wishes to return and a rationale describing how the student plans to complete the program successfully. The letter must be received by the Program Director no later than 60 calendar days prior to the first day of the academic quarter into which the student wishes to reenroll. The Progressions Committee (PC) will meet within 21 calendar days of receipt of the letter to consider the reinstatement request and complete a plan of action to address the reasons for withdraw/dismissal. The student may be required to attend this meeting.

The PC will formally notify the student of their decision and plan of action within 7 calendar days of the meeting. If remediation or other action is warranted, it must be successfully completed no less than 7 calendar days prior to the start of the quarter in which the student wishes to reenroll. If this does not occur, the student must reinitiate the reinstatement process. The final decision for acceptance into the next cohort will be based upon available slots in the cohort, successful completion of any actions required by the PC, and a reasonable expectation that the student in question has potential to succeed in the program.

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first quarter of the professional phase, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the professional phase, the student will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more quarters of the professional phase, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which the student did not achieve a minimum grade of "C" (70%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success.
 - a. When a student repeats a course the student must achieve a minimum grade of B (80%) to continue in the curriculum. If the course has a lab element, students must achieve a minimum average of 80% in EACH individual component (i.e., lecture and lab). If the student fails to achieve a minimum grade of B in repeated coursework, the student will be dismissed from the program and is not eligible for reinstatement.
3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the university and meet the current admissions requirements of the professional phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the professional phase, the dismissal is permanent and the student is not eligible for reinstatement into any South University PTA program.

The decision for reinstatement of any student is made at the discretion of the PC. Students wishing to appeal this decision must do so in writing to the Campus Director & Dean of Academic Affairs and Operations within 7 calendar

days of receipt of the decision letter. If the student is not satisfied with the results of the appeal, the student may file an appeal with the Dean of the College of Health Professions within 7 calendar days of the decision letter. The decision of the Dean of the College of Health Professions is final.

Anesthesiologist Assistant Progressions Policy

Anesthesiologist Assistant (AA) students are required to satisfactorily complete all didactic and clinical education requirements in order to remain in good standing and to be eligible for graduation.

AA students must meet the standards outlined below in each of the following areas:

- Professionalism
- Academic
- Clinical

Standards for Professionalism Performance

A student's professionalism may be reviewed at any time, based on information received by the Program Director. The Program Director shall take appropriate action based on the type and severity of the student's misconduct. If the infraction involves a student violation of the University Code of Conduct, the matter will be referred to the Dean of Student Affairs. Violations of the South University Academic Honor Code will be handled according to the published university Academic Integrity Policy. Students who breach the Standards of Professionalism for the Anesthesiologist Assistant program will be referred to the Progress and Promotions Committee.

The Program Director will inform the student of the program's receipt of unsatisfactory evaluation or referral of professionalism violation.

Students may be placed on warning for any violation of the professionalism standards of the Anesthesiologist Assistant program. Acts that would garner a warning status for the student's enrollment include (but are not limited to):

1. Breach of the Anesthesiologist Assistant program standards in the following areas:
 - Professional behavior
 - Attire
 - Attendance
 - Accumulation of two or more unexcused absences
2. Failure to complete required clinical records and case/time log tracking as outlined in the AA program student Handbook
3. Breach of patient confidentiality rules (HIPAA)
4. Other serious violations of professionalism standards for an Anesthesiologist Assistant student

The Progress and Promotions Committee, after review of the professionalism issue recommends the action to be taken by the Program Director. The Program Director's decision for student progress can be any one of the following based on student performance and their previous enrollment status (previous warning or probation)

- Continuation in good standing
- Continuation on professionalism warning
- Continuation on professionalism probation (following successful appeal of a professionalism dismissal)
- Dismissal

A student placed on professionalism warning will remain on warning for the entire quarter. Students who are on warning must participate in a professionalism reinstatement plan if they wish to continue their enrollment in the Anesthesiologist Assistant Program. At the end of the warning period, the student's professional performance will be evaluated by the Progress and Promotions Committee. The committee will recommend to the Program Director the action to be taken based upon student fulfillment of the professionalism reinstatement plan and other standards of the program.

Standards for Academic Performance

Students in the Master of Medical Science in Anesthesia Sciences program are evaluated for Satisfactory Academic Progress (SAP) at the completion of every quarter. Rules regarding violation of the Satisfactory Academic Progress (SAP) Standards follow the published South University policies regarding warning, probation, and dismissal. SAP rules are published in the university academic catalog.

Comprehensive Exams

An eight-module comprehensive examination covering the material from the first five quarters will be administered to determine the preparedness of students to advance to senior clinical year. Students who do not pass this comprehensive knowledge-based examination will be required to complete remediation in the subject(s) in which they are deficient. Further details on comprehensive exam remediation are in the program student handbook.

Any student who fails three or more comprehensive exam modules will be enrolled in ANS5999 Comprehensive Anesthesia Studies, a course that involves part-time clinical work along with required didactic remediation in the failed module subjects. Enrollment in ANS5999 will result in at least one additional quarter of enrollment in the Anesthesiologist Assistant program.

