

# South University 2021-2022 Academic Catalog Version I Addendum I

*This addendum is effective for all class starts on or after January 1, 2022.*

## Financial Information

### Fees

**Clinical Compliance Tracking System Fee:** New students in the College of Nursing, and those entering the professional phase of the Bachelor of Science in Nursing (BSN), will pay an initial fee to cover clinical clearance as required by our clinical affiliation agreements, including (but not limited to) background screenings, finger printing, immunization tracking, and any other necessary requirements. Rates by program are as follows:

	BSN*	RN-BSN^	MSN/DNP/PGC^
Complio BG/FP	\$100	\$100	\$130
Complio DT	\$40	\$40	\$40
Complio Tracker	\$46	\$36	\$42
Total	\$186	\$176	\$212

\*Fee will be charged upon acceptance into the professional phase of the program. Any additional annual compliance required fees is the responsibility of the student.

^Based on student progression, additional compliance requirements may be necessary and is the responsibility of the student.

^Virginia students are responsible for funding the clinical clearance requirement prior starting the program (CTO SCHEV).

#### Registration Fee

The registration fee for all students is \$25 per term. This fee applies to all programs, and enables the University to invest in systems that will provide seamless registration for students and allow for program planning from matriculation to graduation.

#### Technology Fee

The technology fee for all students is \$20 per quarter credit hour. The fee does not apply to Pharmacy students.

## Institutional Refund Policy

**Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Campus-Based Programs (10-week or 11-week terms)**

Academic programs functioning under 11-week terms are:

- Doctor of Pharmacy
- Master of Arts in Clinical Mental Health Counseling
- Master of Medical Science in Anesthesia Science
- Master of Science in Physician Assistant
- Bachelor of Science in Nursing
- Associate of Applied Science in Occupational Therapy Assistant\*
- Associate of Science in Occupational Therapy Assistant\*
- Associate of Applied Science in Physical Therapist Assistant\*
- Associate of Science in Physical Therapist Assistant\*

*\*The pre-professional phase of these programs is offered in 10-week terms. The professional phase is offered in 11-week terms.*

For purposes of this Initial Period of Enrollment Policy, a first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended, please see the Refund of Tuition section of the enrollment agreement and catalog.

South University programs provide all new applicants seeking a first-time enrollment in any campus-based undergraduate program of study, including blended (hybrid) programs, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to the start of the term or within seven (7) calendar days following the first day of the student's first scheduled class, whichever is later (referred to as the "Initial Period").

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th - 1st scheduled class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1st	3	4
May 2nd	4	5
May 3rd	5	6
May 4th	6	7
May 5th	7th - Last Day of Initial Period	8

May 6th	Initial Period over - student is eligible to be reviewed for full admission	9
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A first-time undergraduate student who notifies the school of the intent to withdraw in person or in writing, or simply stops attending and does not attend classes past the seventh (7th) calendar day following the student's first day of the term or first scheduled class, whichever is later, will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the date of the cancellation.

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the seventh (7th) calendar day following the student's first scheduled class or does not meet the requirements for admission to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the ninth (9th) respective calendar day (the day after the first calendar day plus seven (7) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term or first scheduled class day, whichever is later, including the withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

In order to qualify for aid, students must be a regular student and meet all federal, state, or other types of aid eligibility requirements.

Cancellation Refund Policy Student Examples for Campus-Based Students:

Example 1:

1. Student's first scheduled class is January 5th.
2. Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. Student's first scheduled class is January 5th.
2. Student remains enrolled and attends class through January 14 (the 9th day), then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day ten (10) of the class.
4. Student would be eligible for Title IV, veteran's benefits, state aid, and other aid programs, if all other conditions are met for admission and aid eligibility, since he or she became a regular student after January 11th (the 7th day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

**Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs**

A first-time undergraduate student is a student who has not previously attended the school in an undergraduate program. A first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

For students in graduate programs and undergraduate students who have previously attended please see the Refund of Tuition section of the enrollment agreement and catalog.

South University programs provide all new applicants seeking a first-time enrollment in any fully online undergraduate program of study, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to beginning classes or within twenty-one (21) calendar days following the first day of the student's first term.

A first-time undergraduate student who notifies the school in person, in writing, or simply stops attending and does not attend classes past the twenty-first (21st) calendar day following the first day of the term will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the cancellation.

The chart below illustrates the days in the Initial Period for a non-regular student:

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th - 1st scheduled class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1st - May 7th	3. 4. 5. 6. 7. 8. 9	4, 5, 6, 7, 8, 9, 10
May 8th - 15th	10, 11, 12, 13, 14, 15, 16	11, 12, 13, 14, 15, 16, 17
May 16th - 19th	17, 18, 19, 20	18, 19, 20, 21
May 20th	21st = Last Day of Initial Period	22
May 21st	Initial Period over - student is eligible to be reviewed for full admission	23

During a first-time student's Initial Period of Enrollment in an undergraduate program, the student is considered a non-regular student for federal student aid purposes and is not eligible to receive federal, state or any other types of aid during this period.

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the twenty-first (21st) calendar days following the first day of the first term (22nd day), or does not meet the admission requirements to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the twenty-third (23rd) respective calendar day (the day after the first day of the term plus twenty-one (21) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term, including withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

### Cancellation Refund Policy Student Examples for Fully Online Programs:

Example 1:

1. The term begins on January 5th.
2. Student ceases to attend and his or her last date of attendance is January 24th (the 19th day).
3. Student would no longer be enrolled and would not be eligible for any Title IV, veteran's benefits, state aid and other aid program funding nor would the student be charged for any portion of his or her tuition or fees for the Initial Period or for the term.
4. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1. The term begins on January 5th.
2. Student remains enrolled and attends class through January 28 (the 23rd day) then ceases enrollment and attendance.
3. Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day twenty-four (24) of the term.
4. Student would be eligible for Title IV, veteran's benefits, state aid and other aid program, if all other conditions are met for admission, since he or she became a regular student after January 25th (the 21st day).
5. Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

## Refund of Tuition

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. All students will be subject to the institutional refund policy. Students who receive Federal student aid are subject to the Return of Title IV Funds Policy. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be reversed and any payments made will be refunded. A tuition adjustment results when a student officially changes enrollment status (full-time to part-time, part-time to less than part-time or part-time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.

2. Refund Policy after Class Start:

If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the academic term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance will be reversed if required based on the tuition charge pricing for the reduced academic credits for the term for the Institutional Refund Policy, or State Refund Policy where applicable. The reversal of applicable charges will be completed after the Return of Title IV Policy. For the Return of Title IV, the evaluation period and term charges will include the entire period in which the student registered.

If a student has attended sixty (60) percent of the academic term, the evaluation period and academic term charges include the entire period in which the student registered. The Institutional Refund Policy, or State Refund Policy, where applicable, shall be applied based on the student's last date of attendance in the academic term using the academic term charges and the start date of the first session through the end date of the last session within the academic term. For the Return of Title IV, the evaluation period and academic term charges include the entire period in which the student registered.

3. Richmond and Virginia Beach Virginia campuses only: Rejection: An applicant rejected by South University is entitled to a refund of all monies paid. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. A student applicant will be considered a student as of the first day of classes.

All refunds must be submitted within forty-five (45) calendar days after receipt of a written request or the date the student last attended classes, whichever is sooner.

Tuition Refunds will be Determined as Follows for Virginia Based Students:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the first 25%	75% of tuition cost
25% up to but less than 50%	50% of tuition cost
50% up to but less than 75%	25% of tuition cost
75% or more	No Refund

4. Tuition Refunds will be Determined as Follows for Alabama, North Carolina, South Carolina and Texas (Austin, Columbia, High Point, and Montgomery locations), based on the week in which the student withdraws:

Proportion of Total Course Taught by Withdrawal Date:	Tuition Refund
Week 1	75% of tuition cost
Week 2	50% of tuition cost
Week 3	25% of tuition cost
After Week 3	0% of tuition cost

5. Tuition Refunds will be Determined as Follows for Georgia (Atlanta and Savannah locations), based on the week in which the student withdraws:

Proportion of Total Course Taught by Withdrawal Date:	Tuition Refund
Up to 5% of term	95% of tuition cost

5%-10% of term	90% of tuition cost
10%-25% of term	75% of tuition cost
25%-50% of term	50% of tuition cost
After 50% of term	0% of tuition cost

6. Tuition Refunds will be Determined as Follows for Florida (Orlando, Tampa and West Palm Beach locations)  
Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines:

Students who apply for enrollment into a Florida campus but are rejected or provide written notice of cancellation within three (3) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than three (3) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Tuition Refunds will be Determined as Follows, based on the week in which the student withdraws:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the end of Week 1, if different	75% of tuition cost
Week 2	50% of tuition cost
Week 3	25% of tuition cost
After Week 3	0% of tuition cost

7. South University, Online Programs:  
Student Right to Cancel/Buyer's Right to Cancel:

Students in South University's online programs who drop before the start date of the academic term will receive a one hundred (100) percent refund of the total cost of tuition for the academic term. Tuition refunds after the start of an academic term are based on weekly attendance. Fully online students must contact their Academic Counselor to officially withdraw from school. A student will be determined to be withdrawn from the institution if the student violates the University's published attendance policy in all their classes. The withdrawal date is the last date of attendance as determined by the school from its attendance records. All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Online and 10 week Ground Based Programs (Excluding FL, GA, VA):

Mid-Quarter Start:

- Students who withdraw during week 1 will receive a 75% tuition refund.
- Students who withdraw during week 2 will receive a 50% tuition refund.
- Students who withdraw during or after the 3rd week will receive a 0% tuition refund.

Quarter Start:

- Students who withdraw during weeks 1 and 2 will receive a 75% tuition refund.
- Students who withdraw during weeks 3 and 4 will receive a 50% tuition refund.
- Students who withdraw during or after the 5th week will receive a 0% tuition refund.

8. Iowa State Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their academic term will receive a prorated academic term refund based on their official last date of attendance (LDA). Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded.
2. Students who drop before the start date of the course will receive a one-hundred (100) percent refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance.

Mid-Quarter Start:

5 Week Refund%	5.5 Week Refund%
Week 1 LDA 75%	Week 1 LDA 75%
Week 2 LDA 54%	Week 2 LDA 57%
Week 3 LDA 36%	Week 3 LDA 40%
Week 4 LDA 18%	Week 4 LDA 24%
Week 5 LDA 0%	Week 5 LDA 7%
	Week 6 LDA 0%

Quarter Start:

10 Week Course Refund%	11 Week Course Refund%	12 Week Course Refund %
Week 1 LDA 81%	Week 1 LDA 82%	Week 1 LDA 83%
Week 2 LDA 75%	Week 2 LDA 75%	Week 2 LDA 75%
Week 3 LDA 63%	Week 3 LDA 65%	Week 3 LDA 68%
Week 4 LDA 54%	Week 4 LDA 57%	Week 4 LDA 60%
Week 5 LDA 45%	Week 5 LDA 49%	Week 5 LDA 53%
Week 6 LDA 36%	Week 6 LDA 40%	Week 6 LDA 45%



Week 7 LDA 27%	Week 7 LDA 32%	Week 7 LDA 38%
Week 8 LDA 18%	Week 8 LDA 24%	Week 8 LDA 30%
Week 9 LDA 9%	Week 9 LDA 15%	Week 9 LDA 23%
Week 10 LDA 0%	Week 10 LDA 7%	Week 10 LDA 15%
	Week 11 LDA 0%	Week 11 LDA 8%
		Week 12 LDA 0%

4 week Course Refund%	5 Week Course Refund%	5.5 Week Course Refund%
Week 1 LDA 68%	Week 1 LDA 75%	Week 1 LDA 75%
Week 2 LDA 45%	Week 2 LDA 54%	Week 2 LDA 57%
Week 3 LDA 23%	Week 3 LDA 36%	Week 3 LDA 40%
Week 4 LDA 0%	Week 4 LDA 18%	Week 4 LDA 24%
	Week 5 LDA 0%	Week 5 LDA 7%
		Week 6 LDA 0%

10 Week Course Refund%	11 Week Course Refund%
Week 1 LDA 81%	Week 1 LDA 82%
Week 2 LDA 75%	Week 2 LDA 75%
Week 3 LDA 63%	Week 3 LDA 65%
Week 4 LDA 54%	Week 4 LDA 57%
Week 5 LDA 45%	Week 5 LDA 49%
Week 6 LDA 36%	Week 6 LDA 40%
Week 7 LDA 27%	Week 7 LDA 32%
Week 8 LDA 18%	Week 8 LDA 24%
Week 9 LDA 9%	Week 9 LDA 15%
Week 10 LDA 0%	Week 10 LDA 7%

	Week 11 LDA 0%
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For a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa national guard or reserve forces of the United States and who is ordered to state military service or federal service or duty, the student shall have the following withdrawal options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.
9. Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. Refunds are made within sixty (60) days from the date of withdrawal or termination. The withdrawal date is the last date of attendance as determined by the school from its attendance records. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Online Programs:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

10. New Mexico Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from South University online programs.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of three business days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more \$100 or 5% in tuition or fees, whichever is less, as registration charges.

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than one hundred (100) dollars or five (5) percent of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated. The withdrawal date is the last date of attendance as determined by the school from its attendance records:

Online Programs:

On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

#### 11. Ohio State Refund Policy

Residents of Ohio who apply for enrollment at South University but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date. Refunds are calculated based on the student's last date of attendance or participation in an academic activity.

Online Programs

Refunds for Tuition and Refundable Fees will be determined as Follows:

Calendar Week	Tuition Refund
Withdrawal during the first full week	75% of tuition and refundable fees
Withdrawal during the second full week	50% of tuition and refundable fees
Withdrawal during the third full week	25% of tuition and refundable fees
Withdrawal after the third full week	No tuition or refundable fees refund

#### 12. Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from South University. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within three (3) business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three (3) business day cancellation period, but before completing sixty (60) percent of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten (10) percent. The withdrawal date is the last date of attendance as determined by the school from its attendance records. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within forty (40) calendar days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for fifteen (15) calendar days.

No refund is required for any student who withdraws or is dismissed after completing sixty (60) percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Cancellation Privilege:

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (3rd) business day after written and final receipt of notice of acceptance from the school.

The student will receive a full refund of all money paid if the student cancels within the three (3) business day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within three (3) days of cancellation.

Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but after the three (3) Day Cancellation Period:

One hundred (100) percent refund less a one-time application fee of \$50.

Online Programs

Adjustment of Charges after Completing:

At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%

30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund

## Institutional Refund Policy for Single Courses

### Refund of Tuition

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of the class (as listed in the University calendar), regardless of the class. All students will be subject to the institutional refund policy. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be reversed and any payments made will be refunded. A tuition adjustment results when a student officially changes enrollment status during the drop/add period. No adjustment will be made for students dropping the class after the drop/add period and will be subject to the tuition refund schedules below.
2. Richmond and Virginia Beach Virginia campuses only:  
 Rejection: An applicant rejected by South University is entitled to a refund of all monies paid. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. Other Cancellations: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less an application fee of fifty (50) dollars for certain academic programs. A student applicant will be considered a student as of the first day of classes.

All refunds must be submitted within forty-five (45) calendar days after receipt of a written request or the date the student last attended the class, whichever is sooner.

Tuition Refunds will be Determined as Follows:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the first 25%	75% of tuition cost
25% up to but less than 50%	50% of tuition cost
50% up to but less than 75%	25% of tuition cost
75% or more	No Refund

3. Florida campuses including Orlando, Tampa, and West Palm Beach:

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of the class (as listed in the University calendar), regardless of the class. Refunds or tuition adjustments will be awarded according to the following guidelines:

Students who apply for enrollment into a Florida campus but are rejected or provide written notice of cancellation within three (3) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than three (3) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Tuition Refunds will be Determined as Follows, based on the week in which the student withdraws:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
During the Drop/Add Period	100% of tuition cost
After the Drop/Add Period and before the end of Week 1, if different	75% of tuition cost
Week 2	50% of tuition cost
Week 3	25% of tuition cost
After Week 3	0% of tuition cost

4. South University Online:

Student Right to Cancel/Buyer's Right to Cancel:

If circumstances prevent matriculation before a student begins attending South University, all tuition charges will be refunded.

Students in South University's online courses who drop before the start date of the course will receive a one hundred (100) percent refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance. Fully online students must contact their Academic Counselor to officially withdraw from school. A student will be determined to be withdrawn from the institution if the student violates the University's published attendance policy. The withdrawal date is the last date of attendance as determined by the school from its attendance records. All refunds must be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Online Courses:

Mid-Quarter Course:

- Students who withdraw during week 1 will receive a 75% tuition refund.
- Students who withdraw during week 2 will receive a 50% tuition refund.
- Students who withdraw during or after the 3rd week will receive a 0% tuition refund.

Quarter Course:

- Students who withdraw during weeks 1 and 2 will receive a 75% tuition refund.
- Students who withdraw during weeks 3 and 4 will receive a 50% tuition refund.

- Students who withdraw during or after the 5th week will receive a 0% tuition refund.

5. Iowa State Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their course(s) will receive a prorated course refund based on their official last date of attendance (LDA). Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of the class (as listed in the University calendar), regardless of the class. Refunds or tuition adjustments will be awarded according to the following guidelines:

If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded.

Students who drop before the start date of the course will receive a one hundred (100) percent refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance.

Online Courses:

Mid-Quarter Courses:

<u>5 Week Refund%</u>	<u>5.5 Week Refund%</u>
Week 1 LDA 75%	Week 1 LDA 75%
Week 2 LDA 54%	Week 2 LDA 57%
Week 3 LDA 36%	Week 3 LDA 40%
Week 4 LDA 18%	Week 4 LDA 24%
Week 5 LDA 0%	Week 5 LDA 7%
	Week 6 LDA 0%

<u>10 Week Refund%</u>	<u>11 Week Refund%</u>	<u>12 Week Refund %</u>
Week 1 LDA 81%	Week 1 LDA 82%	Week 1 LDA 83%
Week 2 LDA 75%	Week 2 LDA 75%	Week 2 LDA 75%
Week 3 LDA 63%	Week 3 LDA 65%	Week 3 LDA 68%
Week 4 LDA 54%	Week 4 LDA 57%	Week 4 LDA 60%
Week 5 LDA 45%	Week 5 LDA 49%	Week 5 LDA 53%
Week 6 LDA 36%	Week 6 LDA 40%	Week 6 LDA 45%
Week 7 LDA 27%	Week 7 LDA 32%	Week 7 LDA 38%
Week 8 LDA 18%	Week 8 LDA 24%	Week 8 LDA 30%
Week 9 LDA 9%	Week 9 LDA 15%	Week 9 LDA 23%
Week 10 LDA 0%	Week 10 LDA 7%	Week 10 LDA 15%

	Week 11 LDA 0%	Week 11 LDA 8%
		Week 12 LDA 0%

Iowa residents who are a member, or a spouse of a member if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to state military service or federal service or duty will be afforded the following options:

1. Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.
2. Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
3. Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

6. Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. Refunds are made within sixty (60) calendar days from the date of withdrawal or termination. The withdrawal date is the last date of attendance as determined by the school from its attendance records. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

7. New Mexico Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from South University online programs.

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period of three (3) business days from the date of agreement or payment or from the date that the student first visits the institution, whichever is later. During the cooling off period, the agreement can be withdrawn and all payments shall be refunded. Evidence of personal appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means shall be deemed as meeting the terms of the cooling off period.

Following the cooling off period but prior to the beginning of instruction, a student may withdraw from enrollment following the cooling off period, prior to submission by the student of any lesson materials and effective upon deposit of a written statement of withdrawal for delivery by mail or other means, and the institution shall be entitled to retain no more one hundred (100) dollars or five (5) percent in tuition or fees, whichever is less, as registration charges.



A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than one hundred (100) dollars or five percent (5%) of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

8. Ohio State Refund Policy

Residents of Ohio who apply for enrollment at South University but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement are entitled to a refund of all monies paid. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid.

All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date. Refunds are calculated based on the student's last date of attendance or participation in an academic activity.

Refunds for Tuition and Refundable Fees will be determined as Follows:

Calendar Week	Tuition Refund
Withdrawal during the first full week	75% of tuition and refundable fees
Withdrawal during the second full week	50% of tuition and refundable fees
Withdrawal during the third full week	25% of tuition and refundable fees
Withdrawal after the third full week	No tuition or refundable fees refund

9. Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from South University. The enrollment agreement is a legally binding contract upon acceptance of the student

by the school unless the student cancels the enrollment agreement within three (3)-business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three (3)-business day cancellation period, but before completing sixty (60) percent of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten (10) percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period. The withdrawal date is the last date of attendance as determined by the school from its attendance records.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within forty (40) calendar days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for fifteen (15) calendar days.

No refund is required for any student who withdraws or is dismissed after completing sixty (60) percent of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Cancellation Privilege:

A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (3rd) business day after written and final receipt of notice of acceptance from the school.

The student will receive a full refund of all money paid if the student cancels within the three (3)-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within three (3) days of cancellation.

Online Courses:

Adjustments of the Tuition and Fee Charges before Attending Any Units of Instruction but After the Three (3) - Day Cancellation Period:

One hundred (100) percent refund.

Adjustment of Charges after Completing:

At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%

50%	60%	40%
60%	no refund	no refund

## Accreditation and State Licensing

### Veterans Education Act

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. If you are a veteran or the dependent of a veteran, contact the local Veterans Affairs office in your region, visit [www.gibill.va.gov](http://www.gibill.va.gov).

#### U.S. Departments of Veterans Affairs and Defense Education Benefits

South University has been approved by the veteran state approving agency in the states listed below for the training of veterans and eligible veterans' dependents. Where applicable, utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Satisfactory Academic Progress Policy of the catalog for more information). Students receiving veterans' benefits must report all prior education and training. South University will evaluate prior credit and accept that which is appropriate. South University will not impose any penalty or late fees, deny access to classes, libraries, or other campus facilities, or require a covered individual to borrow additional funds due to delayed payments from the VA under chapter 31 or 33. Students with questions should contact the veteran state approving agency for the state in which their campus operates.

**Alabama:** South University, Montgomery, is approved for the training of veterans and other eligible individuals by the Alabama State Approving Agency under the Code of Alabama §§ 31-6-1, et seq. In accordance with Alabama state approving agency policy, it is required that all transcripts are on file and all prior learning has been evaluated for transfer into the student's educational program by the completion of two (2) academic terms. Failure to have an evaluation completed by this timeframe will result in a suspension of the student's certified attendance to the VA until an evaluation is complete. Students with questions should contact the Alabama State Approving Agency ( P.O. Box 302130, 135 South Union Street, Montgomery, AL 36104; Phone: 334-293-4664; Fax: 334-293-4663; [www.accs.cc](http://www.accs.cc)).

**Florida:** South University, Tampa, South University, Orlando Off-Campus Instructional Site, and South University, West Palm Beach, are approved for training veterans and other eligible individuals by the Florida Department of Veterans' Affairs, Bureau of State Approving Agency for Veterans Education, Training. In accordance with Florida state approving agency policy, it is required that all transcripts are on file and all prior learning has been evaluated for transfer into the student's educational program. Students with questions should contact the Florida Department of Veterans' Affairs, Bureau of State Approving Agency for Veterans Education, Training (9500 Bay Pines Boulevard, Room 214; Bay Pines, FL 33744; 727-319-7402; [www.floridavets.org](http://www.floridavets.org)).

**Georgia:** South University, Savannah, is approved for training veterans and other eligible individuals by the State of Georgia Department of Veterans Services' Veterans Education and Training Division (Floyd Veterans Memorial Building., Suite E-970; Atlanta, GA 30334-4800; 404-656-2306 or 404-656-2322; <http://sdvs.georgia.gov/>).

**North Carolina:** South University, High Point Off-Campus Instructional Site is approved for the training of veterans and eligible veterans' dependents by the North Carolina State Approving Agency.

**South Carolina:** South University, Columbia, is approved for the training of veterans and other eligible persons by the State Approving Agency. In accordance with South Carolina state approving agency policy, it is required that all transcripts are on file and all prior learning has been evaluated for transfer into the student's educational program by the completion of two (2)

academic terms. Students with questions should contact the South Carolina State Approving Agency (1122 Lady Street, Suite 300, Columbia, SC 29201; 803-737-2260; [www.che.sc.gov](http://www.che.sc.gov)).

**Texas:** South University, Austin, is approved for training veterans and other individuals by the Texas Veterans Commission (PO Box 12277, Austin, TX 78711-2277; 800-252-8387; [www.tvc.state.tx.us](http://www.tvc.state.tx.us)).

**Virginia:** South University, Richmond, and South University, Virginia Beach are approved for training veterans and other eligible individuals by the Virginia Department of Veterans Services, State Approving Agency Veterans Education, Training and Employment (101 North 14th Street, 17th Floor; Richmond, Virginia 23219; 804-225-2083; <http://www.dvs.virginia.gov>).

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov)

As a **Department of Defense Memorandum of Understanding** education institution participant and signatory, South University is approved for Tuition Assistance. Eligibility for Tuition Assistance varies by military branch. Military spouses may also be eligible to use Department of Defense educational benefits under the Military Spouse Career Advancement Scholarship (MyCAA) program. Service members or military spouses wishing to use Department of Defense education benefits must obtain approval from their respective military branch or the Department of Defense prior to starting the course.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill Feedback System by going to the following website: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

While benefit and eligibility information is provided by South University, the ultimate approval of a student's ability to use a particular benefit is determined by the respective government agency offering the benefit. Eligible service members, veterans and dependents may contact the Student Financial Services department at South University to learn more about these programs and participation. For additional information, visit [www.southuniversity.edu](http://www.southuniversity.edu).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [http://www.benefits.va.gov/GIBILL/Trademark\\_Terms\\_of\\_Use.asp](http://www.benefits.va.gov/GIBILL/Trademark_Terms_of_Use.asp).

## Admissions

*The following policies had administrative titles updated to align with organizational changes. The overall process was not changed.*

## Re-entry/Readmission of Former Students

Students seeking readmission after an absence of one year or longer, may be readmitted without retesting for admission, but must apply for readmission. If they were enrolled at other colleges during their absence, transcripts of coursework taken must be sent to South University. A candidate for readmission must either demonstrate that they already meet the entrance test requirement for admission in effect at the time of readmission or retest to achieve that minimum entrance score.

Students seeking re-entry after an absence of less than a year may resume their previous program curriculum, or if a curriculum change has occurred since their original start date, they may opt to move to the new program curriculum. Students seeking readmission after an absence of one year or longer must enroll in the new program curriculum. Requests for exceptions to the program enrollment requirement may be submitted to the Dean of Academic Affairs and Retention for campus programs or Program Director or designee for online programs.

Students in the partially online Bachelor of Science in Legal Studies or Associate of Science in Paralegal Studies Programs may withdraw from South University Online Programs for one period of up to 24 consecutive months in order to complete the

traditional classroom format Legal Studies specialty courses required as part of their program. Partially online Bachelor of Science in Legal Studies and Associate of Science in Paralegal Studies students who withdraw from the University due to personal or emergency circumstances may not re-enter the partially online program after an absence of nine months or more.

## **Procedure for Admission to the Master of Arts in Clinical Mental Health Counseling Program**

Admissions criteria for the Master of Arts in Clinical Mental Health Counseling program are consistent with those required in other master's degree level programs at South University. As the admissions process also takes into consideration the characteristics deemed essential to becoming a clinical mental health counselor, material is also required which will enable a determination to be made of the applicant's personal integrity, maturity, interpersonal skills, and ability to communicate effectively. The criteria used in determining admission to the graduate program include:

1. Completion of a bachelor's degree from an accredited institution.
2. A grade point average of at least 2.7 (on an Admissions scale of 4.0) for the last 60 semester hours/90 quarter hours of coursework (including relevant graduate work), or, a bachelor's degree with an overall CGPA of 2.7, or, an earned graduate degree from an accredited institution with a CGPA of 3.0 or higher.
3. A minimum score on a South University preapproved English language proficiency test is required for all applicants whose "first" language is not English as specified in the English Language Proficiency Policy.
4. Interview with the Clinical Mental Health Counseling department chair/program director or designated faculty member.
5. Approval of the campus program admissions committee.
6. Completion of an application for admission.
7. Submission of a personal/professional statement addressing the applicant's interest in counseling, professional goals, along with a self-appraisal of academic and professional qualifications.
8. Submission (within 10 weeks of class start dates) of official transcripts from all postsecondary institutions attended.
9. Current résumé (or career summary).
10. Background Check

All required admissions documentation and criteria will be reviewed and evaluated. Applicants will be notified regarding acceptance. Applicants should review the published general graduate requirements listed in the South University catalog. Students who are citizens of countries other than the United States should also refer to the section in the South University catalog entitled International Student Admissions Policy.

### **Provisional Admission**

Applicants with an undergraduate degree CGPA of less than a 2.70, but not lower than 2.30, for the last 60 semester hours/90 quarter hours of coursework (including relevant graduate work), or, a bachelor's degree with an overall CGPA of 2.70, but not lower than 2.3, or, an earned graduate degree from an accredited institution with a CGPA of less than 3.00, but not lower than a 2.70, will be considered for provisional admission. Students who do not attain a 3.00 GPA in the first quarter will be dismissed. Students cannot appeal the dismissal from the university as a result of failure to meet the conditions of provisional admission.

The applicant will need to provide evidence of academic and professional potential demonstrated by career and/or personal accomplishments indicated in a personal statement of academic and professional goals, a career resume or curriculum vita, and two letters of academic and/or professional recommendations. The Program Chair in consultation with the Campus Dean of Academic Affairs and Retention and College Dean or designee must approve exceptions. The College Dean serves as the final decision maker. Students are required to complete the provisional admissions form for entry as a provisional admission student.

## **Procedure for Admission to the Associate of Science or Associate of Applied Science in Physical Therapist Assistant Program**

Admission into the Physical Therapist Assistant (PTA) program is a two-step process:

1. Candidates are eligible to enter the general education phase of the PTA program as "PTA students" by meeting South University's General Undergraduate Admission Requirements.
2. Candidates must complete prerequisite coursework and meet all requirements outlined below to be eligible for admission to the technical phase of the PTA program.

Students may transfer prerequisite courses into the program before entering the technical phase if approved by the registrar. The coursework that is transferred to South University must permit the student to obtain a 2.85 CGPA by the time the student applies for admission into the PTA technical phase. Students who transfer coursework into South University, but cannot mathematically attain a CGPA of 2.85 by the time they would enter the technical phase, will not be admitted to the PTA program.

Transfer credit will not be accepted for courses in the South University PTA Technical Phase Curriculum.

*Note: This does not apply to South University PTA students (in good standing) transferring between campuses.*

Students from South University who are in another major will be permitted to transfer into the general education phase of the PTA program if they meet all requirements as stated in the PTA Program Change Policy. Applicants must satisfy technical standards for the PTA program in order to be admitted.

## **Admission Requirements for the Technical Phase of the Physical Therapist Assistant Program**

Applicants must apply for admission into the technical phase of the Physical Therapist Assistant (PTA) program. Applicants must submit a complete application packet and meet all admission requirements as stated below to enter the ranking process. The technical phase slots will be filled by applicants with the greatest academic potential for success as determined by the ranking process. Applicants with the highest numerical ranking will be admitted to the technical phase of the program.

The criteria to determine admission to the PTA program include:

1. Application must be submitted seven (7) weeks before the start of the technical phase of the program.
2. Applicants must meet the Essential Functions and Technical Standards (listed in the application for admission and the program student handbook) of the program in order to enter the ranking process.
3. Applicants must complete a background check at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application packet. The PTA program follows the College of Health Professions Background Check Policy located in the South University Catalog ([www.southuniversity.edu/admissions/academic-catalog](http://www.southuniversity.edu/admissions/academic-catalog)). Applicants are not eligible for admittance into any portion of the PTA program if they have a felony conviction, plea, or adjudication withheld, or any disqualifying misdemeanor, for which a pardon or exemption for disqualification has not been received, including but not limited to rape or sexual abuse or molestation, and abuse, endangerment, or neglect of a child, disabled person, or elderly person.
4. Applicants must complete a drug screen at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application packet. The PTA program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog ([www.southuniversity.edu/admissions/academic-catalog](http://www.southuniversity.edu/admissions/academic-catalog)). Applicants with positive drug screen results will not be admitted into the PTA Program. Applicants may be eligible to reapply to a future admissions cycle (see PTA Program Director).
5. Applicants must complete an American Heart Association BLS CPR certification course (or equivalent as deemed by the program) and provide a copy of a valid card at the time of application. The card must remain valid throughout all clinical rotations.
6. Applicants must complete a health screening (physical exam showing medical clearance and proof of required immunity) before participating in the ranking process.
7. Applicants must complete 25 hours of observation in a physical therapy setting documented by a licensed PT or PTA on the appropriate form provided in the admissions packet. The completed form must be submitted at the time of application.

8. Applicants must achieve a 2.85 CGPA or greater in prerequisite coursework. All prerequisite coursework must be successfully completed prior to entry into the Technical Phase of the PTA Program.
9. Applicants must submit ATI Test of Essential Academic Skills (TEAS) scores. Students must achieve a minimum level of "Proficient" to enter the ranking process. Scores will not be accepted if greater than 5 years old.
10. Ranking will be based upon:
  1. Cumulative GPA in required prerequisite coursework (2.85 or greater required).
  2. Science GPA (required to score a B or higher in these courses; science coursework will not be accepted if greater than 7 years old from the start date of the Technical Phase of the program).
    1. AHS1001 Medical Terminology
    2. BIO1011 Anatomy and Physiology I
    3. BIO1012 Anatomy and Physiology I Lab
    4. BIO1013 Anatomy and Physiology II
    5. BIO1014 Anatomy and Physiology II Lab
  3. The ATI Test of Essential Academic Skills (TEAS) (minimum level of "Proficient" required).
  4. Repeating a course to achieve a higher grade is associated with penalty point deductions from the ranking score.
11. The number of students entering the technical phase will be determined by the College Dean in conjunction with the PTA Program Director and the ACCE/DCE.

## Technical Standards for Physical Therapist Assistant Students

The following standards reflect expectations of a student in the Physical Therapist Assistant (PTA) program for the performance of common physical therapy functions. In adopting these standards, the PTA Program is mindful of the patient's right to safe function in a broad variety of clinical situations while receiving physical therapy interventions. The PTA student must be able to apply the knowledge and skills necessary to function in a broad variety of clinical situations while administering physical therapy interventions. These standards do not encompass all that may be required for employment of the PTA Program graduate. In order to verify the students' ability to perform these essential functions, students are required to demonstrate the following technical standards throughout the curriculum.

The faculty is the sole judge of a student's ability to meet these standards through successful completion of the requirements of the program and individual courses.

1. **Critical Thinking/Problem Solving Skills.** Ability to collect, interpret and integrate information and use that information to make appropriate decisions.
2. **Interpersonal Skills.** Ability to collaboratively work with all PTA students and with program faculty and patients in the classroom, lab, and clinical setting.
3. **Coping Skills.** Ability to respond appropriately to stressful environments or during impending deadlines.
4. **Communication Skills.** Ability to communicate effectively in English using verbal, nonverbal and written formats with faculty, other students, patients, families, and healthcare workers.
5. **Mobility/Motor Skills.** Sufficient motor ability to execute the movement and skills required for safe and effective physical therapy treatment in various clinical settings.
6. **Sensory Abilities.** Sufficient visual, auditory, and tactile ability to monitor and assess health needs.
7. **Behavioral Skills.** Ability to demonstrate professional behaviors and a strong work ethic.

The Physical Therapist Assistant Program fully supports the provision of reasonable accommodations to students with special needs. Program requirements will not be altered. Instead, it is the policy of South University to provide reasonable accommodations to students with special needs who request them so that they can meet the program requirements. It is the students' responsibility to contact the Dean of Student Affairs/Office of Disability Support Services with documentation to support their need for accommodations. Students are encouraged to contact the Dean of Student Affairs and/or Program Director as early as possible to discuss their particular situation.

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against "otherwise qualified" persons with a disability. If an applicant can perform the Technical Standards listed

above, he or she is "otherwise qualified" under the law and must be treated the same as a person without a disability. A person who cannot perform the Technical Standards is not "otherwise qualified" and may be denied access to the program without discrimination.

## **Student Affairs**

### **Disability Services**

South University provides accommodations to qualified students with disabilities. Disability Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at South University.

Students who seek reasonable accommodations should notify the designated representative at their location of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The Office of Disability Support Services to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Assistant Vice Chancellor for Student Services. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Please see the Appendix at the end of the catalog for contact information for each South University location.

### **Veteran and Military Services**

A Veterans Affairs (VA) school certifying official is available at each campus to assist students with benefit information. The financial aid office can direct students to the appropriate University personnel.

South University is required to obtain and evaluate all previous post-secondary and military transcripts for students using Department of Veterans Affairs (VA) and Department of Defense (DoD) education benefits. For all students receiving VA and DoD education benefits, it is the student's responsibility to provide official transcripts from all post-secondary educational institutions and military training and experience. For students attending schools located in the state of Alabama, the VA State Approving Agency require South University to hold certification of enrollment to the VA for students who have failed to provide official transcripts by the completion of the second term.

### **General Complaint Procedures**

If you have a complaint or problem, you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Campus Dean of Academic Affairs and Retention for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or Campus Dean of Academic Affairs and Retention will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the Assistant Vice Chancellor for Student Affairs. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have



taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

State/Agency	Brief Description of Complaint Process	Link
Alabama Community College System	<p>Students may file consumer/student complaints with the Alabama Community College System by following these procedures:</p> <ol style="list-style-type: none"> <li>1. If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained in this document and also available online at the ACCS website (<a href="http://www.accs.cc">www.accs.cc</a>). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and e-mailing it to <a href="mailto:complaints@accs.edu">complaints@accs.edu</a> or (2) mailing it to: Alabama Community College System Attention: Office of the Vice Chancellor for Instructional and Student Services P.O. Box 302130 Montgomery, AL 36130-2130</li> <li>2. The Vice Chancellor for Instructional and Student Services or an appropriate administrator designated by the Vice Chancellor will investigate the complaint within 30 days of receipt.</li> <li>3. The institution which is the subject of complaint has 30 days to provide a written response to questions and/or concerns raised during the investigation. Such response</li> </ol>	<p><a href="https://ache.edu/ACHE_Reports/Forms/NRI/federal-reg.pdf">https://ache.edu/ACHE_Reports/Forms/NRI/federal-reg.pdf</a></p>

	<p>may or may not contain a resolution.</p> <ol style="list-style-type: none"> <li>4. The Vice Chancellor or designated administrator will adjudicate the matter and write a report or letter to the institution and student detailing corrective action, if any is necessary, or stating that the school has no violation of policies.</li> <li>5. If corrective action is needed the institution will have 30 days to comply or develop a plan to comply with the corrective action.</li> <li>6. The System Office will monitor the institution's compliance to ensure the completion of any required corrective action.</li> </ol>	
<p>Alaska Commission on Postsecondary Education</p>	<p>The Alaska Commission on Postsecondary Education (ACPE) processes complaints alleging violations of state institutional authorization law relative to postsecondary institutions or programs in Alaska. The complaint investigation process is described in AS 14.48.130 and 20 AAC 17.130-145. A student is encouraged to pursue the complaint/grievance process at their institution prior to contacting ACPE. This process is outlined in the institution's catalog. To request a complaint form please send an email to: EED.ACPE-IA@alaska.gov.</p> <p>For questions or assistance relative to complaints please contact:</p> <p>Kierke Kussart  Program Coordinator for Institutional Authorization  907-465-6741  EED.ACPE-IA@alaska.gov</p> <p>Alaska Commission on Postsecondary Education  PO Box 110505  Juneau, AK 99811-0505</p>	<p><a href="https://acpe.alaska.gov/ConsumerProtection">https://acpe.alaska.gov/ConsumerProtection</a></p>

<p>Arizona State Board for Private Postsecondary Education</p>	<p>The complaint procedure is stated as follows:</p> <ol style="list-style-type: none"> <li>1. If a student has a complaint against a licensed institution or program and exhausts all available grievance procedures established by the institution, the student may file a written complaint with the Board. A complaint must be filed within three years of the student's last date of attendance. (This is not a requirement for non-students)</li> <li>2. The Board's staff shall investigate the complaint if the allegations, if true, violated statute of Board rules. Upon completion of Board staff's investigation, the complaint shall be referred to the Complaint Committee for a review.</li> </ol> <p>Based upon the information provided pursuant to subsection A or B of this section, the Complaint Committee may do any of the following:</p> <ol style="list-style-type: none"> <li>1. Dismiss the complaint if the committee determines that the complaint is without merit.</li> <li>2. File a Letter of Concern.</li> <li>3. Refer the complaint to the full Board for further review and action.</li> </ol>	<p><a href="https://ppse.az.gov/complaint">https://ppse.az.gov/complaint</a></p>
<p>Arkansas Department of Higher Education</p>	<p>If you would like to file a grievance about an institution of higher education that you have attended, please complete the form at the link below. It is recommended that you complete your institutions complaint process before submitting this form. Please note that the Arkansas Department of Higher Education is a coordinating board that coordinates state financial aid, state funding to institutions of higher education and academic program review. ADHE does not have authority over the day-to-day operations of institutions of higher education. We may be able to offer guidance for issues you are having with an institution, but</p>	<p><a href="https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form">https://www.adhe.edu/students-parents/colleges-universities/student-grievance-form</a></p>

	<p>in most cases we cannot issue an immediate solution. If you have a grievance about a for-profit institution, this form may help us to provide you with a resolution.</p>	
<p>California Bureau for Private Postsecondary Education</p>	<p>Most consumers receive a quality education and have a generally positive experience from attending an approved private postsecondary educational institution (institution). However, in the event a consumer believes an institution's administrative processes or educational programs are compromised and not up to the required minimum standards, the Bureau should be notified. A complaint may be filed by writing (Complaint Form) or calling the Bureau's Enforcement Section at the following address and telephone number:</p> <p>Bureau for Private Postsecondary Education  2535 Capitol Oaks Drive, Suite 400  Sacramento, CA 95833  Telephone: (916) 431-6959  FAX: (916) 263-1897</p> <p>An alternative avenue for filing a Complaint is to utilize the California Department of Consumer Affairs' (DCA) online Complaint Form (Online Complaint Form). The DCA will forward the Online Complaint to the Bureau.</p> <p>Print and File Complaint Form  Online Complaint Form</p> <p><b>WHO MAY FILE A COMPLAINT</b></p> <p>Anyone may file a complaint if they believe an approved institution has violated the laws governing the institution's operation. Complaints are most often received from students, their families, other members of the private postsecondary education industry, law enforcement agencies, and other regulatory agencies.</p>	<p><a href="https://www.bppe.ca.gov/enforcement/complaint.shtml">https://www.bppe.ca.gov/enforcement/complaint.shtml</a></p>

<p>Colorado Department of Higher Education</p>	<p>To register a complaint pertaining to a postsecondary institution currently operating in the state of Colorado, the student/complainant must complete and submit this form. Once received by the CDHE, department personnel will review the information provided in order to determine whether the complaint is within the parameters of state policies and statutes, and if further investigation and follow-up are necessary. If the student's complaint falls within the jurisdiction of state policies and statutes, staff will pursue the student's complaint. The student/complainant will be kept informed of the progress regarding the complaint. All documentation concerning a student's complaint will be securely maintained by the CDHE.</p>	<p><a href="https://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx">https://highered.colorado.gov/Academics/Complaints/FileComplaint.aspx</a></p>
<p>Connecticut Office of Higher Education</p>	<p><b>How Complaints are Handled</b>  We will acknowledge receipt of your complaint in writing, and review it to see if it falls within our regulatory authority. If it does not, we will so notify you, and may refer it to another agency. If it does fall within our jurisdiction, we will notify both you and the school/college, and share a copy of your complaint with the institution with a request for a written response within 20 days regarding the situation and whether appropriate institutional policies, and state statutes and regulations, have been followed. Depending on the institution's response, we may request more information from the institution or from you.</p> <p><b>Complaints Not Covered</b>  The Office of Higher Education can only act to assure that Connecticut independent colleges and postsecondary career schools, and SARA institutions comply with state statutes and policies that we administer. Complaints regarding other issues should be directed to the entity which specializes in those issues. For example:</p>	<p><a href="http://www.ctohe.org/StudentComplaints.shtml">http://www.ctohe.org/StudentComplaints.shtml</a></p>

	<ul style="list-style-type: none"> <li>• For complaints regarding employer-employee matters, contact the Connecticut Department of Labor at (860)263-6000</li> <li>• For complaints regarding discrimination, contact the Commission on Human Rights and Opportunities at (860)541-3400</li> <li>• For complaints regarding disabilities violations, contact Disability Rights Connecticut at (860)297-4300 or (800)842-7303</li> <li>• For complaints regarding higher education institutions located in other states, contact the state agency responsible for authorization</li> <li>• For complaints from Connecticut students enrolled in out-of-state SARA institutions, contact the SARA Portal Agency in the state where the institution is located once you have exhausted the complaint process at that institution.</li> </ul>	
Delaware Department of Education	<p>The Delaware Department of Education will investigate complaints. Such complaints must be in writing and verified by the signature of the person making the complaint. Oral, anonymous or unsigned complaints will not be investigated. Until the web site is functional, please write or call for more information. The Delaware Department of Education; Teacher and Administrator Quality; John W. Collette Resource Center; 35 Commerce Way; Dover, DE 19904. The Delaware Department of Education phone number is 302-857-3388.</p>	<p><a href="http://regulations.delaware.gov/AdminCode/title14/200/258.shtml">http://regulations.delaware.gov/AdminCode/title14/200/258.shtml</a></p>
District of Columbia Education	<p>Pursuant to DC Official Code §38-1306(c)(4) complaints may be filed with the Higher Education Licensure Commission (HELIC, Commission) against postsecondary educational institutions operating in the District of</p>	<p><a href="https://osse.dc.gov/service/higher-education-licensure-commission-helc-public-complaints">https://osse.dc.gov/service/higher-education-licensure-commission-helc-public-complaints</a></p>

<p>Licensure Commission</p>	<p>Columbia. Consumers who have experienced a violation of the HELC statute or regulations should complete this form and submit all supporting documents. This form must be signed and dated by the individual making the complaint and should be mailed: Office of the State Superintendent of Education Higher Education Licensure Commission 1050 First St. NE, Fifth Floor Washington, DC 20002</p> <p>Complaints are made available to the institution/alleged violator so that they may file a response to the allegations. The HELC cannot respond to anonymous complaints.</p> <p>Investigation and resolution of complaints take varying amounts of time. Upon completion of an investigation, the complainant will receive notice of any proposed actions. Pursuant to DC Official Code §38-1306(c)(4) complaints may be filed with the Higher Education Licensure Commission (HELC, Commission) against postsecondary educational institutions operating in the District of Columbia. Consumers who have experienced a violation of the HELC statute or regulations should complete this form and submit all supporting documents. This form must be signed and dated by the individual making the complaint and should be mailed: Office of the State Superintendent of Education Higher Education Licensure Commission 1050 First St. NE, Fifth Floor Washington, DC 20002</p> <p>Complaints are made available to the institution/alleged violator so that they may file a response to the allegations. The HELC cannot respond to anonymous complaints.</p> <p>Investigation and resolution of complaints take varying amounts of time. Upon completion of an</p>	
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	<p>investigation, the complainant will receive notice of any proposed actions.</p>	
<p>Florida Department of Education</p>	<p>To file a complaint against a nonpublic postsecondary institution in Florida, please write a letter or send an e-mail containing the following information:</p> <ul style="list-style-type: none"> <li>Name of Student (or Complainant)</li> <li>Complainant Address</li> <li>Phone Number</li> <li>Name of Institution</li> <li>Location of the Institution (City)</li> <li>Dates of Attendance</li> </ul> <p>A full description of the problem and any other documentation that will support your claim such as enrollment agreements, correspondence, etc.</p> <p>The complaint process of the Commission involves contacting the institution to obtain their response to your complaint. If you do not want the Commission to contact the institution you are attending, you must state so in your complaint; however, doing so will greatly hinder the Commission's ability to assist you with your complaint.</p> <p>Send Letter To: Commission for Independent Education 325 W. Gaines Street, Suite 1414 Tallahassee, FL. 32399-0400</p>	<p><a href="http://www.fldoe.org/policy/cie/file-a-complaint.shtml">http://www.fldoe.org/policy/cie/file-a-complaint.shtml</a></p>
<p>Georgia Nonpublic Postsecondary Education Commission</p>	<p>Any student who feels that an institution for which GNPEC is the complaint agent has not adequately addressed a complaint, or who feels that the institution is not in compliance with the Commission's Minimum Standards, may file a formal complaint. In order to be considered, a formal complaint must be submitted in accordance with the Commission's Complaint Procedures by using its online complaint form. The complaint must include documentation of the basis of the complaint and of the final determination from the institution indicating no further institutional review is available. If preliminary findings indicate a violation of GNPEC regulations by the institution or a failure to follow its procedures, the</p>	<p><a href="https://gnpec.georgia.gov/student-complaints">https://gnpec.georgia.gov/student-complaints</a></p>