Remediation

Students who receive a grade of D in any course must engage in remediation for that course prior to the conclusion of the subsequent quarter. The content of the remediation may include a written assignment from the course instructor/coordinator and an exam highlighting the course objectives. Students must receive a minimum grade of "C" to successfully fulfill the remediation requirement. Failure to successfully remediate a course will result in recommendation for dismissal.

Clinical Performance

Performance during clinical education is based on preceptor evaluations and feedback. Daily clinical evaluations track student performance and skill progression over the course of the program. The student is responsible for the timely, accurate completion of daily case and time logs and sending evaluations to preceptors.

Assessment of students is based on the minimal levels of competency at each distinct level of training. Any violation of these standards will result in referral of the student to the program Progress & Promotions Committee.

Standards of Clinical performance

Clinical competency and quarterly analysis of preceptor evaluations:

- Students' averaged scores in greater than 50% of these areas of assessment should be within 2 standard deviations of the class mean.
 - Areas of assessment include but are not limited to:
 - Patient assessment

- Anesthesia planning
- Preparation/set-up
- Communication with Anesthesia Care Team and transfer of care
- Intraoperative management
- Airway skills
- Anesthesia knowledge
- Professionalism
- Technical procedures
- Overall Performance
- Preceptor Feedback
- Feedback from preceptors from any source: phone, email, written correspondence should indicate that the student is meeting the minimum competencies.
- Clinical Experiences
 - Students must complete a minimum of 500 total Anesthesia clinical hours at the conclusion of Quarter 5 as documented in their clinical tracking program.
 - In order to successfully fulfill the clinical education portion of the AA Program, students must complete the time and case log requirements. These requirements are published in the AA Program student handbook and include total anesthesia cases and hours, specialties anatomical categories, anesthesia methods, and technical procedures. Students are responsible for fulfilling the requirements prior to graduation and tracking their progress using data in the student case log tracking system. Students need to reference this table for Anesthesiologist Assistant requirements.

Clinical Warning

Students who meet any of the following criteria, indicating that they are performing below a minimum level of clinical competency will be presented to the Progress and Promotions Committee for consideration.

- Inadequate clinical performance as measured by analysis of preceptor evaluations. Composite quarterly scores of clinical performance that are ≥ 2 standard deviations below the class mean in a majority of the areas of competency assessed.
- Negative feedback received by program, based on multiple incidences from verbal or written sources from preceptors at the student's clinical site
- Students who do not complete a clinical rotation or are asked to leave a clinical rotation due to poor performance
- Inadequate completion of recommended clinical education experiences listed in the table above
- Failure to complete 500 clinical hours at the conclusion of Quarter 5

The Progress and Promotions Committee, after review of the Clinical performance issue recommends the action to be taken by the Program Director. The Program Director's decision for student progress can be any one of the following based on student performance and their previous enrollment status (previous warning or probation)

- Continuation in good standing
- Continuation on Clinical warning
- Continuation on Clinical probation (following successful appeal of a Clinical dismissal)
- Dismissal

A student placed on clinical warning will remain on warning for the following quarter to demonstrate improvement. Students who are on warning must participate in a clinical reinstatement plan if they wish to continue their enrollment in the Anesthesiologist Assistant program. At the end of the warning period, the student's clinical performance will be evaluated by the Progress and Promotions Committee. The committee will recommend to the Program Director the action to be taken based upon student fulfillment of the clinical reinstatement plan and other standards of the program.

Dismissal

Dismissal may occur after review of the student's academic, clinical, or professional deficiency.

Students will be dismissed from the Anesthesiologist Assistant program for any of the following reasons:

- More than two quarters on warning for any cause (academic/financial aid, clinical, professionalism) during the student's enrollment
- Failure to successfully complete an academic/clinical/professionalism reinstatement plan
- One letter grade of "F" or two or more letter grades of "D" in one quarter
- Severe transgressions of ethical and moral conduct
- Violation of the College of Health Professions Background Check Policy or Substance Abuse Screening Policy
- A recommendation from the Dean of Student Affairs for violation of the University Code of Conduct
- A recommendation for according to the South University Academic Integrity Policy for honor code violation(s).

A student may not attempt more than 150% of the credits in his/her program; anything in excess of 150% of the credits will result in academic dismissal for violating the maximum allowable timeframe.

A student dismissed from the SU AA program is prohibited from any further attendance in class or participation in clinical training. The student may choose to appeal the decision using the procedure outlined below and will not be allowed to continue program activities until resolution of the appeal. A dismissed student from any SU AA program will not be considered for re-admission.

Appeal Process

To appeal a University academic/financial aid dismissal:

Students wishing to appeal an academic/financial aid (Satisfactory Academic Progress) dismissal can submit an appeal request to the Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal to the Assistant Dean of the College within five business days of receiving the decision. If the student is not satisfied with the decision of the Assistant Dean of the College, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final.

A student reinstated after successful appeal of dismissal will be on probation. Students in the Anesthesiologist Assistant Program may not be on warning or probation for any reason for more than two quarters of their enrollment.