	<p>Commission shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation.</p> <p>In order to be reviewed by the Commission, the complaint must be filed within 90 calendar days of the final resolution from the institution, and it must include the following:</p> <p>Basis for any allegation of noncompliance with GNPEC standards or requirements;  All relevant names and dates and a brief description of the actions forming the basis of the complaint;  Copies of all documents or materials related to the allegations, including institutional responses documentation and/or analysis;  Proof of completion of the institutional complaint or grievance process; and  Desired resolution.</p> <p>The Commission will not review a complaint that fails to provide complete information or does not address an issue that can be reviewed. In no instance will a complaint be accepted for review that has not completed the process published by the institution.</p>	
Hawaii Post- secondar y Educatio n Authoriz ation Program Departm ent of Commer ce and Consum er Affairs	<p>STEP 1:  You may file a complaint with HPEAP after you exhaust all administrative remedies available at the institution. Note, however, if your complaint involves a violation of state or federal criminal law, this requirement does not apply.</p> <p>STEP 2:  Are you a former student? If it is still within two years after you discontinued enrollment at the institution, you may file a complaint. If two years has passed, the time within which you could file a complaint has passed. Note, however, that if your complaint is related to obtaining transcripts, the two-year restriction does not apply.</p>	<p><a href="http://cca.hawaii.gov/hpeap/student-complaint-process/">http://cca.hawaii.gov/hpeap/student-complaint-process/</a></p>

	<p>STEP 3: Complete and submit the HPEAP complaint form. HPEAP may investigate complaints based on possible violations of Act 180, SLH 2013 or any rules promulgated under this Act. HPEAP does not have jurisdiction to consider complaints that infringe on the academic or religious freedom of, or question the curriculum content of an institution.</p> <p>STEP 4: After you complete the HPEAP complaint form, HPEAP determines whether your complaint was properly filed and whether it warrants investigation. If a complaint warrants investigation, HPEAP forwards the complaint to the institution. The institution has 30 days to respond in writing to the complaint. During the 30-day period, the institution, with HPEAP's assistance, may attempt to resolve the complaint with you. If HPEAP determines at any time that the complaint no longer warrants investigation, HPEAP dismisses the complaint.</p> <p>STEP 5: If a complaint is not resolved within the 30-day period, HPEAP may: 1) dismiss the complaint based on the response of the institution or 2) investigate and, where appropriate, take disciplinary action in a manner consistent with Hawaii Revised Statutes chapter 91.</p>	
Idaho State Board of Education	<p>This form may be used by a student of a private postsecondary educational institution, distance education, or proprietary school located in Idaho to file a complaint against the institution or proprietary school. Prior to filing a complaint with the Idaho State Board of Education (SBOE), the student must have first exhausted the institution or school's internal complaint resolution process. If your complaint involves a claim of a deceptive or unfair business practice, please contact the Office of</p>	<p><a href="https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/">https://boardofed.idaho.gov/higher-education-private/private-colleges-degree-granting/student-complaint-procedures/</a></p>

	<p>the Idaho Attorney General.</p> <p>Legal authority: Idaho Code, Title 33, Chapter 24 and Idaho Administrative Code of Procedures, 08.01.11.</p> <p>This form may be submitted by mail or fax to the following address:</p> <p>Attn: State Coordinator for Private Colleges &amp; Proprietary Schools Office of the State Board of Education 650 W State Street PO Box 83720 Boise, ID 83720-0037 Fax number: 208-334-2632.</p> <p>Please direct questions regarding use of this form to Val Fenske at: valerie.fenske@osbe.idaho.gov, phone: 208-332-1587.</p>	
<p>Illinois Board of Higher Education</p>	<p>Step 1: Follow the institution's complaint procedures. You must first make all attempts to resolve the matter directly with the institution. Check the institution's website, student handbook, and/or course catalog for information regarding the institution's complaint procedures.</p> <p>In cases of criminal activity, contact the proper authorities (e.g. campus security or local police) immediately.</p> <p>Step 2: Prepare to register a formal complaint with IBHE. After you have made all attempts to resolve your issue(s) with the institution, IBHE may intercede with the identified institution depending upon pertinent laws governing agency oversight.</p> <p>Some institutions are under different oversight statutes, thus limiting IBHE's authority to address complaints.</p> <p>Board of Higher Education Act 1961 Private College Act 1945 Academic Degree Act 1961 Private Business and Vocational</p>	<p><a href="http://complaints.ibhe.org/">http://complaints.ibhe.org/</a></p>

	<p>Schools Act of 2012</p> <p>Gather all the documentation you have collected during your attempt to resolve the matter directly with the institution.</p> <p>Step 3: Register a complaint using IBHE's Institution Complaint System. You may register a new complaint or update an existing complaint. Providing personal information is voluntary. However, if you wish to remain anonymous, IBHE will not be able to contact you or address your formal complaint. Anonymous complaints will be reviewed, logged, and counted in IBHE reports about institutional complaints.</p>	
<p>Indiana Commission on Higher Education</p>	<p>STEP 1 If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.</p> <p>STEP 2 The student should file a complaint through his/her institution of higher education's established complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, he/she should proceed to STEP 3.</p> <p>STEP 3 After receiving a complaint through our complaint form, Commission staff will review the submitted materials and contact the submitter for any required additional information or clarifications. The Commission will then send a copy of the complaint to the institution</p>	<p><a href="https://www.in.gov/che/2744.htm">https://www.in.gov/che/2744.htm</a></p>

	<p>against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, Commission staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may be taken. The Commission will inform both parties involved in the complaint.</p> <p>If you have additional questions about the complaint process, or want to clarify that your individual complaint is reviewable by the Commission, please feel free to contact <a href="mailto:complaints@che.in.gov">complaints@che.in.gov</a>.</p>	
Iowa College Student Aid Commission	<p>Iowa College Aid has created this form to document concerns and complaints related to a school (a postsecondary education institution). Iowa College Aid accepts concerns and complaints from any student attending an Iowa school, regardless of the student's state of residency, and from an Iowa resident attending any school in the United States. Iowa College Aid will review submitted forms and determine the appropriate course of action. Actions may include, but are not limited to: contacting the student, contacting the school in question and/or referral to another agency. In all cases, the student will receive written response to his or her dispute and the dispute from will be retained for Iowa College Aid's records.</p>	<p>student complaint form</p> <p><a href="https://iowacollegeaid.col.qualtrics.com/jfe/form/SV_9Br0hqNMto1FIiT">https://iowacollegeaid.col.qualtrics.com/jfe/form/SV_9Br0hqNMto1FIiT</a></p>
Kansas Board of Regents	<p>Individuals with a complaint about a private or out-of-state school operating in Kansas must use the online submission form provided below and provide the requested information. Failure to do so may result in the Board office being unable to accept or process the complaint.</p> <p>If the Board office receives the completed complaint form together with any other pertinent written information, Board staff will ordinarily take the following steps:</p>	<p><a href="https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process">https://www.kansasregents.org/academic_affairs/private_out_of_state/complaint_process</a></p>

	<ul style="list-style-type: none"><li>• Review the submitted information in order to determine if it is sufficient. If insufficient information has been submitted, the complainant will be so informed and given a deadline for submitting additional necessary information.</li><li>• Once sufficient information is provided, the Board office will determine if it has jurisdiction and authority over the matter. If it does not, the complainant will be so informed and the file closed.</li><li>• If the complaint appears to involve matters over which the Board has legal authority, the Board office will conduct an investigation in the manner that it deems appropriate under the circumstances. In most instances the school will be contacted, provided a copy of the written complaint, and given an opportunity to respond to it in writing. In other situations, the Board office may conduct interviews and speak to witnesses including the involved parties.</li><li>• Based upon the results of the investigation, the Board office will determine whether the matter has been resolved or requires further action by the Board.</li><li>• The matter may also be referred to other governmental agencies that may have authority over aspects of the complaint such as the Consumer Protection Division of the Office of the Attorney General or a District/County Attorney.</li><li>• The complainant will be notified of any proposed resolution or final action by</li></ul>	
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	<p>the Board office, if doing so will not compromise any further investigation or adjudicative actions, and will always be informed when their complaint file is being closed.</p>	
<p>Kentucky Council on Postsecondary Education</p>	<p>To report an issue with a college or university operating in Kentucky, please complete and submit the online form.</p>	<p><a href="http://cpe.ky.gov/campuses/consumer_complaint.html">http://cpe.ky.gov/campuses/consumer_complaint.html</a></p>
<p>Louisiana Board of Regents</p>	<p>The first step for students who wish to file a complaint against a Louisiana institution is to exhaust all of the institution's student complaint or grievance procedures. An institution's student complaint or grievance procedures are typically available in the academic catalog or student handbook on the institution's website.</p> <p>Once the institution's procedures have been exhausted, if the matter remains unresolved, a complainant should contact their institution's respective system office. To identify your institution's system office, click here.</p> <p>After making every reasonable effort to resolve the dispute directly with the institution and system office, if a solution cannot be reached, an individual may submit a written complaint to the Board of Regents. BoR staff will review the facts and facilitate in the resolution of the complaint in a manner consistent with its role as the coordinating board.</p>	<p><a href="https://regents.la.gov/students-parents/student-complaint-process/">https://regents.la.gov/students-parents/student-complaint-process/</a></p>
<p>Maine Department of Education</p>	<p>Complaints shall be addressed in writing to the Maine Department of Education, Office of Higher Education, Augusta, Maine, 04333, with specific facts and allegations and signed by the complainant. The school shall be notified of any complaints which are to be investigated. For more information, please contact Harry W. Osgood,</p>	<p>No link available</p>

	<p>Higher Education Specialist, Maine Department of Education, Augusta, Maine 04333, 207-624-6846.</p>	
<p>Maryland Higher Education Commission</p>	<p>A student must first exhaust the complaint/grievance procedures established by the institution. Specific types of complaints are handled by different agencies or organizations. A student must submit a complaint to the appropriate agency or organization. Complaints involving alleged violations of the Education Article or the Code of Maryland Regulations (COMAR) Title 13B Maryland Higher Education Commission, or a Private Career School's own written institutional policies, may be submitted to MHEC. A complaint pertaining to matters other than those addressed in the Education Article or COMAR Title 13B, or pertaining to the institution's approved policies, will not be entertained by MHEC, nor will it be referred to another agency or organization.</p>	<p><a href="https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx">https://mhec.maryland.gov/institutions_training/Pages/career/pcs/complaint.aspx</a></p>
<p>Massachusetts Department of Higher Education</p>	<p>After a student submits a complaint to the Board of Higher Education, the complaint is referred to the institution it concerns for explanation, response, and resolution, if possible. The institution generally has 30 days from its receipt of the complaint from the Board to provide a response to the student and the Board. If the forthcoming clarification and response do not satisfy the Board, the matter shall be referred to the Consumer Protection Division and/or the Public Charities Division of the Attorney General's Office.</p> <p>An institution's own Board of Trustees has the authority and responsibility to establish and enforce policies necessary for the management of the institution. The Board of Higher Education cannot require any institution to take any specific action in a matter and cannot provide students or other complainants with legal advice.</p>	<p><a href="https://www.mass.edu/forstufam/complaints/complaints.asp">https://www.mass.edu/forstufam/complaints/complaints.asp</a></p>



<p>Michigan Department of Licensing and Regulatory Affairs</p>	<p>If the student is unable to resolve the complaint through the institutions complaint process, they can file a complaint with CSCL. If a student wishes to complete and submit a complaint, they should complete the CSCL complaint form and attach any pertinent additional documentation.</p> <p>After CSCL receives a completed complaint form, its staff will review the submitted materials and determine if CSCL has authority to investigate. If CSCL needs additional information or clarifications, CSCL will contact the complainant. If CSCL has authority to investigate the complaint, they will forward a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the institutions response, CSCL staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up may need to be taken. The Department will inform both parties involved in the complaint of the outcome of the investigation.</p>	<p><a href="https://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf">https://www.michigan.gov/documents/lara/Post-Secondary_Student_Complaints_498839_7.pdf</a></p>
<p>Minnesota Office of Higher Education</p>	<p>How to File a Complaint If you are unsure about whether you should file a complaint:</p> <p>Consider contacting us first to discuss your complaint. We can explain the complaint procedures and let you know whether the Office of Higher Education, or another agency, can address your problem.</p> <p>You must fill out the student complaint form in order for us to address your complaint.</p> <ul style="list-style-type: none"> <li>• Include as much detail as possible, including the exact nature of the complaint, dates of incidents, names of people at the institution that have been involved, who you have worked with in trying to</li> </ul>	<p><a href="http://www.ohe.state.mn.us/mPg.cfm?pageID=1078">http://www.ohe.state.mn.us/mPg.cfm?pageID=1078</a></p>

	<p>resolve the complaint internally, and copies of any written documentation. Specificity will be critical to our office's investigation.</p> <ul style="list-style-type: none"> <li>• Attach documentation to the student complaint form.</li> <li>• Keep records that provide evidence of the problem and your efforts to solve it through internal processes. Documentation will help you make your case with the institution and help us learn about the issue and investigate.</li> <li>• Send the student complaint form to the Office of Higher Education.</li> </ul> <p>Our office needs a "wet" signature as the signature on the back is the privacy release that our office needs to speak to the school about your academic file. The complaint form can be digitized (by scanning or taking a photo with a smart phone) and then emailed, mailed, or faxed it to the contact information below:</p> <p>Registration &amp; Licensing Office of Higher Education 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108 651-259-3975 or 1-800-657-3866 secure fax 651-797-1664 betsy.talbot@state.mn.us</p>	
Mississippi Commission on College Accreditation	<p>If a student has exhausted the avenues provided by the institution and the complaint has not been resolved internally, the student may file a formal complaint with the Mississippi Commission on College Accreditation using the MCCA Student Complaint Form within two years of the incident about which the complaint is made.</p> <p>Upon receiving a student complaint, MCCA will initiate an investigation if the matter being disputed falls within its jurisdiction. If preliminary findings indicate a violation of MCCA</p>	<p><a href="http://www.mississippi.edu/mcca/student_complaint_process.asp">http://www.mississippi.edu/mcca/student_complaint_process.asp</a></p>

	<p>regulations by the institution, MCCA shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. If the complaint is outside of MCCA's jurisdiction, it may be directed to another agency that is authorized to address the concerns, if appropriate.</p> <p>The student may be contacted during the investigation to submit documented evidence of the allegations against the institution. Students should not submit original documents, as they may not be returned.</p>	
Missouri Department of Higher Education	<p>If a mutually agreeable resolution cannot be reached at the institutional level, the student or prospective student may proceed with the MDHE's formal complaint process. The complaint must be submitted in writing, using a complaint form provided by the MDHE. It may be mailed or faxed to the department and should include any other supporting documentation. The MDHE will acknowledge receipt of the complaint, either in writing or by email. Such acknowledgment, however, will not constitute a determination that the complaint addresses a law applicable to the institution or otherwise is a complaint covered by the policy. If there is no indication that institutional remedies have been exhausted, the complaint will be returned for that purpose. Prior to initiating this formal process, complainants must first call the MDHE at 573-526-1577 to indicate their desire to file a complaint. At that time, the MDHE will ascertain whether the issue can be resolved through informal means and also determine whether administrative processes available within the institution of concern have been exhausted. If after that screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose.</p>	<p><a href="https://dhewd.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf">https://dhewd.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf</a></p>

<p>Montana University System, Montana Board of Regents</p>	<p>Individuals with complaints regarding institutions that are operating in Montana, but are not part of the Montana University System, have the following options:</p> <ul style="list-style-type: none"> <li>• Utilize the internal complaint processes of the applicable institution.</li> <li>• Complaints concerning consumer protection violations should be directed to the Montana Department of Justice Office of Consumer Protection. <a href="https://dojmt.gov/consumer/consumer-complaints/">https://dojmt.gov/consumer/consumer-complaints/</a></li> <li>• Complaints concerning proper licensure under Montana law (see Board of Regents' Policy 221, <a href="http://www.mus.edu/borpol/bor200/221.pdf">http://www.mus.edu/borpol/bor200/221.pdf</a>), including, if applicable, complaints related to State Authorization Reciprocity Agreement standards, may be directed to the Montana University System Office of the Commissioner of Higher Education, 560 N. Park Avenue, PO Box 203201, Helena, Montana 59620-3201, 406-449-9124.</li> <li>• Complaints concerning broad institutional academic practices, such as those that raise issues regarding the institution's ability to meet accreditation standards may be directed to the applicable institution's accrediting agency.</li> </ul>	<p><a href="https://mus.edu/MUS-statement-of-complaint-process.asp">https://mus.edu/MUS-statement-of-complaint-process.asp</a></p>
<p>Nebraska Coordinating Commission for Postsecondary Education</p>	<p>1. Any person claiming damage or loss as a result of any act or practice by a postsecondary institution which is a violation of the Postsecondary Institution Act, of the rules and regulations adopted and promulgated under the act, or of standards established</p>	<p><a href="https://nebraskalegislature.gov/laws/statutes.php?statute=85-2418">https://nebraskalegislature.gov/laws/statutes.php?statute=85-2418</a></p>

pursuant to section 85-2406 may file with the commission a complaint against such institution. The complaint shall set forth the alleged violation and shall contain such other information as may be required by the commission. A complaint may also be filed with the commission by the executive director or the Attorney General.

2. If efforts by the commission to resolve the complaint are not successful and if the commission deems it appropriate, the commission may hold a hearing on such complaint after ten days' written notice by certified mail, return receipt requested, to such institution, giving notice of a time and place for the hearing on such complaint. Such hearing shall be conducted in accordance with the Administrative Procedure Act. If, upon all evidence at the hearing, the commission finds that a postsecondary institution has engaged in or is engaging in any act or practice which violates the Postsecondary Institution Act, the rules and regulations adopted and promulgated under the act, or the standards established pursuant to section 85-2406, the commission shall issue and cause to be served upon such institution an order requiring such institution to cease and desist from such act or practice. The commission may also, as appropriate, based on its own investigation or the evidence adduced at such hearing or both, commence an action:
  1. To revoke an institution's recurrent

	<p>authorization to operate; or</p> <p>2. To refer the complaint and all related evidence to the Attorney General.</p>	
<p>Nevada Commission on Postsecondary Education</p>	<p>Students enrolled in a licensed private postsecondary educational institution have the right to register a legitimate complaint with CPE.</p> <p>Prior to filing a complaint, the student must attempt to resolve the issue with school officials according to the policies of the school. If a student is unable to reach a solution, the student can contact CPE and we will attempt to resolve the issue.</p> <p>If a resolution cannot be reached or the student is no longer in attendance, the student can complete a formal complaint form. Formal complaints are investigated by staff with a decision by the Administrator. If either party does not agree with that decision, an appeal to the full Commission may be requested within 10 days of the Administrator decision.</p> <p>Students must provide CPE with a copy of the student enrollment agreement, receipt of monies paid, all support documentation related to the allegation and a written statement. Failure to provide support documentation can impact the length of time to complete an investigation or impact the final outcome. CPE will not communicate with a student concerning the investigation until the investigation is concluded unless the agency requires additional information from the student.</p> <p>Investigations may take several months to complete based the complexity of issues, staff resources and documentation review.</p>	<p><a href="http://cpe.nv.gov/Students/Students_Home/">http://cpe.nv.gov/Students/Students_Home/</a></p>
<p>New Hampshire</p>	<p>Before students submit a complaint to this Division, they must first contact</p>	<p><a href="https://www.education.nh.gov/highered/compliance-allegation.htm">https://www.education.nh.gov/highered/compliance-allegation.htm</a></p>

<p>re Departm ent of Educatio n</p>	<p>the appropriate official(s) at the institution they are attending (or attended), and follow the grievance procedures outlined in that institution's catalog and Web site.</p> <p>Complete the complaint form at bottom of this page if you have:</p> <ul style="list-style-type: none"> <li>• A complaint regarding a NH degree-granting private institution.</li> <li>• A complaint regarding a NH non-degree granting career school (Learn more about the Division's career school policies).</li> <li>• A complaint regarding Dartmouth College, a NH public community college or a NH public university or college (all complaints against these institutions will be reviewed and referred to the proper authorities). Note: these institutions are typically exempt from regulatory oversight of the Division, and as a result complaints received by the Division regarding these institutions will almost always be referred directly to the governing board of the subject institution. Exceptions include complaints from online, out-of-state students and complaints from students that have served, or are serving, in the U.S. Armed Forces.</li> <li>• A complaint regarding a distance or online education program offered by a NH-based, degree-granting institution and you are an out-of-state student: Note: These complaints fall under NH's participation in the State Authorization Reciprocity Agreement (SARA).</li> </ul>	
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	<ul style="list-style-type: none"> <li>• A complaint regarding a NH-based institution and you have served, or are serving, in the U.S. Armed Forces (Learn more about the Division's Veterans Education Services).</li> </ul>	
<p>New Jersey Office of the Secretary of Higher Education</p>	<p>For all types of complaints concerning colleges and universities in New Jersey, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of the Secretary of Higher Education (OSHE) will not review a complaint until all grievance procedures at the institution have been followed, all avenues of appeal exhausted, and documentation provided that such procedures have been exhausted. OSHE handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of OSHE, with the exceptions noted below.</p>	<p><a href="https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml">https://www.state.nj.us/highereducation/OSHEComplaintInstructions.shtml</a></p>
<p>New Mexico Higher Education Department</p>	<p>NMHED has authority to help facilitate resolution to student complaints, only after the student has utilized all internal complaint procedures at the educational institution. After receiving a Student Complaint Form, NMHED staff will review the form and attachments. NMHED may contact the student via email for additional information or clarification. If the initial review falls within the purview of NMHED we shall attempt to facilitate a resolution to the complaint by sending a copy of the complaint to the institution against which the complaint has been made. All parties will be notified of the outcome of the complaint. If you have additional questions about the complaint process, please contact our office via email at: <a href="mailto:HigherEd.Info@state.nm.us">HigherEd.Info@state.nm.us</a>. Once complete, the form and supporting attachments should be emailed to the attention of the New Mexico Higher Education Department at: <a href="mailto:HigherEd.Info@state.nm.us">HigherEd.Info@state.nm.us</a></p>	<p><a href="https://hed.state.nm.us/students-parents/student-complaints">https://hed.state.nm.us/students-parents/student-complaints</a></p>



<p>New York State Education Department</p>	<p>For all types of complaints concerning colleges and universities in New York State, the first course of action must be to try to resolve the complaint directly with the administration of the college or university involved. The Office of College and University Evaluation will not review a complaint until all grievance procedures at the institution have been followed and all avenues of appeal exhausted and documentation provided that such procedures have been exhausted. Please note: Every New York State college and the university is required to establish, publish, and enforce explicit policies related to redress of grievances. The Office of College and University Evaluation handles only those complaints that concern educational programs or practices of degree-granting institutions subject to the Regulations of the Commissioner of Education.</p>	<p><a href="http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university">http://www.nysed.gov/college-university-evaluation/filing-complaint-about-college-or-university</a></p>
<p>North Carolina Board of Governors</p>	<p>Step 1. Have you filed a complaint at your institution? If yes, proceed to the next step. If no, please refer to your institution's student complaint process. You must exhaust all opportunities for resolution with the appropriate persons at your institution before filing a complaint with the University of North Carolina General Administration.</p> <p>Step 2. Using the student complaint form (available online), submit all relevant information and supporting documentation regarding your complaint to the University of North Carolina General Administration, 910 Raleigh Rd., Chapel Hill, NC 27515 or email your complaint to: <a href="mailto:studentcomplaint@northcarolina.edu">studentcomplaint@northcarolina.edu</a>.</p> <p>Step 3. Once received by the UNC General Administration office, complaints will</p>	<p><a href="https://www.northcarolina.edu/sites/default/files/documents/student_complaint_policy.pdf">https://www.northcarolina.edu/sites/default/files/documents/student_complaint_policy.pdf</a></p>

	<p>be forwarded to the appropriate staff or agency for investigation as follows:</p> <ol style="list-style-type: none"> <li>1. Complaints against any of the 17 UNC constituent institutions will be forwarded to the Office of Student Affairs at UNC General Administration</li> <li>2. Complaints against any of the 58 state community colleges will be forwarded to the North Carolina Community College System</li> <li>3. Complaints against any of the 36 independent colleges and universities will be forwarded to the North Carolina Independent Colleges and Universities</li> <li>4. Complaints against any licensed North Carolina institution will be forwarded to the Licensure Division of UNC General Administration</li> <li>5. Complaints against out-of-state institutions authorized to operate in the state of North Carolina will be forwarded to the Licensure Division of UNC General Administration</li> </ol> <p>Step 4. Students will be notified of the investigation results and/or resolution of the complaint.</p>	
<p>North Dakota Universit y System</p>	<p>Complaints to the North Dakota University System (NDUS) office regarding North Dakota degree-granting post-secondary institutions authorized or exempted in NDCC and those participating in the National State Authorization Reciprocity Agreement (SARA).  The North Dakota State Board of Higher Education has delegated to NDUS college and university officials authority and responsibility to resolve student and other complaints. Absent applicable law or policy establishing another remedy, the first step in resolving student or other complaints or</p>	<p><a href="https://ndus.edu/state-authorization-sara/">https://ndus.edu/state-authorization-sara/</a></p>

	<p>grievances is to attempt to resolve the matter directly with the administration of the involved institution under established institution complaint or grievance procedures. Every North Dakota institution (private, for-profit, and public) is required to establish, publish, and enforce policies related to redress of complaints and grievances. With limited exceptions, a student or other person who contacts the NDUS office regarding complaints regarding exempted or authorized North Dakota institutions or those participating in the SARA will be referred to college or university officials responsible for resolving those matters. In the event that institutional processes do not result in a successful resolution of a complaint, NDUS is responsible for final resolution of any such complaints originating at any authorized, exempted, or SARA participant institution, public or private. Conversely, if you are a North Dakota resident attending a distance education program at a SARA institution in another state, you will need to begin the complaint process at the institution you attend. In the event that institutional processes do not result in a successful resolution of your complaint, the SARA Portal Agency of that state is responsible for final resolution of the complaint.</p>	
Ohio Department of Higher Education	<p>STEP 1 - If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom there has been a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to STEP 2.</p> <p>STEP 2 - The student should file a complaint through the institution of higher education's established</p>	<p><a href="https://www.ohiohighered.org/students/complaints">https://www.ohiohighered.org/students/complaints</a></p>

	<p>complaint process. Information on the process can usually be found in the institution's academic catalog, student handbook or website. If the student is unable to resolve the complaint in this manner, the student should contact the Ohio Department of Higher Education using the online complaint form found below. Please note that the complaint must be received within two years of the completion of the institution's complaint process.</p> <p>STEP 3 - After receiving a complaint through the ODHE complaint form, the Chancellor's staff will review the submitted materials. If needed, the ODHE will contact the person submitting the complaint for any required additional information or clarifications. The Ohio Department of Higher Education will then send a copy of the complaint to the institution against which the complaint has been filed and ask for a response within three weeks. After receiving the college or university's response, the Chancellor's staff will determine whether the institution's student complaint process has been followed and exhausted and what additional steps or follow-up, if any, will be taken. The Chancellor's staff will inform both parties involved in the complaint of the outcome of our review in writing. Depending on the complexity of the complaint, most follow-up contact regarding the complaint will be completed within 4 to 6 weeks.</p>	
<p>Oklahoma State Regents for Higher Education</p>	<p>This complaint form applies to the following:</p> <ul style="list-style-type: none"> <li>• A student who attends a degree-granting institution that has a physical presence in the state of Oklahoma and/or</li> <li>• A student who attends an institution that 1) has its principal or campus or central administrative unit domiciled in Oklahoma and 2) is</li> </ul>	<p><a href="https://www.okhighered.org/current-college-students/complaints.shtml">https://www.okhighered.org/current-college-students/complaints.shtml</a></p>

	<p>participating in the State Authorization Reciprocity Agreement (SARA).*</p> <p>If the student pursues the complaint via the institution's formal procedures for complaints to the highest level possible and still perceives the concerns have not been adequately addressed, the student may file a complaint against a higher education institution in Oklahoma with the Oklahoma State Regents for Higher Education (OSRHE).</p> <p>Complaints must be submitted on the official student complaint form. OSRHE staff request permission to contact the institution on the student's behalf to identify any possible resolution.</p>	
<p>Oregon Higher Education Coordinating Board</p>	<p>All degree-granting private postsecondary institutions offering academic programs in Oregon, or to Oregon students from outside the state, must be approved by the HECC Office of Academic Policy and Authorization, Office of Degree Authorization (ODA).</p> <p>If you wish to submit a complaint about a school authorized/regulated by the Office of Degree Authorization</p>	<p><a href="https://www.oregon.gov/highered/institutions-programs/private/Pages/private-postsecondary-complaints.aspx">https://www.oregon.gov/highered/institutions-programs/private/Pages/private-postsecondary-complaints.aspx</a></p>
<p>Pennsylvania Department of Education</p>	<p>If a student believes that the issue was not resolved by the university, the student may file a complaint with the State System's Office of the Chancellor.</p> <ol style="list-style-type: none"> <li>1. All complaints must be submitted by the student using the System's official complaint form, available at <a href="http://www.passhe.edu/StudentComplaints">http://www.passhe.edu/StudentComplaints</a>, and as attached.</li> <li>2. The completed form must be signed by the student and mailed or emailed to Pennsylvania's State System of Higher Education, Academic and Student Affairs Division, Office of the Chancellor, 2986 North Second Street, Harrisburg,</li> </ol>	<p><a href="http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Student%20Complaint%20Process%202016-26.pdf">http://www.passhe.edu/inside/policies/Policies_Procedures_Standards/Student%20Complaint%20Process%202016-26.pdf</a></p>

	<p>PA 17110; 717- 720-4200; studentcomplaints@passhe.edu.</p> <p>3. The complaint must identify specific fundamental elements, policies, or procedures that have been allegedly violated. The complainant should identify all steps already taken to resolve the complaint within the process provided for by the university.</p> <p>4. Complaints may be assigned to a staff member for substantive review. The State System recognizes the importance of resolution of complaints as promptly as is feasible, consistent with fairness to the complainant and the university.</p>	
Puerto Rico Council on Education	<p>Please note, the Puerto Rico Council on Education provides all student complaint information in Spanish. Please see the link provided to submit a link.</p>	<p><a href="http://www.agencias.pr.gov/agencias/cepr/inicio/Pages/default.aspx">http://www.agencias.pr.gov/agencias/cepr/inicio/Pages/default.aspx</a></p>
Rhode Island Office of the Postsecondary Commissioner	<p>The United States Department of Education Regulation 34 CFR 600.9, the "Program Integrity Rule," as part of its state authorization provisions, requires states to provide a process for students to file complaints relating to programs offered by postsecondary educational institutions authorized under Title IV of the Higher Education Act of 1965, as amended. The specific types of complaints covered by these regulations are:</p> <ul style="list-style-type: none"> <li>Allegations of state consumer protection violations, including, but not limited to fraud and false advertising;</li> <li>Allegations that state laws or rules addressing the licensure of postsecondary institutions have been violated; and</li> <li>Allegations regarding the quality of education or other accreditation requirements.</li> </ul>	<p><a href="https://www.riopc.edu/page/student_complaint/">https://www.riopc.edu/page/student_complaint/</a></p>

	<p>If your complaint regards other matters, you are encouraged to seek resolution from that institution first through the institution's internal complaint procedure. In accordance with the Council on Postsecondary Education's Student Complaint Procedure (S-16, section I), if the institution's internal procedure fails to resolve the complaint, the Office of the Postsecondary Commissioner will then refer the student and/or third-party individuals with complaints related to federal or state laws or regulations to the appropriate federal or state agency. In addition, students or other individuals with complaints involving an allegation of criminal and/or illegal activity will be referred to their campus police department, their local police department, or the Rhode Island State Police. Complaints involving allegations of discrimination will be referred to the institution's Affirmative Action Office and/or Rhode Island Commission for Human Rights (or the applicable federal EEOC office).</p> <p>If your complaint deals with an online course or program, the Office can help you seek resolution pursuant to the Council on Postsecondary Education's Student Complaint Procedure (S-16, section II).</p>	
<p>South Carolina Commission on Higher Education</p>	<p>Step 1 - If a student has concerns related to classroom situations or administrative actions, he/she should contact the faculty or staff member(s) with whom he/she has a conflict. It may be possible to resolve the concerns without the need for formal institutional action. However, if the student's complaint is not resolved satisfactorily, or if the complaint cannot be resolved by contacting the faculty or staff member(s), the student should proceed to Step 2.</p> <p>Step 2 - The student should file a complaint through the institution's complaint process. Information about the process can usually be found in the institution's academic catalog, student</p>	<p><a href="https://www.che.sc.gov/CHE_Docs/academicaffairs/license/Complaint_Procedures_and_Form.pdf">https://www.che.sc.gov/CHE_Docs/academicaffairs/license/Complaint_Procedures_and_Form.pdf</a></p>

	<p>handbook, or website. Many institutions have an ombudsman to mediate on behalf of the student. If the student is still unable to resolve the complaint, the student should proceed to Step 3</p> <p>Step 3 - Investigate to where assistance may be available from other entities.</p> <p>Step 4 - If the complaint cannot be resolved through the above channels, the student may file a complaint with the Commission. Complete and submit the Commission's complaint form Mail the complaint and required documentation to:</p> <p>SC Commission on Higher Education Academic Affairs Attn: Student Complaint 1122 Lady Street, Suite 300 Columbia, SC 29201 or E-mail: submitcomplaint@che.sc.gov</p>	
<p>South Dakota Board of Regents</p>	<p>13-48-40. Complaints--Enforcement by attorney general. The Office of Attorney General, Division of Consumer Protection, shall review and act on any complaint, as the term is defined by § 13-48-34, concerning postsecondary institutions providing educational programs at physical locations in the state, including, as necessary, requiring a postsecondary institution to cease its operations in the state. If a complaint relates to a postsecondary institution controlled by the Board of Regents, the attorney general shall refer the matter to the Board of Regents. If a complaint relates to a postsecondary institution with oversight by the South Dakota Board of Technical Education, the attorney general shall refer the matter to the South Dakota Board of Technical Education. In all other cases, the attorney general shall refer the complaint to the institution and provide the institution with no less than thirty days to respond to the matters set forth in the complaint, including an</p>	<p><a href="http://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&amp;Statute=13-48-40">http://sdlegislature.gov/Statutes/Codified_Laws/DisplayStatute.aspx?Type=Statute&amp;Statute=13-48-40</a></p>



	<p>opportunity to demonstrate any actions the institution has taken or plans to take in response to the complaint, and to consider whether the complainant has exhausted all available administrative remedies within the institution's policies and procedures. In administering the requirements of this section, the attorney general may refer a complaint to an institution's accrediting agency for review and investigation, with the accrediting agency providing a report of the agency's investigation to the attorney general for further disposition. In enforcing this chapter, the attorney general has all the enforcement powers, authorities, and remedies provided by chapter 37-24.</p> <p>Source: SL 2012, ch 100, § 7; SL 2018, ch 9, § 4.</p>	
<p>Southern Association of Colleges and Schools Commission on Colleges</p>	<p>A formal complaint is one that is (1) submitted in writing using the SACSCOC "Complaint Form" (appended to the end of this document), (2) signed by the person submitting the complaint (complainant), (3) two print copies of the form and any supporting documentation, and (4) sent via ground mail to:</p> <p>President Southern Association of Colleges and Schools Commission on Colleges 1866 Southern Lane Decatur, GA 30033-4097</p>	<p><a href="https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf">https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf</a></p>
<p>Tennessee Higher Education Commission</p>	<p>DPSA has the authority to review complaints for purposes of determining whether an institution violated one its internal policies or a DPSA rule or statute. DPSA does not have the authority to review complaints alleging a violation of federal laws or rules (including violations dealing with the administration or disbursement of Federal Student Aid). If you would like to file a complaint complete the Complaint Review Form.</p>	<p><a href="https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html">https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html</a></p>

<p>Texas Higher Education n Coordinating Board</p>	<p>The first step for current, former, or prospective students who would like to file a formal complaint against a Texas higher education institution is to exhaust all of the institution's student complaint or grievance procedures as required by Texas Administrative Code (TAC), Section 1.116(b).</p> <p>After all of the institution's student complaint or grievance procedures have been exhausted, if the matter remains unresolved, a formal complaint may be filed with the THECB.</p> <p>Before initiating an investigation, the THECB must receive the following:</p> <ul style="list-style-type: none"> <li>• Fully completed and signed THECB Student Complaint and Authorization Forms [PDF] - (Complaints from students with disabilities must also include an Authorization to Disclose Medical Record Information Form [PDF] if the complaint in any way involves alleged discriminatory treatment as a result of the disabilities);</li> <li>• Documentation of the student's completion of the institution's complaint or grievance procedures, including the ultimate outcome of the procedures; and</li> <li>• Evidence to support the complaint, such as copies of correspondence, enrollment agreements, course catalog information, and any other information believed to be relevant to the matter of the complaint.</li> </ul> <p>The required documentation may be submitted to the THECB in one of the following three ways:</p> <ul style="list-style-type: none"> <li>• Completing the online student complaint form and uploading the required supporting documentation in</li> </ul>	<p><a href="http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9">http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9</a></p>
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	<p>Portable Document Format (PDF). To access the online student complaint form, submit an email to the THECB through the "Inquiries" link with "Student Complaint against a Higher Education Institution" selected as the Contact Reason. A few moments after the email is submitted, the online student complaint form will be presented for use.</p> <ul style="list-style-type: none"> <li>● Submitting the required student complaint forms and documentation by email to studentcomplaints@theqb.state.tx.us. Email attachments should be submitted as PDF documents. or</li> <li>● Mailing the required student complaint forms and documentation to Texas Higher Education Coordinating Board, Office of General Counsel, P.O. Box 12788, Austin, Texas 78711-2788.</li> </ul>	
Utah Division of Consumer Protection	Please see the complaint form in the link provided. Student can file complaints at any time.	<a href="https://dcp.utah.gov/complaints.html?f=c">https://dcp.utah.gov/complaints.html?f=c</a>
Vermont Agency of Education	<p>Complaints are formal expressions of concern regarding an institution's compliance with the Standards for Accreditation. Complaints meeting seven criteria may be accepted by NEASC:</p> <ol style="list-style-type: none"> <li>1. Focus on general institutional conditions, not individual grievances.</li> <li>2. Cite specific Standards or Criteria that may be violated and provide substantial evidence of such violation. Such evidence should state</li> </ol>	<a href="https://education.vermont.gov/documents/postsecondary-program-complaint-resolution">https://education.vermont.gov/documents/postsecondary-program-complaint-resolution</a>

	<p>relevant and provable facts beyond general allegations.</p> <ol style="list-style-type: none"> <li>3. Demonstrate that a serious effort has been made to pursue grievance or complaint procedures provided within the institution.</li> <li>4. Be submitted through the U.S. Mail or by common carrier on the Commission's Complaint Form, signed, and include permission for the form and related materials to be forwarded to the institution. The Commission does not accept anonymous complaints.</li> <li>5. Include full disclosure about any other external channels the complainant is pursuing to resolve the complaint, including legal action.</li> <li>6. Be submitted in a timely manner and refer to current or recent matters at the institution. Except in extraordinary circumstances, the Commission will not consider complaints if the conditions alleged occurred more than three years prior to the filing of the complaint.</li> <li>7. Include a summary of the resolution the complainant is seeking.</li> </ol>	
<p>Virginia State Council of Higher Education in Virginia</p>	<p>In accordance with § VAC 40-31-100 of the Virginia Administrative Code, the State Council of Higher Education for Virginia (SCHEV) is responsible for investigating all written and signed student complaints against postsecondary educational institutions operating in Virginia.</p> <p>In order for SCHEV to initiate an investigation, the following must be true:</p> <ul style="list-style-type: none"> <li>• The student has exhausted all available grievance procedures established by the institution.</li> </ul>	<p><a href="https://www.schev.edu/index/students-and-parents/resources/student-complaints">https://www.schev.edu/index/students-and-parents/resources/student-complaints</a></p>

- The student is not satisfied with the resolution provided by the institution and is contacting SCHEV as a last resort in the grievance process.
- The student has submitted the complaint to SCHEV electronically using the "Student Complaint Form" (below). The student's complaint must contain a detailed description of the claim, including dates, times, and full names of all involved, as well as the actions taken by both the student and the school to resolve the matter.
- The student has electronically signed the form attesting to the truth and accuracy of the complaint.
- The student recognizes that SCHEV will not investigate anonymous complaints. By signing the form, the student acknowledges that SCHEV may share the information provided with the school or other relevant organizations, in order to help resolve the dispute. SCHEV does not guarantee a resolution resulting from this submission or its investigation into the allegation.

Upon receiving a student complaint, SCHEV will open an investigation if the matter being disputed falls within its jurisdiction. If preliminary findings indicate a violation of SCHEV regulations by the institution, SCHEV shall attempt to resolve the complaint through mediation. All parties will be notified in writing of the outcome of the investigation. If the complaint is outside of SCHEV's jurisdiction, it may be directed to the institution's Board of Visitors, accrediting body, or to another agency that is authorized to address the concerns, if appropriate.

	<p>The student may be contacted during the investigation to submit documented evidence of the allegations against the institution, which may include copies of enrollment agreement, contracts, syllabi, receipts, financial aid notices, promissory notes, or relevant correspondences from the institution related to the complaint. Students should not submit original documents, as they may not be returned.</p> <p>Students are reminded that they always have the right to seek advice from a private attorney. Students should be aware that submission of a complaint will be recorded and may be used for statistical reporting or other purposes.</p>	
<p>Washington Student Achievement Council</p>	<p>The Washington Student Achievement Council (WSAC) has the authority to investigate student complaints against specific schools. WSAC does not have complaint investigation authority over all schools and may not be able to investigate all student complaints.</p> <p>Before submitting a complaint form, please note the following:</p> <ul style="list-style-type: none"> <li>• If a complaint is within WSAC's jurisdiction, a student must provide documentation that he/she has completed the school's complaint process - including any provisions for appeals.</li> <li>• WSAC cannot investigate complaints regarding grades, disciplinary actions, or conduct unless a student can provide evidence that the school has not followed published procedures or policies.</li> <li>• WSAC will not accept anonymous complaints or complaints that are currently in litigation.</li> </ul>	<p><a href="https://www.wsac.wa.gov/student-complaints">https://www.wsac.wa.gov/student-complaints</a></p>

<p>West Virginia Higher Education Policy Commission</p>	<p>In order for Council/Commission to initiate an investigation, the following must be true:</p> <ul style="list-style-type: none"> <li>• The student must have exhausted all available grievance procedures established by the institution of higher education.</li> <li>• The student must complete the "Student Complaint Form" and submit the form to the Council/Commission.</li> <li>• The student's complaint must contain a detailed description of the claim, including dates, times and full names of all involved, as well as the actions taken by both the student and the institution to attempt to resolve the matter.</li> <li>• The Student Complaint Form must be signed, attesting to the truth and accuracy of the complaint, and notarized, verifying the identity of the individual filing the complaint.</li> <li>• The student must sign and submit the Family Educational Rights and Privacy Act (FERPA) Consent and Release Form</li> <li>• The student must understand that the Council/Commission will not investigate anonymous complaints.</li> </ul> <p>By signing and submitting the Student Complaint Form, the student acknowledges that the Council/Commission may share the information provided with the school, other relevant organizations, and individuals, in order to help resolve the matter in dispute.</p> <p>The Council/Commission does not guarantee a student</p> <ul style="list-style-type: none"> <li>• acceptable remedy or resolution resulting from this submission or its</li> </ul>	<p><a href="http://www.wvhepc.edu/wp-content/uploads/2014/10/Student-Complaint-Process-revised.pdf">http://www.wvhepc.edu/wp-content/uploads/2014/10/Student-Complaint-Process-revised.pdf</a></p>
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	<p>investigation into the allegation.</p> <ul style="list-style-type: none"> <li>The student understands and agrees that the decision rendered by the Chancellor of the Council/Commission is final.</li> </ul>	
Wisconsin Educational Approval Board	<p>Before filing a complaint with the EAP, state law requires students to try to resolve the matter with the school. Every EAP approved school has a process to resolve student complaints. If the matter is not resolved, a complaint may be filed with the EAP using the Student Complaint Form.</p> <p>Complaints must be filed within one year after the student's last recorded date of attendance. Upon receiving a complaint, it will be investigated by the EAP. If there is a finding of a violation by a school, the EAP will attempt, through mediation, to resolve the complaint. If an agreement cannot be reached with the school, the EAP may dismiss the complaint or conduct a hearing. This student complaint flowchart provides a visual overview of the process.</p> <p>Please note that under Wisconsin's Open Records Law (Wis. Stats., Ch. 19), complaints will generally be available for review on request from a member of the public after the EAP has acted. Please contact the EAP at (608) 266-1996 with questions about the complaint process.</p>	<p><a href="https://dsps.wi.gov/Pages/Programs/EducationalApproval/Student.aspx">https://dsps.wi.gov/Pages/Programs/EducationalApproval/Student.aspx</a></p>
Wyoming Department of Education	<p>A student MUST first exhaust the complaint/grievance procedures established by the institution.</p> <ol style="list-style-type: none"> <li>Quality of education pertains to an institution's: 1) courses and programs that require levels of student performance appropriate to a degree or certificate; 2) faculty and staff associated with the degrees and certificates it offers, as well as student services; and 3) the process is</li> </ol>	<p><a href="https://1ddlxt2jowkvs672myo6z14-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Wyoming-Department-of-Education-Student-Complaint-Process.pdf">https://1ddlxt2jowkvs672myo6z14-wpengine.netdna-ssl.com/wp-content/uploads/2018/08/Wyoming-Department-of-Education-Student-Complaint-Process.pdf</a></p>



	<p>designed to promote continuous improvement.</p> <p>2. Complaints related to quality of education should be submitted to the Private School Licensing Program in the Wyoming Department of Education (WDE)</p>	
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## Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct & Relationship Violence Policy below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the campus Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the campus Dean of Student Affairs or with the Campus Dean of Academic Affairs and Retention. Online students should file complaints with SUOStudentAffairs@southuniversity.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. South University will investigate the allegations. **Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only South University's final determination with respect to the alleged offense and any sanction that is imposed against the accused.** Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Investigator may be appealed by petitioning the Assistant Vice Chancellor for Student Services of South University. The written appeal must be made within twenty calendar days of receipt of the determination letter. The Assistant Vice Chancellor for Student Services, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The Assistant Vice Chancellor for Student Services's decision shall be final.
5. South University will not retaliate against persons bringing forward allegations of harassment or discrimination.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

Arizona Residents-If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone 602-542-5709, website address: [www.ppse.az.gov](http://www.ppse.az.gov).