To appeal an Anesthesiologist Assistant programmatic academic, professional or clinical dismissal:

To appeal an Anesthesiologist Assistant program academic, professional or clinical dismissal, the student must submit a letter to the Campus Director & Dean of Academic Affairs and Operations within 5 business days (by 5 PM) of receipt of the dismissal letter. The appeal letter should outline the reasons that they are seeking this appeal for Anesthesiologist Assistant program academic, professionalism or clinical standards violation, how they plan to correct their behavior/performance and why the appeal should be granted from the Campus Director & Dean of Academic Affairs and Operations. The student may include a petition to meet with the Campus Director & Dean of Academic Affairs and Operations.

If the dismissal decision is upheld by the Campus Director & Dean of Academic Affairs and Operations, the student may appeal to the Dean of College of Health Professions. The letter must include the reason for the appeal and be received within 5 business days (by 5 PM) of the receipt of the previous decision by the Dean of Academic Affairs.

If the dismissal decision is upheld by the Dean of College of Health Professions, the student may appeal to the Vice Chancellor for Academic Affairs. The letter of appeal must include the reason for appeal and be received within 5 business days (by 5 PM) of receipt of the previous decision. The decision of the Vice Chancellor for Academic Affairs is final.

Reinstatement after Programmatic Academic, Professional, or Clinical dismissal

If a student is reinstated following a successful appeal of an Anesthesiologist Assistant program academic, professional or clinical dismissal, they will be placed on academic, clinical or professional probation at the start of the quarter in which they resume coursework.

The student will be required to meet with the Program Director to discuss an Anesthesiologist Assistant program academic, clinical or professionalism reinstatement plan to outline expectations and performance requirements for continued enrollment in the Anesthesiologist Assistant Program. The Program Director and the Progress and Promotions Committee will continue to assess the student's progress under the plan during the quarter of probation. If a student successfully completes the probationary period plan as judged by the Program Director in consultation with the Progress and Promotion Committee, that student will be recommended to continue in the program in good standing. Students who do not successfully complete the requirements of the reinstatement plan during the probationary period will be demised.

Withdrawal Policy

All students will be required to abide by the South University withdrawal policies and procedures in the academic catalog. A student who is in good standing (not on academic/financial aid, clinical, or professionalism warning or probation) may be eligible to re-enter the program up to one year from the time of withdrawal. The decision to allow a student to re-enter the program is made by the Program Director and must be approved by the Campus Director & Dean of Academic Affairs and Operations. If a student is allowed to re-enter the AA program, the Progress and Promotions Committee will create a re-entry plan for the student. As part of the re-entry plan, the student may be required to participate in course work or other educational activities to ensure retention of essential knowledge and skills required of an AA student. The student will be required to review and sign the re-entry plan.

Master of Science in Physician Assistant Program Progression Policy

Physician Assistant (PA) students are required to satisfactorily complete all didactic phase course and clinical education requirements in order to remain in good standing and to be eligible for graduation. Students, program faculty, and staff must comply with published programmatic policies, syllabi, course goals and objectives, as well as published University requirements to ensure satisfactory student progress through both the didactic and clinical phases.

The policies described below either clarify, operationalize, or augment the South University Satisfactory Academic Progress Policies.

Good Standing Status - Students must meet all of the following criteria while enrolled in the PA program:

- Students must maintain an overall GPA of 3.0 or higher. (Refer to Satisfactory Academic Progress Policy in the Academic Catalog for further details.)
- Students must demonstrate progression in program learning outcomes and competencies. An overall minimum grade of "C" in courses utilizing the letter grading system and a "Pass" in courses utilizing the Pass/Fail grading system is required for satisfactory completion of each course.
- Students must successfully pass comprehensive exams including the formative didactic evaluation necessary for clinical phase progression, and the summative evaluation (an exam that evaluates program learning outcomes and competencies necessary for graduation).

- Satisfactory professional behavior in accordance with all South University Physician Assistant program policies and procedures, the South University Physician Assistant Program Standards of Professional Behavior, and the South University Graduate Program Honor Code.
- Performance assessment during clinical education is based on student achievement of program learning outcomes and competencies and is evaluated by instructional faculty. Assessment of students is based on the minimal levels of competency for each discipline-specific rotation. Any violation of these standards will result in referral of the student to Student Progress and Promotions Committee (SPPC).

Unsatisfactory Physician Assistant Program Academic, Clinical, and Professional Behavior Performance

A student's professionalism behavior performance may be reviewed at any time, based on information received by the PA program. The program shall take appropriate action based on the type and severity of the student's misconduct. If the infraction involves a student violation of the University Code of Conduct, the matter will be referred to the Dean of Student Affairs. Violations of the Graduate Honor Code will be referred to the Graduate Honor Council. Students who breach the South University Physician Assistant Program Standards of Professional Behavior or who do not meet the requirements of Good Standing Status will be referred to the Student Progress and Promotions Committee (SPPC). The faculty advisor will inform the student of the program's receipt of an unsatisfactory evaluation or professional behavior performance violation. The SPPC, after applying programmatic policy and reviewing the violation of the standards for PA program academic, clinical, and/or professional behavior performance, will render the final decision. The Program Director will notify the student of the decision.