Arkansas Students-Right to Appeal: If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Arkansas Department of Higher Education 423 Main Street Suite 400, Little Rock, AR 72201; Phone: 501-371-2000, website: [www.adhe.edu](http://www.adhe.edu).

Maryland Residents-If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul St., Baltimore, MD 21202, 410-528-8662/888/743/0823 (toll free). South University is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

New Mexico Residents-If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the New Mexico Higher Education Department, 2048 Galisteo Street, Santa FE, NM 87505-2100, Phone: 505-476-8400 Fax: 505-476-8433, [www.hed.state.nm.us](http://www.hed.state.nm.us).

Utah students may contact the Utah Division of Consumer Protection at any time to file a complaint. The Utah Division of Consumer Protection does not require Utah students to go through South University's complaint procedure. Utah Division of Consumer Protection (160 East 300 South, Salt Lake City, Utah 84111, 801-530-6601; [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov); <http://consumerprotection.utah.gov/complaints/index.html>.)

Virginia Residents-Complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219.

## **Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints**

*Note: Please see the appendix for specific contact lists for each campus and online*

South University values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at South University and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual - whether a student, faculty member, or staff member - can make a report of Sexual Misconduct or Relationship Violence impacting a student and how South University will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

### **I. Preliminary Issues & Important Definitions**

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a University-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

## A. What is "Sexual Misconduct"?

Sexual Misconduct includes:

- **Sexual Assault:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- **Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.
- **Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

## B. What is "Relationship Violence"?

Relationship Violence includes:

- **Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- **Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.

- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

## C. Who are "Complainants" and "Respondents"?

South University is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

## D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

## E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for South University is: Alisa Krouse, Vice Chancellor for Student Success and Administration. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the University has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

## II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened - so they can get the support they need, and so the University can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. The Title IX Coordinator, Alisa Krouse (akrouse@southuniversity.edu) serves in this role. This individual can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, Dean of Student Affairs, other Student Affairs staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The University will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The University will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the University strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the University's review and investigation of any complaint covered by this Policy. The University will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the University will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The University does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the University's ability to take certain actions.

**Other Code of Conduct Violations:** The University encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in University housing. Therefore, the University has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

## III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Dean of Student Affairs, or the Assistant Vice Chancellor for Student Services. If a report is made verbally, the University will request a written statement by the student.

Upon receipt of a report, the University will generally proceed as described below.

## A. Investigation Commencement

The University will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

## B. Initial Response

Once the University is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

## C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs staff may limit a student or organization's access to certain University facilities or activities pending resolution of the matter. The University may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the University determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

## D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the University will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the University will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the University will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the University will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The University, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

## E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

## F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

The University reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of South University. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

## G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

## H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

## I. Outcome Notifications

Both the Complainant and Respondent will be notified simultaneously in writing of the outcome of the investigation and of the sanctions imposed, if any.

## J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Assistant Vice Chancellor for Student Services within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Assistant Vice Chancellor for Student Services is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Assistant Vice Chancellor for Student Services, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Assistant Vice Chancellor for Student Services will endeavor to make a determination of the appeal within 15 business days of receipt. The Assistant Vice Chancellor for Student Services's decision is final.

# Academic Affairs

*The following policies had administrative titles updated to align with organizational changes. The overall process was not changed.*

## Academic Honesty

See also: Graduate Honor Code & Graduate Honor Council of South University and Honor Council of the South University School of Pharmacy

Academic dishonesty will not be tolerated. Plagiarism and cheating will result in one of several sanctions, depending on the seriousness of the offense. Infractions of the academic honesty policy may result in receiving a failing grade for the assignment, receiving a failing grade for the course or even expulsion from school. These policies apply to both undergraduate and graduate students.

For a full description of the Academic Honesty Policy and the possible sanctions, please refer to the Student Handbook and Faculty Handbook. Student Handbooks are available in the office of the Dean of Student Affairs and the Dean of Academic Affairs and Retention and online.



Graduate students are governed by an Honor Code, the details of which are found below and in the Student Handbook and Faculty Handbook.

# Graduate Honor Code & Graduate Honor Council of South University

While I attend South University, I will be a fair and honorable student, and will promote fair and honorable conduct in others. I will not cheat, and I will not help others to cheat. I will do my own work, and give proper and truthful reference to those whose work has contributed any amount of content to mine.

The following policy may be superseded by similar policies specific to a College/School. Faculty should consult applicable documents in the College/School in which they are teaching. In the absence of such policies, the following policy is in effect.

The Honor Code is a policy describing expectations of student decorum in all aspects of graduate education at South University. Each College/School, due to its administrative structure and programmatic length may deviate slightly in the constitution of its particular Graduate Honor Council or in the nature of information flow. However, the fundamental concepts of definition of violations, reporting, investigation, hearing, and penalties are to remain consistent. As the following represents an academic process of the University, no official or unofficial legal representation (e.g., attorneys) will be allowed to attend any of the identified proceedings.

## **Article I - Name**

The name of this Article shall be the Graduate Honor Council of the South University Graduate Schools.

## **Article II - Purpose**

The purposes of the Graduate Honor Council are to:

1. Investigate and hear cases involving Graduate School students accused of honor code violations;
2. Act as a judicial body and establish the guilt or innocence of students;
3. Recommend the disciplinary action to be taken, in all cases, in which the Graduate Honor Council determines there has been a violation;
4. Work with the faculty and the administration of Graduate programs within the identified College or School regarding the administration of the Graduate Honor Code.

## **Article III - Authority**

Student authority to request revision of the contents of any article resides with the College/School Graduate Honor Council. Any revisions are subject to approval by the faculty, the College Dean and the Vice Chancellor of Academic Affairs. The responsibility for the enforcement of the Graduate Honor Council's findings lies with the faculty, Program Director, Department Chair, and Progress and Promotions committees.

## **Article IV - Membership**

*Section A.* Each College/School of South University (College of Arts and Sciences, College of Business, College of Health Professions, School of Pharmacy, and the College of Nursing and Public Health) shall maintain its own Graduate Honor Council. The Graduate Honor Council shall be assembled according to the nomination and selection process identified in the membership selection procedures section. The Graduate Honor Council consists of faculty and student members. A total of seven faculty members and seven student members will be selected to serve on the College/School Graduate Honor Council. A quorum for a Graduate Honor Council hearing is defined as five voting members consisting of two faculty members and three student members. One alternate faculty member and one alternate student member shall be chosen to replace a member that may be unavailable, recused, or removed from the Honor Council. Membership for the Graduate Honor Council necessitates good academic and professional standing. Terms of membership include a two year period for faculty and twelve to twenty four month period for student members.

*Section B.* The duties of Graduate Honor Council members are to:

- Attend all meetings of the Graduate Honor Council;
- Participate in and render objective judgment in discovery and hearing procedures;
- Assist in educating Graduate School students and faculty on the principles and practice of the honor code;
- Participate in training opportunities.

*Section C.* In the event of a vacancy on the Honor Council (faculty or student), an alternate member chosen by majority vote of the Honor Council from the provided list, will become an active member of the Honor Council. The student replacement should be from the same class level as the vacated position (e.g., second year student). Notification will occur within 7 days of the vacancy and will be made by the President of the Honor Council (see Article V). If, for any reason, the President of the Honor Council leaves office, it will be the Honor Council's responsibility to select a replacement via majority vote.

*Section D.* The Graduate Honor Council will have a Faculty Advisor appointed by the College/School Dean. The Faculty Advisor will serve as a non-voting Member of the Graduate Honor Council. The Faculty Advisor is recused should he or she have direct involvement in a case before the Honor Council. The duties of the Faculty Advisor shall be to:

- Attend Graduate Honor Council proceedings;
- Advise the Graduate Honor Council on procedural matters;
- Ensure that due process and equitable procedures are followed in all cases before the Graduate Honor Council and advise on matters of precedent;
- Inform accused students of the honor Council's protocol and procedures throughout the progression of a case;
- Notify the accused students of actions, hearings, verdicts and penalties as well as to generally act as a liaison between the Honor Council and the accused student;
- Provide proper notification of any Honor Council action to the appropriate administrative personnel and faculty;
- Ensure that appropriate documentation is completed by the Secretary for all hearings and other Honor Council meetings;
- Provide proper communication and documentation to Graduate Honor Council members for all cases;
- Supervise and conduct investigations during the "Period of discovery."

The College or School Dean shall also appoint a Faculty Advisor Alternate. In the event the Faculty Advisor is recused from a case, the Faculty Advisor Alternate will replace the Faculty Advisor during the proceedings of that particular case.

*Section E.* The following exceptions may be made to participation of members in hearing procedures:

- If a potential conflict of interest exists or some extraordinary circumstance outside of one's control, a member of the Graduate Honor Council may recuse himself or herself in a particular case. The wish of an honor council member to recuse oneself from a specific hearing should be reported to the Faculty Advisor of the Honor Council within 3 days of written notification of the case. This request should be made before any active participation occurs with the case.
- If the Graduate Honor Council President considers that a potential conflict of interest exists wherein one of the council members should not hear a particular case; he/she shall inform him/her accordingly. Should the decision of the President be disputed by the Honor Council Member, this issue of recusal should be decided by a vote of the full Honor Council following open discussion.
- If the Graduate Honor Council considers that a potential conflict of interest exists wherein the President should be recused in a particular case, the issue should be addressed with the President in a meeting of the Honor Council. Should the President dispute the recusal, the issue should be decided by a vote of the full Honor Council following open discussion.
- The accused Graduate student will be provided a listing of the Graduate Honor Council members at least 48 hours prior to the start of the hearing. If the accused Graduate Student considers that a potential conflict of interest exists wherein a Graduate Student Honor Council Member (Student or Faculty) should be recused, the issue should be addressed with the Faculty Advisor. Should the Graduate Student Honor Council Member dispute the recusal, the issue should be decided by a vote of the full Honor Council following open discussion.

*Section F.* Removal of a Graduate Honor Council member for any reason not limited to but including issues of academic or professional integrity will be at the discretion of the Faculty Advisor and Faculty Advisor Alternate.

## **Article V - Officers**

*Section A.* The officers of the Honor Council shall consist of a President and Secretary, chosen from among and by the Honor Council members. Both positions shall be filled by students.

*Section B.* The Officers must have completed at least two quarters (or six (6) months) of the program or have past experience serving on the Graduate Honor Council.

*Section C.* The duties of the President shall be to:

1. Preside over all meetings;
2. Direct the processes of all trials;
3. Represent the Graduate Honor Council in all appropriate affairs;
4. Supervise the investigation of all cases;
5. Ensure the integrity of all proceedings by strict adherence to the established procedures of the Graduate Honor Council.

*Section D.* The duties of the Secretary shall be to:

1. Maintain written minutes of all Honor Council meetings and hearings;
2. Maintain a true and accurate record, by audio recording and in writing, of all trial proceedings;
3. Prepare written communications from the Honor Council regarding violations and Honor Council actions;
4. Prepare official written communications to the Faculty Advisor for distribution to appropriate persons regarding Honor Council actions;
5. Inform the members of the Honor Council of all meetings through written communication (hard copy or electronic).
6. For hearings, written minutes should be de-identified and assigned a specific case number.

## **Article VI - Meetings**

*Section A.* A meeting of the Graduate Honor Council will be held after appointment and after the selection of new members to acquaint members with their duties and responsibilities.

*Section B.* The President may call special meetings at any time either independently or at the request of any Honor Council member.

*Section C.* The time and place for all meetings shall be determined by the President. The meeting shall be held in a manner wherein confidentiality can be ensured.

*Section D.* All members of the Honor Council are expected to attend all meetings of the Honor Council. Failure to do so may be grounds for removal.

*Section E.* In the event that the Honor Council must meet during regularly scheduled class time, the members of the Honor Council shall be excused from conflicting classes and clinical experiences to attend the meeting. The affected faculty or preceptor shall be notified in advance of this excused absence by the Faculty Advisor.

## **Article VII - Commencement of Proceedings**

*Section A.* All persons, including faculty having knowledge of or being witness to acts believed to be in violation of the Graduate Honor Code shall report in writing the fact, along with any pertinent physical evidence, to the Faculty Advisor of the Graduate Honor Council of his/her College or School, preferably within 72 hours of the alleged violation. In the event the Faculty advisor is unavailable, the information shall be reported to the College/School Dean.

*Section B.* A written statement about the violation by the witness(es) shall be required to begin the "Period of Discovery." or investigation.

*Section C.* Failure to report violations will be considered a form of illegal aid covered under Article X, Section A.

## **Article VIII - Case Procedure**

*Section A.* Cases shall generally be resolved within 30 calendar days after they are reported. Note: The time allotted for case resolutions may be extended (up to an additional ten calendar days) in the event additional time is required. This determination will be made by the Faculty Advisor and Faculty Advisor Alternate upon receipt of a formal request from the President of the Graduate Honor Council. In such event, all parties involved will be notified promptly following the approval of the request for additional time.

*Section B.* The procedure for handling cases shall be as follows:

- Within 5 days of receiving written information about a possible violation, the Faculty Advisor and a Student member of the Graduate Honor Council shall be responsible for conducting the "Period of Discovery," involving conducting of witness interviews, reviewing of evidence, and ultimately making a decision regarding whether or not to bring the case before the Graduate Honor Council.
- The Period of Discovery determines if sufficient evidence exists to proceed with a hearing. If it is determined that sufficient evidence exists, the case will be presented to the Honor Council and a hearing will generally be scheduled to begin within 7 days. In the event of insufficient evidence, the case will be dropped.
- If the case is accepted, the Faculty Advisor will promptly notify the accused that he/she has been accused of a violation. The accused shall be fully informed of the nature of the charges. Notification will be provided orally and in writing via email and letter by registered mail. The accused shall be provided a copy of the violation and written notice of his or her rights to appear before the Honor Council, to testify on his/her own behalf, to present evidence and question witnesses. If the Graduate Honor Council is using the accuser's testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by admitting guilt to the charges brought.
- The accused may choose another registered, degree-seeking student as his/her advocate. He/she shall also have the right to provide his/her own witnesses. Witnesses are strictly limited to persons with direct evidence or direct knowledge of the alleged offense. Character witnesses are excluded from providing testimony.
- All persons involved shall be notified promptly by the Faculty Advisor of the time and place of the hearing. Each individual shall be bound not to reveal the details of any alleged violation of the Graduate Honor Code. Any disclosure by any participant about the case shall be considered a violation of the Graduate Honor Code.

#### **Article IX - Hearing Procedure**

*Section A.* Hearings of the Graduate Honor Council are closed. As such, all witnesses will be interviewed separately. The accused and any accused's advocate are permitted to be present for all presentation of evidence and witness testimony. The accuser is not required to attend the hearing.

*Note: In the rare event that a student is unable physically to attend the Graduate Honor Council proceedings in person, he/she will be required to sign a statement of confidentiality attesting to the fact that no one else is in the same room or able to hear the proceedings during the hearing and that no audio/video recordings are being made of the hearing. The student will also be required to join the hearing via University-approved video conferencing. In the event a student violates the statement of confidentiality/attestation, he/she is subject to being charged with an academic/professional violation(s) with penalty(ies) to be decided in a separate hearing.*

*Section B.* The procedure for conducting a hearing shall be as follows:

1. Following a formal reading of the charges, the accused is required to enter a plea before testimony is heard.
2. Each person providing testimony will be required to testify under oath. Both the Graduate Honor Council members and the accused will be afforded an opportunity to question persons providing testimony.
3. The Honor Council may allow the introduction of evidence other than testimony of witnesses if the Honor Council determines that the evidence is relevant.
4. Proceedings of each hearing shall be recorded in writing and on audio recording and shall be labeled and signed by the Secretary and the President of the Honor Council.
5. After hearing all testimony and reviewing all relevant evidence, the accused, any accused advocate, and all witnesses will be excused for the Honor Council deliberation.
6. The Honor Council shall vote by secret ballot with the outcome determined by a simple majority.

7. The Graduate Honor Council Faculty Advisor shall verbally notify the defendant of the judgment of the Honor Council. In the case of a not guilty adjudication, the Faculty advisor shall inform the accused by phone. In cases of guilt, the Faculty Advisor shall inform the accused of the penalty verbally and in writing (via registered mail) within 4 working days of the final hearing. The Faculty Advisor shall provide a summary report along with specific outcomes of the Honor Council's proceedings to the College/School Dean.
8. In cases in which the accused is adjudged not guilty, all transcriptions, except de-identified minutes, and audio recordings shall be destroyed immediately by the Faculty Advisor. De-identified minutes shall be provided to the appropriate College/School Dean. In cases of guilt, the transcriptions and tapes shall be delivered by the Secretary and filed in a closed file in the office of the College/School Dean. The office of the College/School Dean shall maintain this file for a period of 10 years.

*Section C.* The decision rendered by the Honor Council will be its final decision.

If a student who has been found to be guilty (or a student who has confessed guilt) continues to believe the penalty is inappropriate, the student may then appeal the decision of the Honor Council to the College/School Dean. Grounds for an appeal should be submitted in writing to the office of the College/School Dean by the accused within five (5) business days of written notification of the Honor Council decision and penalty. The College/School Dean may uphold or negate the recommendation of the Honor Council following due consideration of the appeal. The decision of the College/School Dean is final.

*Section D.* Confidentiality and Notification:

1. The only individuals who will be informed of an investigation of the Graduate Honor Council will be the honor council members, the accused, the accuser(s), the witness(es), the Faculty Advisor to the Honor Council, the Faculty Advisor alternate, the Department Chair, the College/School Dean, and the Chair of the Progress and Promotions Committee.
2. The only faculty members who will be informed of the outcome of the Graduate Honor Council investigation will be the Faculty Advisor to the Honor Council, the Faculty Advisor Alternate, the Department Chair, the College/School Dean and the accused student's Faculty Advisor, and the faculty accuser(s). The Chair of the Progress and Promotions Committee shall also be notified of the Honor Council's decisions.

#### **Article X - Honor Code Violations**

*Section A.* The following shall be deemed Graduate Honor Code violations and shall be the basis for reporting cases to the Honor Council and for convictions by the Honor Council. Other violations, not listed below, may also be considered reportable to the Graduate Honor Council upon recommendation of a faculty member, Program Director, or Progressions Committee.

1. Cheating on an academic work. For example:
  - Giving or receiving, or otherwise utilizing unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinic;
  - Using or attempting to use unauthorized material, aid or device prior to or during a test;
  - Using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered;
  - Substituting for another student, or permitting another student to substitute for oneself, to take a test;
  - Obtaining or attempting to physically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration;
  - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination which has been designated for viewing only;
  - Obtaining or attempting to physically obtain a test without authorization prior to administration of attempting to obtain unauthorized or reserved information about a test prior to administration;
  - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination which has been designated for viewing only;
2. Providing information to another student with the intent to affect another student's academic performance;
3. Obstructing the attempts of another student to engage in academic activities with the intent to affect the other student's academic performance;
4. Falsifying, fabricating, or misrepresenting one's credentials or any other academic achievement or endeavor;

5. Disclosing information about a patient, along with the information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team, without prior authorization from the patient
6. Making a false report of a Graduate Honor Code violation;
7. Obstructing the investigation or examination of an alleged Honor Code violation;
8. Destroying, hiding, or fabricating evidence related to a Graduate Honor Council proceeding;
9. Academic indiscretion;
10. Fabrication;
11. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.;
12. Attempted or actual theft of property of the School or of a member of the Institution's community or campus visitor;
13. Unauthorized possession, duplication or use of keys to any premises of the School, or unauthorized entry, or use of the premises of the School;
14. Conspiring, planning, or attempting to achieve any of the above acts;
15. Plagiarism
16. Knowingly failing to report committed acts proscribed in Article X herein.
17. Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Graduate Honor Council in the appropriate manner

#### **Article XI - Penalties**

*Section A.* Upon determining a violation of the Graduate Honor Code or a plea of guilty, the Graduate Honor Council will submit the decision to the appropriate individual/committee. Decisions by the Graduate Honor Council are final.

*Note: Students found to be in violation of the Graduate Honor Code may also be subject to sanctions from the Progress and Promotions committee from their degree program, beyond those assigned by the Graduate Honor Council.*

The standard penalty for violation of the Graduate Honor Code is permanent expulsion. The student will receive a grade of Incomplete for all courses in which he/she is enrolled at the time of the infraction. Depending on the circumstances of the case, the Graduate Honor Council may assign a penalty less severe than permanent expulsion. These penalties include, but are not limited to, the following:

1. Disciplinary probation for Graduate Honor Code Violation. The student may receive a grade of F (0.00) for a given course as well as a grade of Incomplete, Withdrawal, or Withdrawal Failing for one or more courses in which he/she is enrolled at the time of the infraction.
2. A mandatory leave of absence from South University for approximately one academic year. The student will be permitted to return from a mandatory leave of absence according to the policies as stated in the Graduate Student Handbook of the program in which he/she is enrolled. In the event a policy does not exist for the program in which the student is enrolled:
  1. The student will be permitted to return from a mandatory leave of absence at the commencement of the term for the courses in which the violation occurred.
  2. The student will receive a grade of Incomplete for all courses in which he/she is enrolled at the time of infraction.
  3. Upon receipt of a mandatory leave of absence, the student cannot advance until he/she has completed the term in which the Incomplete grades were assigned.
  4. At the discretion of the Department Chair in consultation with the College/School Dean, the student may be required to enroll as a student in special standing for the purposes of review or remediation prior to enrollment as a full-time student.
3. Assignment of a grade of zero for a given examination, test or assignment.

*Section B.* The penalty imposed may be appealed to the College/School Dean as outlined in Article IX.

*Section C.* In the case of an appeal, the College/School Dean makes the final decision and reports the decision to the Vice Chancellor of Academic Affairs.

*Section D.* In the event a student admits guilt prior to the initiation of a Graduate Honor Council hearing, penalty will be determined by the Faculty Advisor and a Student member of the Graduate Honor Council. Following, penalty decisions made by

the Graduate Faculty Advisor and Student member will be reviewed and approved by the President of the Graduate Honor Council. Notification of penalty will occur as outlined in Article IX, Section B, item 7.

#### **Article XII - Amendments**

*Section A.* Amendments to the present statute may be proposed by the Graduate Honor Council. Proposals shall be forwarded to the Academic Leadership Team and University Leadership Team for final approval when ratified by three-fourths of the members of the Graduate Honor Council at the next meeting following the proposal of the amendment.

*Section B.* Ratified amendments shall become effective thirty days after final approval by the Academic Leadership Team

#### **Article XIII - Membership Selection Procedures**

*Section A.* Student members of the Graduate Honor Council shall be selected by the existing Graduate Honor Council and in accordance with the following procedures:

1. An announcement requesting graduate student member applications will be released by the Faculty Advisor (or Faculty Advisor alternate) within the College/School along with the identified deadline and notification date.
2. Student applicants must submit a completed Graduate Honor Council Member Application consisting of:
  1. A statement of interest (a one-page minimum)
  2. A letter of attestation regarding the student's standing in the program (i.e., academic, professional, clinical) and suitability to serve on the committee. This statement must be obtained from the student's Program Director campus-based) or Graduate Team Member (online).
  3. Demographic information (e.g., time in program, contact information)
3. Applications will be reviewed during a scheduled meeting of the Graduate Honor Council. Note: GPA information will be redacted from the application materials.
4. All applicants will be notified within 24 hours of the Honor Council's decision regarding his/her application via email. In some cases, it may be necessary to contact an applicant via phone.