If a student is being considered for placement in a status other than advance in good standing, the student will be afforded the opportunity to speak formally to the SPPC before a decision is rendered by the committee. Please refer to the PA Program Student Handbook for further details regarding the SPPC.

Failure to meet the minimum academic standard may result in a loss of financial aid. Please refer to the *Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards Policy* in the Academic Catalog for further information regarding financial aid warning.

Deceleration Policy

If for any reason a student in good standing elects to decelerate from the Physician Assistant Program, the student will be required to abide by the South University withdrawal policies and procedures in the Academic Catalog. Deceleration may also occur at the recommendation of the SPPC when a student demonstrates deficiencies in achieving program learning outcomes and competencies.

In order to decelerate, the student must submit a formal request to the Program Director to re-enter the program at a later date. The decision to allow a student to re-enter the program is made by the program's Student Progress and Promotions Committee (SPPC) and is approved by the Campus Director & Dean of Academic Affairs and Operations. If a student is allowed to re-enter the Physician Assistant program with the discretion of the SPPC at a later date, the program's SPPC will create a re-entry plan for that student. As part of the re-entry plan the student may be required to participate in course work or other educational activities to ensure retention of essential knowledge and skills required of a PA student. This plan must be approved by the Campus Director & Dean of Academic Affairs and Operations. The student will be required to review and sign the re-entry plan. The plan will be maintained in their permanent record.

Under no circumstances may a student re-enter the program if they have been withdrawn for more than four (4) consecutive academic quarters. A student not currently in good standing status will not be allowed to decelerate his/her progression. Regardless of the reason for withdrawal/deceleration, a student of the Physician Assistant Program, must complete all curricular requirements within 45 months of their initial matriculation into the South University PA Program.

Withdrawal Policy

All students will be required to abide by the South University withdrawal policies and procedures in the Academic catalog. The decision to allow a student to re-enter the program is made by the PA program's Student Progress and Promotions Committee (SPPC) and is approved by the Campus Director & Dean of Academic Affairs and Operations. If a student is allowed to re-enter the Physician Assistant program with the discretion of the SPPC at a later date, the program's SPPC will create a re-entry plan for that student. This plan must be approved by the Campus Director & Dean of Academic Affairs and Operations. As part of the re-entry plan the student may be required to re-apply through CASPA, participate in course work, or other educational activities to ensure retention of essential knowledge and skills required of a PA student. The student will be required to review and sign the re-entry plan. The plan will be maintained in their permanent record.

Dismissal Policy and Procedure

Dismissal can occur after review of the student's academic, clinical, or professional deficiency.

Students may be dismissed from the Physician Assistant program for any of the following reasons (including, but not limited to):

- Failure to achieve and maintain a cumulative GPA of 3.0 to include consecutive quarters while on warning or probation for any performance cause (academic, clinical, and/or professional behavior) during the student's enrollment. (Please refer to the SAP policy in the Academic Catalog.)
- More than two cumulative quarters on warning or probation for any performance cause (academic, clinical, or professional behavior) during the student's enrollment
- Failure of any course including rotations (D or F/ "Fail") in any quarter
- Failing to successfully complete Performance Improvement Plans, remediation plans/outcomes
- Severe transgressions of ethical and moral conduct (including but not limited to: violation of the honor code, stealing, or providing false documentation intended to deceive faculty or administration)
- Violation of the CHP Drug and Alcohol Screening policy
- Violation of the CHP Background Check policy
- Violation of the Honor Code

Any student who is dismissed from the SU PA program must complete the checkout procedure. The checkout procedure is as follows:

- Complete an exit interview with financial aid
- Return their student ID badge, clinical facility badges, books, university supplies, and parking sticker to security

A student dismissed from the SU PA program is prohibited from any further attendance in class or participation in medical training. The student may choose to appeal the decision and will not be allowed to continue program related activities until resolution of the appeal. Any dismissed student from any SU PA program who elects to re-apply through CASPA will have his/her prior enrollment status considered and will not be guaranteed re-admission.

Student Appeal Procedures for Dismissal

Students are not eligible to apply for an appeal if they have been dismissed for more than two cumulative quarters on warning or probation for any performance cause (academic, clinical, or professional behavior) during the student's enrollment.

Students seeking to appeal any academic, clinical, or professional behavior dismissal (including academic/financial aid dismissal, Student Progress and Promotions Committee decisions, and/or Code of Conduct Violations) must do so in writing to the Department Chair within three business days of receipt. If the student is not satisfied with the decision of the Department Chair, the appeal can proceed to the Assistant Dean of the College of Health Professions within three business days of receipt. If the student is not satisfied with the decision, they can appeal to the Dean of the College of Health Professions within three business days of receiving each decision. The decision of the Dean of the College of Health Professions is final.

If a final course grade challenge is denied by the instructor and subsequently results in the dismissal of a student, the student may submit a combined appeal of the course grade and academic dismissal following the procedures outlined above.

PA Program Reinstatement after Academic, Clinical, and Professional Behavior Performance Dismissal

If a student is reinstated following a successful appeal of a Physician Assistant program academic, clinical, and professional behavior performance dismissal, s/he will be placed on academic, clinical, or professional behavior performance probation at the start of the quarter in which coursework resumes.