*Section B.* Faculty members of the Graduate Honor Council shall be selected by the existing Graduate Honor Council and in accordance with the following procedures:

1. An announcement requesting faculty member applications will be released by the Faculty Advisor (or Faculty Advisor alternate) within the College/School along with the identified deadline and notification date.
2. Faculty applicants must submit a completed Graduate Honor Council Member Application consisting of:
  1. A statement of interest (a one-page minimum)
  2. A letter of support from his/her direct supervisor.
  3. Curriculum Vitae
3. Applications will be reviewed during a scheduled meeting of the Graduate Honor Council.
4. Applicants will be notified via email of the Honor Council's decision. In some cases, it may be necessary to contact an applicant via phone.

*Section C.* To maintain an optimal composition of experience between existing and newly selected members, appointment terms (as outlined in Article IV, Section A) and start dates (i.e., Winter, Spring, Summer, Fall) will be assigned accordingly. This decision shall be made jointly by the Faculty Advisor and Graduate Honor Council President.

## **Undergraduate Academic Integrity Policy**

### **South University Honor Code**

While I attend South University, I will be a fair and honorable student, and will promote fair and honorable conduct in others. I will not cheat, and I will not help others to cheat. I will do my own work, and give proper and truthful reference to those whose work has contributed any amount of content to mine.

# Academic Integrity

South University defines academic integrity as the complete, accurate, specific, and truthful representation of authorship, origin of ideas, mastery of material, and data, including access to and authorized use of resources.

The demonstration of academic integrity typically falls into four broad categories:

- **Mastery of material.** Students are responsible for the truthful representation of their mastery of material on tests or other academic exercises.
- **Representation of sources.** Students are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.
- **Truthful submission of work.** Students are responsible for the truthful representation of data or other findings, projects, or other academic exercise.
- **Access and use of resources.** Students are responsible for ensuring that their access and use of resources complies with South University policies.

# Academic Dishonesty

Violations of the Academic Integrity Policy typically fall into the following categories: Cheating, Plagiarism, Fabrication, Sabotage and Academic Misconduct. Violations of academic integrity must be reported by faculty and administrators. Students should report violations of academic integrity. To aid understanding of what constitutes academic dishonesty and violations of academic integrity the following definitions are provided:

## Violations of Academic Integrity Policy

- **Plagiarism.** Plagiarism occurs when a person represents someone else's work, ideas, phrases, sentences, or data as one's own work.
- **Self-plagiarism.** Submitting identical or very similar work for more than one course without receiving permission from the current faculty member prior to submission.
- **Cheating.** Receiving unauthorized assistance or help on tests/examinations or other academic work.
- **Collusion.** Unauthorized collaboration with others for work offered as credit.
- **Fabrication.** Inventing or falsifying information or data.
- **Academic Misconduct.** Includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests.
- **Sabotage.** The willful attempt to hinder another student's work.

## Classification of Academic Integrity Violations and Possible Penalties

Violations of academic integrity are classified based on the level of seriousness. Brief descriptions, examples, and recommended penalties are provided below. These are general descriptions and should not be considered as all-inclusive.

### Level One Warning:

Level One warnings consist of an instance when, in the opinion of the faculty member, the student's actions were not intentional. A Level One warning is considered an academic issue and not a disciplinary offense. However, all incidents of Level One warning will be recorded in the student's academic record.

**Examples of Level One Warnings include, but are not limited to:**

#### Plagiarism

- Improper citation or referencing resulting from unintentional misrepresentation of a citation



- Citation of information not taken from the source indicated

**Penalty:** Resubmission of the assignment with corrections for partial credit.

**Level Two Violation:**

Level Two violations consist of an instance when, in the opinion of the faculty member, one or more of the following conditions exists:

- The student's actions constitute a violation of academic integrity that cannot be dismissed as likely the result of inexperience.
- The student has previously committed a Level One warning and has repeated the infraction.

**Examples of Level Two Violations include, but are not limited to:**

Cheating

- Unauthorized assistance with academic work
- Allowing another student to copy one's work
- Copying from another student's work
- Using unauthorized materials such as a textbook or notebook during an examination

Plagiarism

- Quoting another person's words directly without acknowledging the source
- Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, without citation, the work of another

Fabrication

- Listing of sources in a bibliography or other report not used in that project

Self-plagiarism

- Submitting identical or very similar work for more than one course without receiving permission from the current faculty member prior to submission.

**Recommended Penalty:** A failing grade on the assignment.

**Level Three Violation:**

Level Three violations consist of an instance when, in the opinion of the instructor, one or more of the following conditions exists.

The student's actions are a repeat offense of a Level Two violation.

The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Two Violation.

**Examples of Level Three Violation include, but are not limited to:**

Cheating

- Using unauthorized materials such as a textbook or notebook or Internet-based information during an examination
- Collaborating with another person during an exam by giving or receiving information without permission from the faculty member
- Unauthorized access to or use of someone else's computer account or computer files for any purpose.

Plagiarism

- Obtaining a term paper from another student or company and/or obtaining essays or assignments from the Internet and submitting it as your own. A violation can occur whether the content is purchased or obtained free-of charge.

#### Self-plagiarism

- Multiple submissions of work to fulfill the requirements of more than one course without the explicit permission of the present faculty member.

#### Collusion

- Submission as one's own or any academic work prepared in whole or in part by others, unless the assignment is designed for student collaboration.

#### Fabrication

- Fabricating data or source information in experiments, research projects, or other academic exercises.

#### Academic Misconduct

- Altering graded test answers and then claiming faculty member inappropriately scored the examination

#### Sabotage

- Intentionally revising another's written work
- Intentionally keeping necessary resources, such as library books or articles, from another.

#### Collusion

- Purchasing of a term paper from another student or company.
- Submitting of work previously submitted for another course without the prior permission of the faculty member.

**Recommended Penalty:** Probation or suspension from the University with a notation of "disciplinary suspension" placed in a student's academic file and a failing grade in the course. Note that suspension from PLUS courses is also suspension from campus-based courses.

Students may apply for re-entry at the end of the suspension period. No appeal is required.

#### **Level Four Violation:**

Level four violations are the most serious breaches of academic integrity. Level Four violations occur when, in the opinion of the faculty member, one or more of the following conditions exist.

- The student's actions are a repeat offense of a Level Three violation
- The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Three violation
- The student's actions represent any degree of infraction relating to a senior thesis
- The student's actions involve academic dishonesty committed after return from suspension for a previous violation or while on probation from a previous violation.

**Examples of Level Four Violations include, but are not limited to:**

#### Plagiarism

- Obtaining multiple assignments from someone else or from the Internet and submitting them as your own. A violation can occur whether the content is purchased or obtained free-of-charge.

#### Fabrication

- Multiple incidents of fabricating data or source information in experiments, research project or other academic exercises

#### Academic Misconduct

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose

- Coercing any other person to obtain an un-administered test
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any un-administered test/examination or term papers or works of art, or entering any university office or building for the purpose of obtaining said materials without authorization
- Creating illegal accounts, changing of files or securing of passwords illegally
- Destroying computer accounts without authorization
- Violation of the clinical or ethical code of a profession

#### Sabotage

- Intentionally revising another's written work intentionally keeping necessary resources, such as library books or articles, from another.

#### Collusion

- Multiple submissions as one's own, any academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively.
- Misrepresentation (or falsification) of digital identity to complete all assignments within a course.
- Purchasing of a term paper from another student or company.
- Submitting of work previously submitted for another course without the prior permission of the faculty member.
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination

**Recommended Penalty:** Expulsion from the University and a permanent dismissal notation on the student's academic file.

#### **Procedures for Infractions**

Violations of the University's academic integrity policy require completion of the Academic Integrity Violation Report (AIVR). The AIVR report must be submitted to the Dean of Academic Affairs and Retention, with copies to Program Chairs/Program Directors and Dean of Student Affairs. The burden of proof shall be upon the faculty member bringing the charges to prove the case. All faculty are expected to keep thorough records and documentation with copies of the work submitted.

In the case of Level One warnings or Level Two violations, the faculty member will meet with the student to outline the charge, including the level of violation and penalty. The penalty imposed by a faculty member must be recorded on the AIVR and forwarded to the Office of the Dean of Academic Affairs and Retention, with copies to the Program Chair/Program Director and Dean of Student Affairs.

All student/faculty member conferences regarding Level Three and Four violations will be informational only. Therefore, it is not appropriate for these sessions to consider appeals at this time. The Dean of Academic Affairs and Retention will determine the penalty.

#### **Procedures for Infractions Involving Online Courses**

If the faculty member suspects a violation of the Academic Integrity Policy, they will first meet with the student to discuss the incident. The incident report and supporting documentation, such as the student's assignment and information on the sources in question will be used to determine the severity or level of the violation. The number of previous violations committed will also be taken into consideration.

Upon receiving confirmation on the level of the incident, the faculty member will notify the student and complete the assignment grading. Depending on the level of the incident, further actions may be taken by the Dean of Academic Affairs and Retention at each location.

#### **Appealing an Academic Integrity Violation Charge**

Students are encouraged to attempt to resolve any academic issues with their faculty member. When that process has been exhausted the student may appeal to the next levels. Once a penalty has been imposed, the student may accept the penalty, or they must file a written appeal.

All written appeals must be filed within fourteen (14) calendar days once the penalty has been imposed. Failure to meet this deadline will render the appeal moot. Should an Academic Integrity Violation charge be made at the end of a quarter, a grade of "I" will be assigned until the violation has been processed. It is the responsibility of the student then to appeal any adverse decision to the next level, again within fourteen (14) calendar days. The next level in the appeal process will not automatically consider it unless the student appeals it in writing and within the fourteen (14) calendar days.

Any written appeal by the student must be filed within the specified period of time and include:

- A clear statement of the nature and reason(s) of the appeal.
- A clear concise statement of the material facts, with appropriate supporting documentation.

#### **Appeal of Academic Integrity Violation Charge or Penalty Imposed for Campus-based Students**

##### **For Level One warnings and Level Two Violations:**

- Student should file a written grade appeal through their Dean of Academic Affairs and Retention who will forward to the appropriate individual.
- First level of appeal is to the Program Director or Program Chair, whichever is located on the student's campus. For campus-based students who are enrolled in an online course, the first level of appeal is to the online Program Director
- Second level of appeal is to the Dean of Academic Affairs and Retention at the South University campus where the student is enrolled.
- The third and final level of appeal is to the College/School Dean. The decision of the College/School Dean is final.

##### **For Level Three and Level Four Violations:**

- First level of appeal is to the College/School Dean.
- Second level of appeal is the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final.

Any written appeal by the student must be filed within the specified period of time and include:

- a clear statement of the nature and reason(s) of the appeal
- a clear concise statement of the material facts, with appropriate supporting documentation

#### **Appeal of Academic Integrity Violation Charge or Penalty Imposed for Students in an Online Program**

##### **Level One warnings and Level Two violations:**

- Student should file a written grade appeal through their Academic Counselor to be reviewed by the Program Director/Chair or his/her designee.
- Second level of appeal is to the Associate Vice Chancellor of Academic Affairs-Online.
- The third and final level of appeal is to the College/School Dean. The decision of the College/School Dean is final.

##### **For Level Three and Level Four Violations:**

- First level of appeal is to the College/School Dean.
- Second level of appeal is the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final.

**Attorneys, Parents or Guardians:** As this is an academic process of South University, no official or unofficial legal representation will be allowed to attend any of the identified proceedings.

Students may invite parents/guardians to attend any meetings with university personnel during the appeal process but their presence is strictly to observe the proceedings and advise the student. They are otherwise not to participate.

The Academic Integrity Violations form and all documentation related to the incident remains in the student's academic file.

# Honors at South University

South University is proud to honor those students who demonstrate outstanding academic achievement in their programs of study. Honors are evaluated during a student's academic program (for undergraduate students only) and after successful completion of his/her academic program. Only courses taken at South University will be considered in evaluating and computing honors.

## 1. Honors during a Student's Academic Program

South University honors undergraduate students for their periodic outstanding academic achievement through the Chancellor's List and the Dean's List. To be eligible for the Chancellor's List, a student must achieve a grade point average of 4.00 for the courses completed during the evaluation period. To be eligible for the Dean's List, a student must achieve a grade point average greater than or equal to 3.50 and less than 4.00 for the courses completed during the evaluation period.

For undergraduate students, the Chancellor's and Dean's Lists are published quarterly. To be eligible for the Chancellor's List, a student must complete a minimum of 12 credit hours (non-developmental courses) during the quarter and earn the appropriate grade point average specified above. To be eligible for the Dean's List, a student must complete a minimum of 12 credit hours (non-developmental courses) during the quarter and earn the appropriate grade point average specified above.

After attempting the total number of credit hours specified, the grade point average for a student's most recently attempted 18 credit hours are evaluated for the grade point average levels as specified for the Chancellor's or Dean's List. A student is only evaluated once for periodic outstanding academic achievement at each evaluation point.

## 2. Honors at Graduation

South University honors students for their outstanding academic achievement upon successful completion of all graduation requirements. All non-developmental courses taken at South University will count in the calculation of the cumulative grade point average for honors at graduation. The calculation will include original and repeated course grades.

For students in undergraduate programs, honors at graduation include:

- **Summa Cum Laude:** Undergraduate degree students graduating with a grade point average greater than or equal to 3.90 through 4.00 will be graduated Summa cum Laude.
- **Magna Cum Laude:** Undergraduate degree students graduating with a grade point average greater than or equal to 3.70 but less than 3.90 will be graduated Magna cum Laude.
- **Cum Laude:** Undergraduate degree students graduating with a cumulative grade point average greater than or equal to 3.50 but less than 3.70 will be graduated Cum Laude.

## 3. For students in graduate programs, honors at graduation include:

- **Honors:** Graduate degree students graduating with a cumulative grade point average of 3.75 through 3.89 will be graduated with Honors.
- **High Honors:** Graduate degree students graduating with a cumulative grade point average of 3.90 through 4.00 will graduate with High Honors.

*Note: Only work taken at South University will be considered in computing honors.*

# Attendance Requirements

Students who fail to attend a campus-based class session will be given an absence for that session. Students taking 11-week campus-based classes, that meet two or more days a week, must not miss the class meetings for 14 consecutive calendar days of the scheduled class time (including campus-based classes that contain an online component). If a student misses the class

meetings for 14 consecutive calendar days the student will be administratively withdrawn from the course. Students taking campus-based classes that meet one day week, must not miss the class meetings for 21 consecutive calendar days of the scheduled class time. If a student misses the class meetings for 21 consecutive calendar days the student will be administratively withdrawn from the course. The last date of attendance will be the last day where the student met the attendance requirements. If a student misses the class meetings for 7 consecutive calendar days in a 5.5 week campus-based course the student will be administratively withdrawn from the course. The last date of attendance will be the last day where the student met the attendance requirements.

Students taking online classes must complete an academically related activity, i.e. dropbox submission, threaded discussion post, test or quiz in their online course at least once each week. Students who fail to meet the attendance requirements for a week will be given an absence for that week (7 days). Students who fail to meet the attendance requirements for 14 consecutive calendar days (two weeks) during a course will be administratively withdrawn from the course.

*Note: Zero credits courses in the graduate Nursing programs and the Doctor of Business Administration are exempt from online attendance requirements.*

Receiving a grade of F in a course and failing to meet positive attendance in the last week of that course, may impact a student's financial aid.

Students who are absent due to a medical condition (including pregnancy or any related conditions, including recovery from childbirth) will be excused for as long as a health care provider states it is medically necessary for the student to be absent. Students absent due to such medical conditions may be allowed to make up missed work. In addition to contacting their faculty, students in campus-based programs should contact the Registrar's office, and students in online programs should contact their Academic Counselor. Students seeking exceptions for medically-related reasons will be required to provide a doctor's note indicating that the absences were medically necessary. Failure to provide evidence of a medical necessity for any absence could result in the student being administratively withdrawn from school, and the student will not be allowed to make up any missed assignments. The Dean of Academic Affairs and Retention at each location, in consultation with the faculty member, will determine the amount of time a student will have to make up missed assignments. Upon their return to school, students will be allowed up to 12 weeks to complete missed assignments. Campus-based students whose conditions prevent them from completing all work within the 12 week timeline should contact the Dean of Academic Affairs and Retention. Online students should contact their Academic Counselor. (Note: see the Leave of Absence Policy below for Students at South University, Richmond and South University, Virginia Beach.)

## **Attendance Appeals for Administrative Withdrawals**

Students who are administratively withdrawn from a course due to attendance may appeal the decision. Students must complete the Attendance Appeal Request form and submit the form to their Academic Counselor for students in online programs within 4 calendar days of being administratively withdrawn from a course.

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. Students may be required to submit supporting documentation with their appeal.

The Dean of Academic Affairs and Retention at each location will consider the appeal. The decision of the Dean of Academic Affairs and Retention is considered final.

*NOTE: A student's life issues and the student's transition to college are not considered mitigating circumstances under this policy.*

## **Change of Program**

A student may change his or her program at any point of his or her enrollment provided that s/he is in good satisfactory academic standing. Changing from an associate's degree to a bachelor's degree in the same program is not considered a change of

program. Changing from one specialization or concentration within a program to another specialization or concentration within the same program is not considered a change of program. The Dean of Academic Affairs and Retention (for campus-based students) or the appropriate Department Chair or Assistant College Dean for Online Programs (for students in online programs) may grant exceptions to students on Academic/Financial Aid Warning or Probation. Only then will a student be allowed the opportunity of changing from one program to another.

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

Students must contact their Academic Counselor to change their program.

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

## **Course Overloads**

Students may wish to enroll in greater than the full-time number of courses in a particular quarter or academic year. Overloads will only be approved for students who exhibit outstanding academic performance.

Campus-based students wishing to enroll in more than 16 credit hours (undergraduate) or more than 8 credit hours (graduate) must have the permission of their Program Director or the campus Dean of Academic Affairs and Retention to receive a course overload.

Students in online programs may wish to enroll in more than 16 credit hours (undergraduate) or more than 8 credit hours (graduate) must have the permission of their Academic Counselor and Program Director to receive a course overload.

Individual programs may designate the specific courses to be taken each quarter or session (thus specifying the total number of hours to be taken) or the specific course sequence to be scheduled. In such cases a student need not obtain permission for his/her enrollment unless s/he wishes to enroll in more than the designated number of credit hours or enroll in a non-specified sequence of courses, or must deviate due to other circumstances.

## **Grade Reporting and Challenges**

### **Grade Challenges for All Programs Except Nursing Programs the School of Pharmacy, and the Physician Assistant Program**

Any student wishing to challenge a final course grade must first discuss the grade with the faculty member of the course in question within 14 consecutive calendar days of the end of final's week for campus-based courses and within 14 consecutive calendar days of the end of the online session in writing. Challenges after that time will not be permitted, and the grade recorded on the official grade sheets will prevail.

If the grade challenge is denied in whole or in part by the faculty member and the student is not satisfied with the explanation for the denial, it may be appealed to the Department Chair or campus Program Director and thereafter, in succession, to the Dean of Academic Affairs and Retention, and then to the Dean of the College offering the course. The decision of the Dean of the College is considered final. Appeals of a decision rendered at any level must be received in writing by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level.

## Grade Challenges for Nursing Programs

Any student wishing to challenge a final course grade must first discuss the grade with the faculty member of the course in question within 14 consecutive calendar days of the end of final's week for campus-based courses and within 14 consecutive calendar days of the end of the online session in writing. Challenges after that time will not be permitted, and the grade recorded on the official grade sheets will prevail. The faculty member will communicate receipt of an appeal to the Program Director.

If the grade challenge is denied in whole or in part by the faculty member and the student is not satisfied with the explanation for the denial, it may be appealed to the Program Director. The Program Director will communicate receipt of an appeal to the Assistant Dean of the College and to the Campus Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention where the student is enrolled. The decision of the College Dean is final.

Appeals of a decision rendered at any level must be received in writing by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level.

## Grade Challenges for the Physician Assistant Program

Any student wishing to challenge a final course grade must first discuss the grade with the course director of the course in question. If a formal challenge is to be initiated, it must be submitted in writing to the course director within one business day of the publication of the final grade. Challenges after that time will not be permitted and the grade recorded on the official grade sheets will prevail. The student will be notified of a decision within 5 business days (by 5 PM) in writing.

If the grade challenge is denied by the course director, it may be appealed in writing to the Department Chair or campus Program Director. Thereafter, appeals proceed to the Dean of Academic Affairs and Retention and then to the Dean of the College of Health Professions. The decision of the Dean of the College is considered final. Appeals of a decision rendered at any level must be received in writing by the person to whom the appeal is made within 5 business days (by 5 PM) of the issuance of the decision at the previous level.

## Incomplete Policy

Incompletes are given at the discretion of the faculty member to any student who does not complete the course requirements. To receive an incomplete, the student must complete at least one-half of the course requirements; then, it is the student's responsibility to complete the remainder of the required coursework.

Incomplete grades must be cleared within 14 consecutive calendar days of the end of session (unless special approval is received from the Vice Chancellor for Academic Affairs, Campus Dean of Academic Affairs and Retention, or College/School Dean) or the incomplete will be changed to the grade earned. The final grade for the course will be designated on the transcript by the appropriate letter grade.

*Note: Students in online courses cannot earn participation points on discussion assignments completed during the incomplete period.*

## Graduation Requirements



# Associate of Science or Associate of Applied Science in Occupational Therapy Assistant Graduation Requirements

South University and the OTA Program reserve the right to make changes to any and all systems, policies and procedures related to the OTA Program at any time. This includes changes to admissions, financial aid, and the curriculum and graduation requirements. Please consult the most current South University Academic Catalog or most current addendum for updated information.

In order to graduate from the Associate of Science in Occupational Therapy Assistant program or the Associate of Applied Science in Occupational Therapy Assistant, a student must:

1. Complete the course requirements described in the catalog in effect when the student enrolled. However, academic programs are subject to change at the discretion of the institution. Students who leave the University longer than one calendar year will be required to meet catalog requirements in effect at the time of their return. Students may request department chair/coordinator approval for a course substitution or waiver. The OTA Program Director in consultation with the Dean of Academic Affairs and Retention and College Dean must approve deviation from any program requirements. Students must complete Level II Fieldwork within 24 months following completion of the didactic portion of the program.
2. Achieve a cumulative grade point average of 2.50 or higher in all courses in the student's major in the Professional OTA Curriculum.
3. Achieve a cumulative grade point average of 2.50 or higher for all coursework taken at the University.
4. Abide by all University rules and regulations before graduation.

Students are expected to complete all graduation and fieldwork requirements in a timely manner. Students are required to complete the didactic portion of the professional curriculum within 150% of the published length. Level II Fieldwork A, Fieldwork Seminar A, Level II Fieldwork B, and Fieldwork Seminar B must be completed within 24 months of the first day of the cohort's originally scheduled Level II Fieldwork A placement.

## Satisfactory Academic Progress Policy

### Summary

A student must demonstrate Satisfactory Academic/Financial Aid Progress by successfully completing courses attempted. Completing courses with "C" or better grades indicates academic progress. Poor performance such as receiving "D" or lower, withdrawing from a course, and/or being dismissed from a course may put students at risk. Poor performance may lead to an academic/financial aid warning and/or academic dismissal from the University. It is very important that students attend all registered courses and complete them successfully.

The following criteria are used to determine whether a student is making academic/financial aid progress. A student must be able to:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the action results in academic dismissal from the University, a student may appeal the dismissal. If the appeal is denied, the student will be academically dismissed from the University.

Periods of attendance when a student does not receive financial aid are included in determining academic/financial aid progress. Periods of nonattendance are not included in determining Satisfactory Academic/Financial Aid Progress. While the terms Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving financial aid or not.

Regardless of a student's status in relation to academic/financial aid progress, the student must meet the graduation requirements for his/her specific program in order to graduate from the University.