The student will be placed on a Performance Improvement Plan (PIP) which will outline the expectations and performance requirements for continued enrollment in the Physician Assistant program. Requirements may include comprehensive evaluation, skills testing, or any other form of assessment deemed necessary by the Student Progress and Promotions Committee (SPPC). The Program Director and the SPPC will continue to assess the student's progress under the plan during the quarter of probation. If a student successfully completes the probationary period plan as determined by the Program Director in consultation with the SPPC, the student will be recommended to continue in good standing. Students who do not successfully complete the requirements of the reinstatement/PIP plan during the probationary period will be dismissed.

Program Completion Deadline

The typical pace of the Physician Assistant program curriculum is 27 months. Students must complete all graduation requirements for the Master of Science of Physician Assistant Degree within 45 months of their initial matriculation into the South University PA program.

Note: All Physician Assistant program policies apply to all students, principal faculty, and the program director regardless of location. (i.e., didactic or clinical)

College of Nursing and Public Health Progression Standards

RN to MSN, Master of Science in Nursing, Post-Graduate Certificate and Doctor of Nursing Practice Programs Progression Standards

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practicum requirements are published in the course syllabi and expanded upon in the programmatic Student Handbook. Course syllabi are provided to each student before or during the first class contact for each course. Programmatic Student Handbooks are given to students after acceptance into the nursing program. Nursing program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

1. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress (SAP) Policy. Failure to meet the SAP standards will result in dismissal from the nursing program.
2. Students in the graduate program, including the RN to MSN program, must earn a B or better in all graduate nursing courses. Students will be required to repeat course(s) which they scored less than a "B" the next quarter or session that the course is offered (this does not apply to provisionally admitted students). Provisionally admitted students are required to adhere to the Provisional Admission Policy. Fully-admitted students who receive a third grade less than a "B" in graduate nursing courses will be dismissed from the nursing program.
NOTE: APRN students who receive more than three incidences of less than a "B" in graduate nursing courses will be allowed to apply for a non-APRN program of study. The student must receive a grade of "B" or better in the new program of study or be dismissed from the nursing program.
3. Removal/Dismissal from a Clinical Site
 - Students who are removed/dismissed from a clinical site prior to completing the rotation cannot engage in a practicum assignment while the clinical team investigates the reasons for the removal/dismissal. If the clinical team deems the removal/dismissal was not warranted, the team will work with the student to locate a new clinical site. The student will continue in the program while a new site is obtained.
 - If the program director or designee deems the removal/dismissal is warranted (falsification of documents, misconduct, theft, non-attendance, etc.), the student will receive a grade of "F" for the practicum.
 - The student may appeal the decision in succession to the Program Director, then the nursing Chair, and then the Dean of the College. The decision of the College Dean is final. The student must appeal each level within 7 days of the decision.
4. Students should direct progression policy appeals to the Program Director. The Program Director will communicate receipt of an appeal to the Assistant Dean of the College. If not satisfied with the decision of the Program Director, the student may appeal to the Nursing Chair. If not satisfied with the Chair's decision, the student can appeal to the College Dean. The decision of the College Dean is final.

The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and to the Nursing Chair, and Assistant Dean of the College.

Program Progression Policy for Family Nurse Practitioner and Adult Gerontology Nurse Practitioner Students

Prior to the first practicum course (NSG6320 or NSG6420) in the APRN program of study, students must complete NSG6021, Pre-Clinical Evaluation. Administration of a 3P's exam that evaluates students' knowledge of advanced physical assessment, advanced pharmacology, and advanced pathophysiology. Students must successfully pass this exam in order to continue progression within the program. Students who do not pass NSG6021, Pre-Clinical Evaluation, will be enrolled in the remediation course, NSG6023, Nurse Practitioner Enhancement.

Students who do not pass NSG6023, Nurse Practitioner Enhancement will be dismissed from the Nurse Practitioner Programs, but may transfer to a non APRN specialization, such as Nurse Educator, Nurse Administrator or Nursing Informatics, if eligible.

During the final course in the program, NSG6998, students take the APEA Pre-Predictor and University exam(s). These exams provide data on the students' readiness for the national certification examination. Students collaborate with their faculty of record to strengthen identified weaknesses in preparation for certification. Each of these exams account for a percentage of the final course grade.

NSG6998 students unsuccessful in their first attempt may repeat the course as long as they meet SAP and progression policy for the program. In the event a student does not meet SAP or progression policy, they may appeal following the appeal process outlined in the catalog.

NSG6998 students unsuccessful in their second attempt will be granted an "Incomplete" grade and receive individualized coaching to assist the learner to meet Program Student Learning Outcomes (PSLOs).

Successful completion of the individualized coaching requirements for NSG6998 will result in a passing grade of 'B' for the course as stated in the syllabus.

Students who do not successfully complete NSG6998 after the second attempt and do not complete the individualized coaching will receive the failing grade recorded in the NSG6998 course gradebook.

All other stipulations of the progression policy apply.

*Students enrolled in an on-ground program must enroll in an online section for any repeat attempt of NSG6998.

RN to MSN, Master of Science in Nursing, Post-Graduate Certificate and Doctor of Nursing Practice Programs Reinstatement Policy

This procedure applies to readmission for students who withdraw from any course in the Nursing program, who withdraw from the Nursing program, or who receive less than the required letter grade in any course in any given quarter in the Nursing program. Students who receive more than three incidences of less than a "B" letter grade in graduate nursing courses may be dismissed from the nursing program of study.

Note: There is no guarantee of reinstatement for a student who withdraws from the Nursing program.

The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program. Students who are eligible for reinstatement and who have been out of the program for any reason longer than one year must reapply for admission to the university and the RN to MSN, Master of Science in Nursing, Post-Graduate Certificate and Doctor of Nursing Practice Programs.

Reapplication Timeline for the RN to MSN, MSN and DNP Programs

REAPPLICATION TIMELINE	10 and 11 WEEK DEADLINE	5 WEEK DEADLINE
Student must apply in writing to Program Director or Nursing Chair	By 3rd week of preceding term	By 1st week of preceding term
Student must communicate with Program Director or Nursing Chair	By 5th week of preceding term	By 2nd week of preceding term
Program Director or Nursing Chair will notify the student of the decision.	By 8th week of preceding term	By 4th week of preceding term

Bachelor of Science in Nursing (BSN) Professional Phase Progression Standards

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practice requirements are published in the course syllabi and expanded upon in the Nursing Student Handbook. Course syllabi are provided to each student before or during the first class contact for each course.

Student Handbooks are available electronically to students after acceptance into the nursing program. Nursing program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

NOTES: Admission into the Professional Phase of the BSN program requires a cumulative GPA (CGPA) of 2.75 or better on a 4.0 scale in the nursing prerequisite courses. Admission into the Columbia campus BSN program requires a cumulative GPA (CGPA) of 3.0 or better on a 4.0 scale in the nursing prerequisite courses.

1. Students are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy for the Professional phase of undergraduate nursing. Failure to meet the SAP standards may result in dismissal from the nursing program.
2. Students who earn less than a C in undergraduate nursing course(s) will not be allowed to progress in the program. Students may be allowed to apply for a one time reinstatement. If approved the students will be permitted to repeat the course(s) in which they scored lower than the required letter grade of C the next quarter the course is offered.
3. Students enrolled in the professional phase of the BSN program must maintain a minimum cumulative GPA (CGPA) of 2.5 in nursing courses every quarter. A student whom does not achieve the required minimum CGPA of 2.5 in nursing courses will be placed on academic probation. A student will only be allowed to remain on academic probation for two consecutive quarters to increase the minimum CGPA. Students unable to meet the minimum CGPA will be permanently dismissed from the program.
4. Students are required to apply knowledge learned in the classroom to the care and treatment of patients. Laboratory or clinical experience courses will have grades reported as pass (P) or fail (F). Grades for practicum/laboratory courses are calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of "P" (pass) in the laboratory/clinical course as well as the classroom courses. For purposes of progression, failure of practicum/laboratory courses carries the same consequences as those courses with letter grades.
5. Remediation is mandatory if a student scores less than the stated percentage on any ATI assessment as outlined in the course syllabi. Please refer to the nursing student handbook for details or course syllabi for detailed explanation. Students are required to apply knowledge learned in the classroom to the care and treatment of patients. Laboratory or clinical experience courses will have grades reported as pass (P) or fail (F). Grades for practicum/laboratory courses are calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of "P" (pass) in the laboratory/clinical course as well as the classroom courses. For purposes of progression, failure of practicum/laboratory courses carries the same consequences as those courses with letter grades.

Removal/Dismissal from a Clinical Site

1. Students who are removed/dismissed from a clinical site prior to completing the rotation cannot engage in a practicum assignment while the clinical team investigates the reasons for the removal/dismissal. If the clinical team deems the removal/dismissal was not warranted, the team will work with the student to locate a new clinical site. The student will continue in the program while a new site is obtained.
2. If the clinical team deems the removal/dismissal is warranted (falsification of documents, misconduct, theft, non-attendance, etc.), the student will receive a grade of "F" for the practicum.
3. The student may appeal the decision in succession to the Program Director, then the nursing Chair, and then the Dean of the College. The decision of the College Dean is final. The student must appeal each level within 7 days of the decision.

BSN Professional Phase Progression Policy Appeals

Students should direct progression policy appeals to the Program Director. The Program Director will communicate receipt of an appeal to the Assistant Dean of the College and to the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the decision of the Program Director, the student may appeal to the Nursing Chair. Upon receipt of the appeal, the Chair will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the Chair's decision, the

student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. The decision of the College Dean is final.

The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College and the Campus Director & Dean of Academic Affairs and Operations must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled and to the Nursing Chair, and Assistant Dean of the College.

Bachelor of Science in Nursing (BSN) Program Professional Phase Reinstatement Policy

This procedure applies to reinstatement for students who withdrew from any course in the Nursing program, withdrew from the Nursing program, or failed to meet GPA and grade progression standards. There is no guarantee of reinstatement. The final decision for reinstatement into the Nursing program is provided by the Program Director. The reapplication process will only be offered once, unless the withdrawal was due to an emergency leave authorized by the Program Director (see the Emergency Leave Policy).