The Satisfactory Academic Progress Policy contains the following sections:

1. Minimum Standards for Undergraduate Satisfactory Academic/Financial Aid Progress and
2. Consequences for Failing to Meet Minimum Standards
3. Minimum Standards for Graduate Satisfactory Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards
4. Procedures for Appealing Academic/Financial Aid Dismissal
5. Procedures for Readmission after Academic/Financial Aid Dismissal
6. SAP Definitions

The University has the right to modify the Satisfactory Academic/Financial Aid Progress policy at any time.

## **I. Minimum Standards for Undergraduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards**

To maintain academic progress, each undergraduate student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Students who require a developmental course or courses (ENG0099 or MAT0099 or both) must successfully complete any required developmental course within their first three attempts of that course or the student will be academically dismissed from the University. Students who have not attempted all required developmental courses by the end of their second quarter of enrollment will be academically dismissed from the University.

Note: W, WF, and NCF grades count as an attempt.

Maximum Time Frame (MTF): A student may not attempt more than 150 percent of the credits in his/her program; when it becomes mathematically impossible for a student to complete their program within 150% of its length the student will be academically dismissed from the University. Dismissal for violating (MTF) can occur at any time.

Undergraduate programs that start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for Satisfactory Academic/Financial Aid Progress purposes.

Students who have not met the minimum standards of SAP will be notified in writing by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

An undergraduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

**a) All Undergraduate Programs (Except BS to MS in Accounting (see section III. below), Bachelor of Science in Nursing - Professional Phase, Bachelor of Science in Nursing (RN-BSN), Occupational Therapy Assistant and Physical Therapist Assistant)**

For all undergraduate programs (except those listed above which are described in b), c), and d)), the following are the minimum standards used to assess each undergraduate student's academic performance:

- After attempting the first academic year (an academic year is three quarters in which courses are attempted in each quarter), a student must achieve a minimum CGPA of 1.50 and an ICR of 33.33%. A student not achieving these minimum standards of Satisfactory Academic Progress (SAP) will be academically dismissed from the University.
- After attempting the second academic year, a student must achieve a minimum CGPA of 2.0 and an ICR of 66.67% percent. A student not achieving these minimum standards of SAP will be academically dismissed from the University.
- Starting the quarter after the second academic year, and every subsequent quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, the student will be academically dismissed from the University.

**b) Bachelor of Science in Nursing - Professional Phase**

Students in the Bachelor Science of Nursing program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a minimum CGPA of 2.50 and an ICR of 50%. A student not achieving these minimum standards of Satisfactory Academic Progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting the second and each subsequent quarter, a student must achieve a minimum CGPA of 2.50 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, the student will be academically removed from the University.

**c) Bachelor of Science in Nursing (RN to BSN)**

Students in the RN to BSN program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 50%. A student not achieving these minimum standards of Satisfactory Academic Progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting the second and each subsequent quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, the student will be academically removed from the University.

**d) Associate of Science or Associate of Applied Science in Occupational Therapy Assistant (OTA) and Associate of Science or Associate of Applied Science in Physical Therapist Assistant(PTA)**

**General Education Phase:**

For undergraduate students in the General Education Phase of the OTA or PTA program, the following are the minimum standards use to assess each student's academic performance:

- After attempting the first quarter a student must achieve a minimum CGPA of 2.0 and an ICR of 33.33%. A student not achieving these minimum standards of Satisfactory Academic Progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting the second quarter a student must achieve a minimum CGPA of 2.25 and an ICR of 50%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/ financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, the student will be academically removed from the University.
- After attempting each subsequent quarter, a student must achieve a minimum CGPA of 2.50 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails

to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, the student will be academically removed from the University.

*NOTE: The minimum CGPA required to be eligible to apply to the technical phase of the OTA or PTA program is 2.85.*

#### **Technical Education Phase for the Occupational Therapy Assistant programs:**

Students in the technical phase Associate of Science or Associate of Applied Science in Occupational Therapy Assistant program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- Students must maintain a minimum CGPA of 2.50 for OTA courses with a designation of 1011 or higher during each quarter of the professional phase and an ICR of 66.67%.

#### **Technical Education Phase for Physical Therapist Assistant programs:**

Students in the technical phase of the Associate of Science or Associate of Applied Science in Physical Therapist Assistant program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- Students must maintain a minimum CGPA of 2.50 for all technical PTA designated courses during each quarter of the technical phase and an ICR of 66.67%.

*Note: PTA1001 will be included in GPA calculations for the first quarter of the technical phase even if the student takes the course prior to entry into the technical phase. See the Associate of Science and Associate of Applied Science in Physical Therapist Assistant Program Progression Standards.*

## **II. Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards**

To maintain academic progress, each graduate student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average (CGPA);
- Achieve the minimum incremental completion rate (ICR); and
- Complete the program within a maximum allowable timeframe (MTF).

Academic Progress is reviewed at the completion of every quarter. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

**Maximum Time Frame (MTF):** A student may not attempt more than 150 percent of the credits in his/her program; when it becomes mathematically impossible for a student to complete their program within 150% of its length s/he will be academically dismissed from the University. Dismissal for violating the maximum timeframe (MTF) can occur at any time.

Students in campus-based programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for Satisfactory Academic/Financial Aid Progress purposes.

Students who have not met the minimum standards of SAP will be notified by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

A graduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified if they are dismissed from the University.

**a) All Graduate Programs (Except for the BS to MS in Accounting, Master of Medical Science in Anesthesia Science, Master of Science in Physician Assistant, RN to Master of Science in Nursing, Doctor of Business Administration, Doctor of Ministry and Doctor of Pharmacy Programs).**

For all graduate students (except for those programs listed above and described in b), c), d), e), f), and g)) are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a minimum CGPA of 3.00 and an ICR of 50.00%.
- After attempting the second quarter, a student must achieve a minimum CGPA of 3.00 and an ICR of 50.00%.
- After attempting each subsequent quarter, a student must achieve a minimum CGPA of 3.00 and an ICR of 66.67%.

*NOTE: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard of 66.67 percent. In some cases the student may have to successfully complete all the courses attempted. A student should consult with his/her academic advisor or academic counselor on the exact requirements.*

**b) Bachelor of Science to Master of Science in Accounting (BS to MS in Accounting)**

Students in the BS to MS in Accounting degree program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a CGPA of 1.25 and an ICR of 33.33%.
- After attempting the second quarter, a student must achieve a CGPA of 1.50 and an ICR of 50%.
- After attempting the third quarter, a student must achieve a CGPA of 1.75 and an ICR of 50.00%.
- After attempting the fourth quarter, a student must achieve a CGPA of 2.00 and an ICR of 66.67%.
- After attempting the fifth quarter, a student must achieve a CGPA of 2.50 and an ICR of 66.67%.
- After attempting each subsequent quarter, a student must achieve a CGPA of 3.0 and an ICR of 66.67%.

Regardless of academic year of enrollment, once a student is enrolled in the graduate portion of this program, the student must meet the C or better requirement for all courses and the graduate Satisfactory Academic Progress policy.

Students who require a developmental course or courses (ENG0099 or MAT0099 or both) must successfully complete any required developmental course(s) within their first three attempts of that course or the student will be academically dismissed from the University.

If a student does not meet the standards stated in the Minimum Standards policy or the Progression Requirements policy for the BS to MS in Accounting, the student may be eligible to change their program to the corresponding undergraduate degree.

**c) Master of Medical Science in Anesthesia Science**

Students in the Master of Medical Science in Anesthesia Sciences program are evaluated for SAP at the completion of every quarter. The following are the minimum standards that must be met:

- Achieve a minimum quarterly GPA of 2.50 and a minimum CGPA of 2.50 and an ICR of 66.7%.

A graduate student in the Master of Medical Science in Anesthesia Sciences program can only be placed on any type of warning (academic/financial aid, clinical, or professionalism) two times during his/her academic program.

**d) Master of Science in Physician Assistant**

Students in the Master of Science in Physician Assistant program are evaluated for SAP at the completion of every quarter. Students in the Master of Science in Physician Assistant Program must complete all curricular requirements within 45 months of their initial matriculation into the South University PA program. The following are the minimum standards used to assess each student's academic performance:

- At the completion of every quarter, a student must achieve a minimum CGPA of 3.0 and an ICR of 66.67%.

**e) RN to Master of Science in Nursing**

Students in the RN to Master of Science in Nursing are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter of the RN to MSN program, a student must achieve a minimum CGPA of 2.5 and an ICR of 50%.
- After attempting the second quarter, a student must achieve a minimum CGPA of 2.5 and an ICR of 66.67%.
- After attempting the third quarter, a student must achieve a minimum CGPA of 2.5 and an ICR of 66.67%.
- After attempting the fourth quarter, a student must achieve a minimum CGPA of 2.75 and an ICR of 66.67%.
- After attempting each subsequent quarter, a student must achieve a minimum CGPA of 3.0 and an ICR of 66.67%.

**f) Doctor of Business Administration and Doctor of Ministry**

Students in the Doctor of Business Administration and Doctor of Ministry programs are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a CGPA of 3.00 and an ICR of 50.00%.
  - After attempting the second quarter, a student must achieve a CGPA of 3.00 and an ICR of 50.00%.
  - After attempting each subsequent quarter, a student must achieve a CGPA of 3.00 and an ICR of 66.67%.
- Note: The grade of LP for final project and dissertation courses are exempted from the CGPA for SAP purposes.*

**g) Doctor of Pharmacy**

Students in the Doctor of Pharmacy program are evaluated for SAP at the completion of every quarter. The following are the minimum standards used to assess each student's academic performance:

- After attempting the first quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 50.00%.
- After attempting the second quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 50.00%.
- After attempting each subsequent quarter, a student must achieve a minimum CGPA of 2.00 and an ICR of 66.67%.

A graduate student in the Doctor of Pharmacy program may be placed on academic warning/financial aid warning not more than three separate times (but not for two consecutive quarters) during his/her academic program.

### **III. Procedures for Appealing Academic/Financial Aid Dismissal**

Undergraduate and graduate students in campus-based programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their Dean of Academic Affairs and Retention. Undergraduate and graduate students in online programs wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their Academic Counselor. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

The student's written appeal (including emails from a student's email account bearing his/her electronic signature) must state the mitigating circumstances that contributed to the dismissal. The appeal must be supported with appropriate written documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed that will allow the student to meet academic/financial aid progress. Mitigating circumstances are events that are outside the student's control and are unavoidable. Following is an example list of events that indicate there may be a mitigating circumstance that has negatively impacted academic/financial aid progress:

- Death of an immediate family member.
- Serious or chronic student illness (this includes mental health issues).
- Illness of an immediate family member where the student is a primary caretaker.
- Illness of an immediate family member where the family member is the primary financial support.
- Abusive relationships.
- Divorce proceedings.
- Previously undocumented disability.

- Natural disaster.
- Financial hardship such as foreclosure or eviction.
- Special Circumstances
- Military deployment of the student, his/her spouse, or a dependent student's parent.
- Military Permanent Change of Station (PCS).

*NOTE: A student's life issues and the student's transition to college are not considered mitigating circumstances under this policy since a student has at least two quarters/two payment periods to adjust to college life.*

The Dean of Academic Affairs and Retention or the Professional Performance Committee (for students in the Doctor of Pharmacy program) will review the student's appeal and related written documentation to determine whether the circumstances and academic status warrant consideration for granting the appeal. Any consideration of mitigating circumstances not specified above should be discussed with relevant College/School Dean. The Vice Chancellor for Academic Affairs is the final authority to which an academic dismissal can be appealed.

Failure to provide an adequate written appeal and supporting documentation will result in the student's appeal not being considered. The student will be notified in writing that the appeal is not being considered and what additional information is needed for the appeal to be considered. This is not considered a denial of an appeal which would force the student to wait a year before appealing again.

A student who submits a written appeal and is granted the appeal will be placed on academic probation/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. A student is on probation for one quarter. During the probationary period a student may receive (if otherwise eligible) financial aid for one quarter.

Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA, ICR, and other applicable SAP standards associated with the appropriate evaluation points by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than two (2) quarters for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be reviewed with the student so that designated Academic Plan is being met and the student will remain on track to achieve the success measures within the approved timeframe. For students in degree programs that may have an Academic Plan for more than one quarter, the student must meet the academic targets of the Academic Plan at the end the first quarter when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter while on Academic/Financial Aid Probation, he or she may complete the second quarter under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal.

A student who submits a written appeal and is denied the appeal cannot re-appeal for one year after the quarter or course session in which the appeal was denied however the passage of time by itself does not impact the appeal decision.

An individual graduate program may have additional specific procedures for appealing an academic dismissal/financial aid dismissal which are more stringent than the above Procedures for Appealing Academic/Financial Aid Dismissal.

Students dismissed for violating the maximum allowable timeframe (MTF), may appeal to the Vice Chancellor for Academic Affairs.

The result of the appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the University.

## **IV. Procedures for Readmission after Academic/Financial Aid Dismissal**

After one year of remaining out of the University, undergraduate and graduate students can submit an additional written appeal for reinstatement. Undergraduate or graduate students wishing to appeal an academic dismissal/financial aid dismissal must do so

in writing to their Dean of Academic Affairs and Retention. Graduate students in the Master of Medical Science in Anesthesia Sciences program and the Master of Science in Physician Assistant Studies programs cannot submit such an appeal for reinstatement. Graduate students in the Doctor of Ministry program must do so in writing to the Progress and Promotions Committee of the College of Arts and Sciences. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

The second written appeal must be accompanied by a written discussion (and demonstration) of accomplishments or changes made in the prior year that will allow the student to meet academic/financial aid progress. In addition, they must demonstrate how former mitigating circumstances will no longer impact their academic performance.

A student who submits a second written appeal and is granted the appeal will be placed on academic probation/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. During the probationary period (which lasts up to one quarter), a student may receive (if otherwise eligible) financial aid. Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA, ICR, and other applicable SAP standards associated with the appropriate evaluation points.

For students in degree programs that may have an Academic Plan for more than one quarter or payment period, the student must meet the academic targets of the Academic Plan at the end the first quarter or payment period when the student is on Academic/Financial Aid Probation and by the end of the Academic Plan, the student must meet the minimum requirements of Satisfactory Academic Progress. If the student meets the academic goals and requirements under the Academic Plan for the first quarter or payment period while on Academic/Financial Aid Probation, he or she may complete the second quarter or payment period under the Academic Plan and be eligible to receive financial aid. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal.

Should the student have his/her second appeal denied, the student will be permanently dismissed from the University. The result of the second appeal (whether granted or denied) will be provided in writing to the student and recorded in the student's academic file by the University.

## **V. Explanations of Related Issues**

### **a.) Calculation of Cumulative Grade Point Average (CGPA)**

A student's cumulative grade point average (CGPA) is calculated by:

- Multiplying credits for each course by grade points associated with the grade earned;
- Totaling the grade points earned for all the courses; and
- Dividing total grade points earned by the total number of quality credits.

### **b.) Calculation of Incremental Completion Rate (ICR)**

A student's incremental completion rate (ICR) is calculated by:

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted.

### **c.) Course Attempts**

A course attempt includes any time a student receives a grade for a course. This includes the letter grades of "A" through "F", a passing grade of "P", an incomplete grade of "I", a withdrawal while failing the course of "WF", and a withdrawal with no grade penalty of "W". Courses for which a student enrolls but then drops during the drop/add period at the beginning of a quarter or course session is not counted as a course attempt.

### **d.) Maximum Allowable Timeframe (MTF)**



A student may not attempt more than 150 percent of the credits in his/her program; when it becomes mathematically impossible for a student to complete their program within 150% of its length the student will be academically dismissed from the University. The appeal process and related procedures are the same as those described in sections III, IV, and V. above.

#### **e.) Developmental Courses**

South University requires academic placement tests. Depending on test scores, students may be required to take developmental courses (i.e., ENG0099 and MAT0099). If so required, a student must successfully complete such courses in order to progress within the program. Developmental course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the ICR.

#### **f.) Repeated Courses and Grades**

Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn and failing grades are included in the maximum allowable time frame and ICR. The grade "I" indicates Incomplete and is calculated as if it is an "F" for CGPA and ICR purposes until it is changed to another grade. A student may also retake a class in which s/he received a passing grade in order to improve his/her CGPA. An undergraduate student enrolled in developmental coursework (ENG0099 and MAT0099) must be able to pass the courses within three attempts or the student will be academically dismissed.

#### **g.) Remediation of Academic Deficiencies**

It is strongly recommended that any student with withdrawn or failing grades register for the same course(s) in the subsequent quarter or course session to improve his/her academic performance.

#### **h.) Transfer Credits**

Credits from transfer courses are calculated in the maximum allowable credits or ICR requirements. Grades for credits transferred from any postsecondary institution will be recorded as "TR" and will not affect the student's CGPA.

#### **Students Transferring Between Programs and/or Campuses and Online**

A student who transfers programs and/or campuses are subject to SAP policies and procedures of the new program and/or campus. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student's CGPA.

The evaluation criteria and period of time until the next applicable evaluation point may differ from the SAP policies of the student's original program. Only credits and grades from courses, including transfer, that count towards the new major degree requirements will be included in the SAP calculation. The student should work closely with his/her academic counselor to understand the SAP implications (including financial aid implications) of his/her transfer before taking any action. A student's academic file may be shared with any South University location as needed to complete the transfer.

## **Student Progression Policies**

### **College of Health Professions**

### **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:
  1. 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.
  2. 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.
  1. 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.
  2. 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.*
  3. 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.

4. Students who fail either Level II Fieldwork A or B due to outside work demands will be dismissed from the Professional OTA Curriculum.
  5. Students may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
9. The following situations may occur in the last didactic quarter of the Professional OTA Curriculum, the quarter before Level II Fieldwork A begins:
1. 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.

2. 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.
3. 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.

10. 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.
11. 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.
  1. 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.

2. 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.
12. 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.
13. 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.
  1. 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.
  2. 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.
  3. 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.
14. 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.
15. 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.

## 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.
- 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.
- Students may appeal decisions made by the OTA Program Director to the Campus Dean of Academic Affairs and Retention; an appeal to the Dean for the College of Health Professions is the next line of appeal.

4. At any time in the re-entry process, the student may be asked to meet with his or her academic advisor.
5. 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.
6. 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.
7. 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 technical 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 technical phase.

The PTA Progressions Committee (PC) is responsible for monitoring the technical 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 technical 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 technical phase. (Note: PTA1001 will be included in GPA calculations for the first quarter of the technical phase even if the student takes the course prior to entry into the technical 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.
  1. 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.
  2. Remediation While in Good Standing:
    1. 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.
    2. 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.

1. 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
  1. 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 Dean of Academic Affairs and Retention.

## 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:

1. 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 technical phase of the program.
2. 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.
3. Level Three: "Immediate Dismissal"

Students are immediately dismissed when any of the following occur:

1. Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status.
2. Failure to achieve a CGPA of 2.5 prior to the first full-time externship.
3. Receipt of "D" or "F" grades in one or more academic courses.
4. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
5. 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 academic dismissal (i.e., unsatisfactory didactic or clinical course grade) must do so in writing in accordance with the Grade Challenges Policy as published in the Academic Catalog. 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 technical 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 technical 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 technical phase, he/she will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more quarters of the technical phase, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which he/she 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.
  1. When a student repeats a course he/she 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, he/she 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 technical 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 technical 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 Dean of Academic Affairs and Retention within 7 calendar days of receipt of the decision letter. If the student is not satisfied with the results of the appeal, he/she 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

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 Graduate Honor Code will be referred to the Graduate Honor Council. 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 more than two 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.

## Remediation

Students who receive a grade of D in any course must engage in remediation for that course during 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.

## 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
    - Interoperative 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.
  - The table below lists the case log requirements and recommendations for students to successfully complete the clinical education portion of the Anesthesiologist Assistant Program. 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.

*Requirements may be altered or waived in extenuating circumstances by the program director. All case log data is gathered from the case log tracking system.*

### Clinical Experiences for South University Anesthesiologist Assistant Students:

<b>Clinical Experiences</b>	<b>Requirements</b>	<b>Minimum</b>
Composite Requirements	Total Anesthesia Cases	600 cases
	Total Hours Anesthesia Time - Time log totals	2000 hours
	Class III/IV	150 cases
Specialties	65+	100 cases
	2-12 years	40 cases
	< 2 years	10 cases
	Emergent cases	20 cases
	Ambulatory/ Outpatient	100 cases
	Obstetric cases	35 cases
Anatomical Categories	Intra-abdominal	75 cases
	Head Extracranial (Ear, Nose, and Throat)	20 cases
	Head Intracranial	5 cases
	Intrathoracic Heart (5 required, 10 recommended)	5 cases
	Intrathoracic Lung	10 cases
	Vascular	15 cases
Methods of Anesthesia	General Anesthesia	400 cases
	Inhalational Induction	35 cases
	Laryngeal Mask Airway	35 procedures

	Endotracheal Intubation-Oral	250 procedures
	Endotracheal Intubation-Nasal	5 procedures
	Total IV Anesthetics	10 cases
	Emergence from Anesthesia	250 cases
	Regional Management	40 cases
	Monitored Anesthesia Care	30 cases
Arterial Technique	Insertion	15 procedures
	Monitoring	25 procedures
CVP Catheter	Placement (Recommended)	5 procedures
	Monitoring (Recommended)	10 procedures
Other	IV Catheter Placement	75 procedures
	Alternate Airway Management	20 procedures

### **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  $\geq 2$  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 dismissal by the Graduate Honor Council for honor code violation

*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 who receive an academic/financial aid dismissal and wish to appeal should refer to the South University catalog for the guidelines of appeal. The catalog also outlines the policies and procedures for reinstatement after an academic/financial aid dismissal.

#### **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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention. The student may include a petition to meet with the Dean of Academic Affairs and Retention.

If the dismissal decision is upheld by the Dean of Academic Affairs and Retention, 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 dismissed.

### **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 Dean of Academic Affairs and Retention. 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, he/she 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 Dean of Academic Affairs and Retention. 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 Dean of Academic Affairs and Retention. 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 Dean of Academic Affairs and Retention. 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 Dean of Academic Affairs and Retention. 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 seeking to appeal an academic /financial aid or a PA Professional Behavior dismissal must do so in writing according to the procedures for a SAP (Satisfactory Academic/Financial Aid Progress) dismissal appeal as published in the Academic Catalog.

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 for a SAP (Satisfactory Academic/Financial Aid Progress) dismissal appeal as published in the Academic Catalog.

## 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)*

## Doctor of Occupational Therapy Student Progressions Committee

The Student Progressions Committee is chaired by the Program Director who serves as a non-voting member of the committee. A quorum (defined as a simple majority of voting core faculty members) must be present to commence the Student Progressions Committee meeting.

## Doctor of Occupational Therapy Student Progressions Committee Procedure

The Student Progressions Committee meets at least quarterly, or more often as needed, to review each Satisfactory Academic Progress (SAP), professionalism evaluations, and other information that may be available to aid in evaluation of each student. For procedures on students not meeting SAP standards, see above.

At the quarterly meeting, the Student Progressions Committee makes one of the following recommendations to the Program Director for each student's clinical and professional progress in the program:

- Advance in good standing
- Advance on professional/clinical probation
- Suspension
- Expulsion

If a student is being considered for placement in a status other than advance in good standing, he/she will be asked to speak formally to the Student Progressions Committee before a final decision is rendered by the committee.

Any student not recommended to advance in good standing will be notified within 72 hours (3-business days) by the Program Director. The Program Director will notify the Dean of the College of Health Professions and the Dean of Academic Affairs and Operations on all recommendations of the Student Progressions Committee other than advance in good standing and provide details and justification for the recommendation.

In cases where professional/clinical probation is recommended by the Student Progressions Committee, the Program Director may require the student to meet with the academic advisor to define an exact remediation strategy or corrective action plan (CAP). Any remediation strategy may be approved by the Program Director. The Student Progressions Committee will continue to assess the student's progress under the plan provided to the Student Progressions Committee.

In addition to quarterly meetings, the Student Progressions Committee may be convened on an ad hoc basis at any time to address specific student issues.



## Appeals of the Doctor of Occupational Therapy Student Progressions Committee Decisions

In cases where students do not meet Satisfactory Academic Progress, appeals will be handled according to the SAP policy.