1. The student must apply in writing to the Program Director requesting reinstatement in the program. The student must include a plan of action, to address the reason(s) for failure to progress in the program that is approved by the Program Director.
2. The Program Director will determine the appropriateness of reinstatement into the program. If not satisfied with the decision of the Program Director, the student may appeal to the Nursing Chair. Upon receipt of the appeal, the Chair will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the Chair's decision, the student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. The decision of the College Dean is final. The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College and the Campus Director & Dean of Academic Affairs and Operations must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled and to the Nursing Chair, and Assistant Dean of the College.
3. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program. The student must also comply with all reinstatement conditions outlined by the Program Director.
4. Students who are eligible for reinstatement, who have been out of the program for any reason longer than one year must reapply for admission to the university and the Nursing program.

RN to BSN Program Progression Standards

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practice requirements are published in the course syllabi and expanded upon in the Student Handbook. Course syllabi are provided to each student before or during the first class contact for

each course. Student Handbooks are given to students after acceptance into the nursing program. Nursing program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

NOTE: The minimum CGPA requirement for full admission into the RN to BSN program is 2.00.

1. Students must complete all courses with a grade of C or better.
2. Have a cumulative grade point average (CGPA) of 2.5 or higher.
3. The RN to BSN Withdrawal policy does not apply to the general education courses.
4. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress (SAP) policy. Failure to meet the SAP standards may result in dismissal from the nursing program.

Students Removed from Clinical Affiliation

1. Students who are removed/dismissed from a clinical site prior to completing the rotation cannot engage in a practicum assignment while the clinical team investigates the reasons for the removal/dismissal. If the clinical team deems the removal/dismissal was not warranted, the team will work with the student to locate a new clinical site. The student will continue in the program while a new site is obtained.
2. If the clinical team deems the removal/dismissal is warranted (falsification of documents, misconduct, theft, non-attendance, etc.), the student will receive a grade of "F" for the practicum.
3. The student may appeal the decision in succession to the Program Director, then the nursing Chair, and then the Dean of the College. The decision of the College Dean is final. The student must appeal each level within 7 days of the decision.

Progression Policy Appeals

Students should direct progression policy appeals to the Program Director. The Program Director will communicate receipt of an appeal to the Assistant Dean of the College and to the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the decision of the Program Director, the student may appeal to the Nursing Chair. Upon receipt of the appeal, the Chair will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the Chair's decision, the student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. The decision of the College Dean is final.

The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College and the Campus Director & Dean of Academic Affairs and Operations must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled and to the Nursing Chair, and Assistant Dean of the College.

Nursing Program (RN to BSN) Reinstatement Policy

1. This procedure applies to readmission for any students who:
 - a. Were dismissed from the nursing program within the last 12 months.
 - b. Withdrew and did not resume attendance within 6-12 months.

- c. Have been out of the nursing program for longer than 12 months. These students must reapply for admission to the university and follow the nursing reinstatement process.
2. The final decision for reinstatement is provided by the Program Director. There is no guarantee of reinstatement.
3. The reapplication process will only be offered once, unless the withdrawal was due to an emergency leave authorized by the Program Director (see the Emergency Leave Policy).

Process for Reinstatement

1. Students must meet with their Academic Counselor to initiate the reinstatement process.
2. The student must apply in writing to the Program Director requesting reinstatement in the program. An action plan must be developed to address the reasons the student identified for course(s) failure. The plan must be approved by the Program Director.
3. The Program Director will determine the appropriateness of reinstatement into the program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program.
5. Students who are denied reinstatement may appeal this decision by following the appeal process outlined in the RN to BSN Progression Policy.

Masters of Public Health Program Progressions Policy

All course and practicum education requirements must be completed satisfactorily in order to meet graduation requirements. All course and practicum requirements are published in the course syllabi and detailed in the Student Handbook. A course syllabus is provided to each student prior to/during the first scheduled class meeting for each course(s) through the Learning Management System (LMS). Student Handbooks are given to students after acceptance into the Masters in Public Health (MPH) program. MPH program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

1. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progression Policy. Failure to meet the SAP standards may result in dismissal from the MPH program.
2. Students accepted into MPH program must achieve a grade of B in all graduate public health courses. Students will be permitted to repeat classes at a maximum of two times in which they scored lower than the required letter grade, the next quarter or session that the coursework is offered. Students who receive more than two incidences of less than a "B" in any public health course will be removed from the MPH program. Given this, a student repeating a course must receive a B in the retake or it will count as their second grade below a B in the program, thus necessitating removal from the program.
3. Students who are removed from a practicum prior to completion will be suspended from the program while the Program Director/Chair investigates the reasons for the removal. If the Program Director/Chair deems the removal is warranted, the student will be removed from the MPH program.
4. If the Program Director/Chair determines that despite removal from the practicum the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the practicum course when space permits. If the student is removed a second time, the student will be removed from the program.

Progressions Policy Appeals

- Students should direct progression policy appeals to the Program Director.

- The Program Director will communicate receipt of an appeal to the Chair of the Public Health Program and to the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled.
- If not satisfied with the decision of the Program Director, the student may appeal to the Public Health Program Chair.
- Upon receipt of the appeal, the Public Health Program Chair will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled.
- If not satisfied with the Chair's decision, the student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled.
- The decision of the College Dean is final.

The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College and the Campus Director & Dean of Academic Affairs and Operations must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and Campus Director & Dean of Academic Affairs and Operations where the student is enrolled and to the Public Health Chair, and Assistant Dean of the College.

Reinstatement Policy

This procedure applies to readmission for any students who:

- Have been out of the MPH program for longer than 12 months. These students must reapply for admission to the university and follow the MPH reinstatement process.

The final decision for reinstatement is provided by the Program Director. There is no guarantee of reinstatement.

Process for Reinstatement

- Students must meet with their Academic Counselor to initiate the reinstatement process.
- The student must apply in writing to the Program Director requesting reinstatement in the program. An action plan must be developed to address the reasons the student identified for course(s) failure. The plan must be approved by the Program Director.
- The Program Director will determine the appropriateness of reinstatement into the program.
- The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program.
- Students who are denied reinstatement may appeal this decision by following the appeal process outlined in the Master of Public Health (MPH) Progression Policy.

School of Pharmacy

School of Pharmacy Academic Progression Policy

Students are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP). Failure to meet the SAP standards may result in dismissal from the School of Pharmacy.

Academic Standing Categories

The academic standing of a student enrolled in the South University School of Pharmacy program can be categorized as follows: Good Standing, Academic Warning, Academic Probation, or Academic Dismissal.

It is each student's responsibility to be familiar with, and understand, both policies as it relates to their successful academic progression.

Good Standing

A student is in "Good Standing" unless on Academic Warning, Probation or Dismissal.

Academic Warning

A student will be placed on Academic Warning by the APC for meeting either of the following conditions:

- A. Earning two cumulative grades of 'D' (1.0 – 1.8) and not otherwise qualifying for Academic Probation or Dismissal
- B. Having a CGPA < 2.0 and not otherwise qualifying for Academic Probation or Dismissal

Students on Academic Warning must complete SAP requirements, if applicable, and all grades at or above a 'C' (≥ 2.0) to be removed from Academic Warning and returned to Good Standing status.

Academic Probation

A student will be placed on Academic Probation by the APC for meeting any of the following conditions:

- A. Earning one course grade of 'F' (0.00) in any single quarter
- B. Earning two course grades of 'D' (1.0 – 1.8) in any single quarter
- C. Earning a third cumulative course grade of 'D' (1.0 – 1.8) since enrollment in the program

A student placed on Academic Probation will remain on Probation for three quarters unless otherwise extended at the APC's discretion. Students will be expected to sign, return and adhere to, the Academic Plan and Performance Agreement included in their Academic Probation notification. In addition, any students on probation will be required to

meet with the Academic Success Coordinator (ASC) during the probationary period, at a frequency determined by the ASC.

Lastly, any student on Academic Probation will not be allowed to represent a class or student organization as an officer.

Academic Dismissal

A student will be Academically Dismissed from the School of Pharmacy if any of the following occur:

- A. A student earns two course grades of "F" (0.00) while enrolled in the School of Pharmacy.
- B. A student qualifies for Academic Probation while already on Academic Probation.
- C. A student qualifies for Academic Probation for a second time while enrolled in the School of Pharmacy.
- D. A student earns four course grades less than 2.0 while enrolled in the School of Pharmacy.
- E. A student fails (grade of 0.00) the same course twice.
- F. A student has not completed all of the requirements for the Doctor of Pharmacy degree within 5 years of the date the student entered as a first-year student, with the exclusion of approved leaves of absence.

Any student who qualifies for academic dismissal may request to meet with the APC, at the end of the quarter. At the discretion of the APC, a student subject to dismissal may be:

- A. Permitted to remain in attendance with or without contingencies, provisions, or additional requirements;
- B. Withdrawn with stated provisions, contingencies, or additional requirements for returning; or
- C. Permanently withdrawn.

Procedures for Appealing Dismissal by the Progressions Committee

A student has the right to file an appeal directly to the Office of the Dean of the School of Pharmacy if the student believes that the decision was reached as the result of an omission or error. The student should continue to attend classes until the appeal is resolved. The procedure for such appeal is as follows:

- A. The formal appeal must be received by the Office of the Dean of the School of Pharmacy within 5 calendar days following the student's receipt of notification from the Academic Progressions Committee.
- B. The student must initiate the process by presenting the appeal in writing using the South University School of Pharmacy Notice of Appeal Form. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration. Proper grounds for appeal include examples such as deviation from proper due process or the existence of previously undisclosed evidence in information pertinent to the action or findings.
- C. Once an appeal is received by the Office of the Dean, the Dean or his designee will notify the Chair of the Academic Progressions Committee and the Pharmacy Registrar that an appeal has been filed. After reviewing the student's appeal, a decision will be rendered in writing no later than 10 calendar days after receiving the appeal. The Dean may grant the appeal, reject the appeal or modify the original finding. The decision of the Dean is final.