Students may appeal decisions of the Student Progressions Committee on issues regarding clinical performance or professionalism. Any student wishing to appeal a decision of the Student Progressions Committee other than those based on the SAP policy must do so in writing to the Dean of Academic Affairs and Retention. Written appeals must be made within seven (7) business days of being notified of the decision of the Student Progressions Committee. Appeals submitted after this time will not be considered. Written appeals will only be considered for claims of the following:

- Failure of the program or University to follow due process
- New evidence pertinent to the student's case that has come to light after the committee's final decision was handed down.
- Punishment not appropriate for the situation

The Dean of Academic Affairs and Retention will review the student's appeal and will determine whether the circumstances and academic status warrant reconsideration of the decision of the Student Progressions Committee.

The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs and Retention. The Dean of Academic Affairs and Retention will send formal notification to the student and appropriate academic offices of his/her decision.

The final level of appeal is to the Dean of the College of Health Professions. The Dean will use the reports from the Student Progressions Committee and the Dean of Academic Affairs and Operations and will consult with the Program Director and Dean of Academic Affairs and Operations to reach a conclusion regarding the student's disposition. The Dean of the College of Health Professions will send formal notification to the student and appropriate academic offices.

A student who has been expelled whose appeal is granted may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on professional probation at the start of the academic term. The granting of appeals for decisions other than suspension or expulsion may stipulate certain conditions as deemed necessary by the party granting the appeal for a student to continue in the program.

## College of Nursing and Public Health

### **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.

3. Students in fully admitted status after two grades of less than a "B" in graduate nursing courses, the Program Director and student will develop a remediation/study support plan. Students that earn three grades of less than a "B" in one quarter will be dismissed from the program. Students who fail to follow/complete the remediation plan, will be dismissed. If the student receives the third grade less than a "B" while a student is in an active remediation plan the student will be dismissed.

*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.*

4. 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, he/she 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 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.
  - 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.
5. 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention where the student is enrolled 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 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 Practicum course, NSG6440 or NSG6340, students will take a Pre-Predictor exam. This exam provides data on students' readiness for the certification examination. Student will collaborate with their faculty of record to formulate an appropriate remediation plan. During the final 2 weeks of the last practicum course (NSG6340 or NSG6440), students will take the Predictor exam. Each of these exams account for a percentage of the final course grade.

All students who were in dismissal or remediation status for longer than 6 months must complete and successfully pass the appropriate evaluation to determine readiness to progress. For example, if dismissal status occurred after NSG6020, the student must successfully complete NSG6021, Pre-Clinical Evaluation, or if needed, NSG6023, Nurse Practitioner Enhancement.

All FNP and AGNP Nurse Practitioner students will complete a formal review course during their program of study. Every nurse practitioner student will receive access to the review course via an online video or a CD/review book. This will happen during their final course in their specialty track.

## 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.*

*Provisional admission to the BSN program may be granted to students who matriculated into the BS in Public Health program prior to spring quarter 2018 whose CGPA and/or science courses GPA are between 2.5 and 2.74. Students seeking readmission after an absence of one year or longer must meet the BSN admissions requirements stated above and are not covered under provisional admissions.*

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 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.
3. 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.
4. 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, he/she 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention where the student is enrolled. The decision of the College Dean is final.
3. 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention where the student is enrolled and to the Nursing Chair, and Assistant Dean of the College.
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. The student must also comply with all reinstatement conditions outlined by the Program Director.
5. 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. All general education prerequisites must be completed before the student takes any professional nursing courses beyond the 3000 level. In addition, 3000 level nursing courses must be completed before progression to 4000 level nursing courses.
2. Students must complete general education courses with a grade of C or better
3. The RN to BSN Withdrawal policy does not apply to the general education courses.
4. All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation.
5. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress 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, he/she 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 Dean of Academic Affairs Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs Retention 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 Dean of Academic Affairs and Retention 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 Dean of Academic Affairs and Retention 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:
  1. Were dismissed from the nursing program within the last 12 months.
  2. Withdrew and did not resume attendance within 6-12 months.
  3. 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.

## **Military and Veteran Students**

### **Minimum Academic Achievement Standards for Student Receiving Department of Defense Tuition Assistance**

In addition to the University's Standards of Satisfactory Academic Progress Policy, in order for a Service member student to continue to receive Tuition Assistance (TA) military education benefits for TA-funded courses, the following minimum academic standards must be achieved.

The Department of Defense requires reimbursement from the Service member if a successful course completion is not obtained. For the purpose of reimbursement, a successful course completion is defined as a grade of "C" or higher for undergraduate courses, a "B" or higher for graduate courses and a "Pass" for "Pass/Fail" grades. Reimbursement will also be required from the Service member if he or she fails to make up a grade of "I" for incomplete within the time limits stipulated by the educational institution or 6 months after the completion of the class, whichever comes first.

Students using TA must maintain a cumulative grade point average (GPA) of 2.0 or higher after completing 15 semester hours/23 quarter hours, or equivalent, in undergraduate studies, or a GPA of 3.0 or higher after completing 6 semester hours/9 quarter hours, or equivalent, in graduate studies, on a 4.0 grading scale. If the GPA for TA funded courses falls below these minimum GPA limits, TA will not be authorized and Service members will use alternative funding (such as financial aid or personal funds) to enroll in courses to raise the cumulative GPA to 2.0 for undergraduate studies or 3.0 for graduate studies.

The Secretary of the Military Department will establish recoupment processes with the Service member directly for unsuccessful completion of courses.

### **Advising Point of Contact**

Military students are encouraged to ask about academic support, financial aid advising, disability services or career counseling that is made available on campus. Students in campus-based programs should contact the Financial Aid department for financial aid advising, their Academic Advisor for academic support and the Dean of Student Affairs or the Dean of Academic Affairs and Retention for disability services and career counseling. Students in online programs should request information from their Academic Counselor, Student Finance Counselor or Assistant Director of Admissions.

## **Intellectual Property Policy**

As a creative community of teachers, artists and scholars, South University is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of South University itself, which supports this creative and scholarly work.

# **I. Purpose and Scope**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational university, however, and whether the use of copyrighted material without permission falls with "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law. A violation of South University's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from South University.

## **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

South University's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using South University's information technology system. South University's policies prohibit use of South University's computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

As a creative community of teachers, artists and scholars, South University is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of South University itself, which supports this creative and scholarly work.

This document expresses South University's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of South University - faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with South University, and this Policy governs in all circumstances, unless South University has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between South University and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit "fair use" as defined by U.S. laws.

# **II. Definitions (if applicable)**

The following terms are used throughout the Policy and are defined as follows:



1. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
2. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
3. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
4. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
5. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.
6. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.
7. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.
8. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.
9. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of "Substantial Institutional Resources." Resources not considered "commonly provided" include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a

budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

10. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.
11. *Work* - The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.
12. *Work Made for Hire* - A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

### **III. Policy Provisions**

#### **The Rights of the Creator of Intellectual Property**

##### **A. Faculty, Staff and Student Works**

###### **1. General Rule**

Subject to the exceptions noted in this Policy, as a general rule, South University does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

###### **2. Exceptions to the General Rule.**

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

1. The Intellectual Property is developed as a Sponsored Work.
2. The Intellectual Property is developed as a Commissioned Work.
3. The Intellectual Property is developed using Substantial Institutional Resources.
4. The Intellectual Property is developed by the creator within the scope of his or her employment with South University and constitutes a Work Made for Hire.
5. The Intellectual Property is developed by a creator who is assigned, directed or funded by South University to create the Intellectual Property.
6. The Intellectual Property is developed under a grant, program or agreement which provides South University with ownership rights, in whole or in part, to the Intellectual Property.

Under the circumstances described in Section III.A.2 (a) through (f) above, the Intellectual Property shall be owned by South University (or by South University and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by South University under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by South University's Chancellor, and to execute any document deemed necessary by South University to perfect legal rights in South University and enable South University to file applications for registration when desired.

###### **3. Ownership Rights in Specific Types of Works.**

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

1. Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by South University. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to South University.
2. Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by South University as Works Made for Hire or otherwise.
3. If any Intellectual Property to be owned by South University under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties' respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.
4. Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of South University will develop a written agreement with the user of those resources, which must be executed by the parties before use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to South University.
5. Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.
6. Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and South University will not use the Student's Work without the Student's permission to do so.
7. Students working on a project governed by an existing written agreement to which South University is a party are bound by all terms of that agreement.
8. Students hired to carry out specific tasks that contribute to Intellectual Property of South University retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.
9. Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to South University outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
10. The rights of South University to a perpetual, worldwide license (exclusive or nonexclusive, as South University deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

#### **B. Independent Contractor Works**

As a general rule, South University will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or South University has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If South University does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

## **IV. Institution's Usage Rights**

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, South University shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of South University. Where practicable, South University will use best efforts to cite the creator of the Work if South University exercises such usage rights.

## **V. Institution's Marks**

Intellectual Property comprised of or associated with South University 's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to South University and/or its affiliates. This Policy is designed to protect the reputation of South University and its affiliates, and to prevent the illegal or unapproved use of South University's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of South University. However, faculty, staff, and Students may identify their status or professional affiliation with South University as appropriate, but any use of South University's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, South University. No products or services may be marked, offered, sold, promoted or distributed with or under South University's Marks without South University's prior written permission and compliance with the licensing policies of South University. All requests for use of Institution Marks must be submitted in writing to an officer designated by the Dean of Academic Affairs and Retention. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise South University's Marks.

## **VI. Substantial Use of Institution Resources**

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of South University, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which South University deems necessary in order to establish an appropriate standard.

## **VII. Review Scheme**

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs and Retention on South University campuses and the Assistant Vice Chancellor for Academic Affairs.

## **VIII. Reservation of Rights**

South University reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. South University agrees, however, that it will endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days before their enactment.

## **IX. Effective Date**

This Policy supersedes any preexisting Intellectual Property policy of South University and will remain in effect until modified or revoked by South University. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with South University changes or terminates.

## **X. Governing Law**

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

## South University 2021-2022 Academic Calendar†

To allow for a more flexible learning experience for students, South University will align the start and end of the academic terms to be consistent between campuses and online for the majority of our program offerings, including all non-clinical and pre-professional course offerings,

### 5 and 10 week terms\*

Parent Term	Child Term	Term Start	Term End
2022 January 11 Quarter	ST-Jan 11 to Feb 14 2022-5 WK	1/11/2022	2/14/2022
	ST-Jan 11 to Mar 21 2022-10 WK	1/11/2022	3/21/2022
	ST-Feb 15 to Mar 21 2022-5 WK	2/15/2022	3/21/2022
2022 February 15 Quarter	ST-Feb 15 to Mar 21 2022-5 WK	2/15/2022	3/21/2022
	ST-Feb 15 to Apr 25 2022-10 WK	2/15/2022	4/25/2022
	ST-Mar 22 to Apr 25 2022-5 WK	3/22/2022	4/25/2022
2022 March 22 Quarter	ST-Mar 22 to Apr 25 2022-5 WK	3/22/2022	4/25/2022
	ST-Mar 22 to May 30 2022-10 WK	3/22/2022	5/30/2022
	ST-Apr 26 to May 30 2022-5 WK	4/26/2022	5/30/2022
2022 April 26 Quarter	ST-Apr 26 to May 30 2022-5 WK	4/26/2022	5/30/2022
	ST-Apr 26 to Jul 04 2022-10 WK	4/26/2022	7/4/2022
	ST-May 31 to Jul 04 2022-5 WK	5/31/2022	7/4/2022
2022 May 31 Quarter	ST-May 31 to Jul 04 2022-5 WK	5/31/2022	7/4/2022
	ST-May 31 to Aug 15 2022-10 WK	5/31/2022	8/15/2022
	ST-Jul 12 to Aug 15 2022-5 WK	7/12/2022	8/15/2022
2022 July 12 Quarter	ST-Jul 12 to Aug 15 2022-5 WK	7/12/2022	8/15/2022
	ST-Jul 12 to Sep 19 2022-10 WK	7/12/2022	9/19/2022
	ST-Aug 16 to Sep 19 2022-5 WK	8/16/2022	9/19/2022
2022 August 16 Quarter	ST-Aug 16 to Sep 19 2022-5 WK	8/16/2022	9/19/2022
	ST-Aug 16 to Oct 24 2022-10 WK	8/16/2022	10/24/2022

	ST-Sep 20 to Oct 24 2022-5 WK	9/20/2022	10/24/2022
2022 September 20 Quarter	ST-Sep 20 to Oct 24 2022-5 WK	9/20/2022	10/24/2022
	ST-Sep 20 to Nov 28 2022-10 WK	9/20/2022	11/28/2022
	ST-Oct 25 to Nov 28 2022-5 WK	10/25/2022	11/28/2022
2022 October 25 Quarter	ST-Oct 25 to Nov 28 2022-5 WK	10/25/2022	11/28/2022
	ST-Oct 25 to Jan 09 2023-10 WK	10/25/2022	01/09/2023
	ST-Nov 29 to Jan 09 2023-5 WK	11/29/2022	01/09/2023
2022 November 29 Quarter	ST-Nov 29 to Jan 09 2023-5 WK	11/29/2022	01/09/2023
	ST-Nov 29 to Feb 13 2023-10 WK	11/29/2022	2/13/2023
	ST-Jan 10 to Feb 13 2023-5 WK	01/10/2023	2/13/2023

### 11 week terms

Academic programs functioning under 11-week terms are:

- Master of Arts in Clinical Mental Health Counseling
- Bachelor of Science in Nursing\*
- Associate of Applied Science in Occupational Therapy Assistant\*
- Associate of Science in Occupational Therapy Assistant\*
- Associate of Applied Science in Physical Therapist Assistant\*
- Associate of Science in Physical Therapist Assistant\*

*\*The pre-professional phase of these programs is offered in 10-week terms. The professional phase is offered in 11-week terms.*

Term	Length of Term	Class Start Date	Class End Date
2022 Winter	11 Week	1/8/2022	3/26/2022
2022 Spring	11 Week	4/2/2022	6/18/2022
2022 Summer	11 Week	6/25/2022	9/10/2022

	Fall 2021	Winter 2022	Spring 2022	Summer 2022
<b>Holidays*</b>	November 11, 2021	January 17, 2022	April 15, 2022	July 4, 2022

	November 25 to 26, 2021	March 17, 2022**		
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†All dates subject to change

‡Dates may vary by Campus. Contact the Registrar's office for exact dates and times.

\*Online courses do not recognize holidays that fall within a session.

\*\* Savannah campus only

## SOUTH UNIVERSITY ANESTHESIA SCIENCE PROGRAM 2021-2022 ACADEMIC CALENDAR\*

### Savannah Campus

		Class of 2022	Class of 2023	Class of 2024
<b>Fall 2021</b>	Class Starts	September 27, 2021	September 27, 2021	
	Last Day of Classes	December 17, 2021	December 10, 2021	
	Finals week	NA	December 13 to 17, 2021	
<b>Winter 2022</b>	Class Starts	January 3, 2022	January 3, 2022	
	Last Day of Classes	March 25, 2022	March 11, 2022	
	Finals week	NA	March 14 to 18, 2022	
<b>Spring 2022</b>	Class Starts	April 4, 2022	March 28, 2022	
	Last Day of Classes	June 17, 2022	June 10, 2022	
	Finals week	NA	June 13 to 17, 2022	
<b>Summer 2022</b>	Class Starts	June 20, 2022	June 20, 2022	June 20, 2022
	Last Day of Classes	September 7, 2022	September 2, 2022	September 2, 2022

	Finals week	NA	September 6-16, 2022	September 6-16, 2022
	Graduation	September 9, 2022		

\*Class of 2024 does not begin until June 20, 2022

**West Palm Beach campus**

		<b>Class of 2024</b>
<b>Fall 2021</b>	Class Starts	September 20, 2021
	Last Day of Classes	December 10, 2021
	Finals week	December 13-17, 2021
<b>Winter 2022</b>	Class Starts	January 3, 2022
	Last Day of Classes	March 11, 2022
	Finals week	March 14-18, 2022
<b>Spring 2022</b>	Class Starts	March 28, 2022
	Last Day of Classes	June 10, 2022
	Finals week	June 13-17, 2022
<b>Summer 2022</b>	Class Starts	June 27, 2022
	Last Day of Classes	September 9, 2022
	Finals week	September 12-16, 2022

**SOUTH UNIVERSITY SCHOOL OF PHARMACY 2021-2022 ACADEMIC CALENDAR**

<b>Pharmacy Term I</b>		<b>CY 2021 Start</b>
<b>Didactic</b>		
<b>Fall 2021</b>	Class Start	September 13, 2021
	Class Ends	November 19, 2021
	Finals Week	November 29 to December 10, 2021
<b>Winter 2022</b>	Class Start	January 3, 2022
	Class Ends	March 3, 2022



	Finals Week	March 4 to March 12, 2022
<b>Spring 2022</b>	Class Start	March 21, 2022
	Class Ends	May 19, 2022
	Finals Week	May 20 to May 28, 2022
<b>Summer 2022</b>	Class Start	June 13, 2022
	Class Ends	August 17, 2022
	Finals Week	August 18 to August 27, 2022
<b>Rotations</b>		
<b>Fall 2021</b>	APPE Rotations Start	September 6, 2021
	APPE Rotations End	December 17, 2021
<b>Winter 2022</b>	APPE Rotations Start	January 3, 2022
	APPE Rotations End	March 18, 2022
<b>Spring 2022</b>	APPE Rotations Start	March 21, 2022
	APPE Rotations End	June 3, 2022

**SOUTH UNIVERSITY PHYSICIAN ASSISTANT PROGRAM CLINICAL ROTATIONS 2021-2022**

**South University, Richmond**

<b>Quarter</b>	<b>Rotation</b>	<b>Beginning Date</b>	<b>Ending Date</b>
<b>Fall 2021</b>	Rotation 5	October 4, 2021	November 5, 2021
	Rotation 6	November 8, 2021	December 10, 2021
	Special Topics 3(Campus-based)	December 13, 2021	December 17, 2021

<b>Winter 2022</b>	Rotation 7	January 3, 2022	February 4, 2022
	Rotation 8	February 7, 2022	March 11, 2022
	Senior Seminar (Campus-based)	March 14, 2022	March 25, 2022
<b>Spring 2022</b>	Rotation 1	April 4, 2022	May 6, 2022
	Rotation 2	May 9, 2022	June 10, 2022
	Special Topics 1 (Campus-based)	June 13, 2022	June 17, 2022
<b>Summer 2022</b>	Rotation 3	June 27, 2022	July 29, 2022
	Rotation 4	August 1, 2022	September 2, 2022
	Special Topics 2 (Campus-based)	September 5, 2022	September 9, 2022

**South University, Savannah**

<b>Quarter</b>	<b>Rotation</b>	<b>Beginning Date</b>	<b>Ending Date</b>
<b>Fall 2021</b>	Rotation 5	September 27, 2021	October 29, 2021
	Rotation 6	November 1, 2021	December 3, 2021
	Special Topics 3(Campus-based)	December 13, 2021	December 17, 2021
<b>Winter 2022</b>	Rotation 7	January 3, 2022	February 4, 2022
	Rotation 8	February 7, 2022	March 11, 2022
	Senior Seminar (Campus-based)	March 14, 2022	March 25, 2022
<b>Spring 2022</b>	Rotation 1	April 4, 2022	May 6, 2022
	Rotation 2	May 9, 2022	June 10, 2022
	Special Topics 1 (Campus-based)	June 13, 2022	June 17, 2022

<b>Summer 2022</b>	Rotation 3	June 27, 2022	July 29, 2022
	Rotation 4	August 1, 2022	September 2, 2022
	Special Topics 2 (Campus-based)	September 5, 2022	September 9, 2022

### South University, Tampa

Quarter	Rotation	Dates	
<b>Fall 2021</b>	Rotation 5	October 4, 2021	November 5, 2021
	Rotation 6	November 8, 2021	December 10, 2021
	Special Topics 3 (Campus-based)	December 13, 2021	December 17, 2022
<b>Winter 2022</b>	Rotation 7	January 3, 2022	February 4, 2022
	Rotation 8	February 7, 2022	March 11, 2022
	Senior Seminar (Campus-based)	March 14, 2022	March 25, 2022
<b>Spring 2022</b>	Rotation 1	April 4, 2022	May 6, 2022
	Rotation 2	May 9, 2022	June 10, 2022
	Special Topics 1 (Campus-based)	June 13, 2022	June 17, 2022
<b>Summer 2022</b>	Rotation 3	June 27, 2022	July 29, 2022
	Rotation 4	August 1, 2022	September 2, 2022
	Special Topics 2 (Campus-based)	September 5, 2022	September 9, 2022

### South University, West Palm Beach

Quarter	Rotation	Dates	
<b>Spring 2022</b>	Rotation 1	April 4, 2022	May 6, 2022
	Rotation 2	May 9, 2022	June 10, 2022

	Special Topics 1 (Campus-based)	June 13, 2022	June 17, 2022
<b>Summer 2022</b>	Rotation 3	June 27, 2022	July 29, 2022
	Rotation 4	August 1, 2022	September 2, 2022
	Special Topics 2 (Campus-based)	September 5, 2022	September 9, 2022

## For Further Information - Contact List

### South University Locations

#### South University, Austin

South University, Austin  
 1220 W. Louis Henna Blvd.  
 Round Rock, TX 78681  
 Phone: 512-516-8800  
 Toll-Free: 877-659-5706

Dean of Academic Affairs and Retention, Sylento Lewis, slewis@southuniversity.edu, 877-659-5706  
 Senior Director of Admissions, Lisa Kirk, lkirk@southuniversity.edu, 877-659-5706  
 Director of Financial Aid, Roxanne M. Garza, rgarza@southuniversity.edu, 877-659-5706  
 Finance Counselor, Kristina Collins, kcollins@southuniversity.edu, 877-659-5706  
 Finance Counselor, Rhonda Miller, rmiller@southuniversity.edu, 877-659-5706

#### South University, Columbia

South University, Columbia  
 9 Science Court  
 Columbia, SC 29203  
 Phone: 803-799-9082  
 Toll-Free: 866-629-3031

Dean of Academic Affairs and Retention, Stephanie Dauway, sdauway@southuniversity.edu, 866-629-3031  
 Dean of Student Affairs, LaShanda Scott, lscott@southuniversity.edu, 866-629-3031  
 Senior Director of Admissions, Theresa Byrne, thbyrne@southuniversity.edu, 866-629-3031  
 Director of Financial Aid, Tami Edwards, tedwards@southuniversity.edu, 866-629-3031  
 Finance Counselor, Gabrielle Dennis, gdennis@southuniversity.edu, 866-629-3031  
 Finance Counselor, Christopher McRae, cmcrae@southuniversity.edu, 866-629-3031  
 Finance Counselor, Ricky Vassor, rvassor@southuniversity.edu, 866-629-3031

#### South University, Montgomery

South University, Montgomery  
5355 Vaughn Road  
Montgomery, AL 36116-1120  
Phone: 334-395-8800  
Toll-Free: 866-629-2962

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Dean of Student Affairs, Vance Charles, [vbcharles@southuniversity.edu](mailto:vbcharles@southuniversity.edu), 866-629-2962  
Senior Director of Admissions, William M. Eagerton, Jr., [keagerton@southuniversity.edu](mailto:keagerton@southuniversity.edu), 866-629-2962  
Finance Counselor, Jasmine Longmire, [jlongmire@southuniversity.edu](mailto:jlongmire@southuniversity.edu), 866-629-2963  
Finance Counselor, Angela Miller, [amiller@southuniversity.edu](mailto:amiller@southuniversity.edu), 866-629-2963

## South University, Online Programs

South University, Online Programs  
709 Mall Boulevard  
Savannah, GA 31406-4805  
Toll-Free: 888-444-3404

Online students should file complaints with [SUOStudentAffairs@southuniversity.edu](mailto:SUOStudentAffairs@southuniversity.edu)  
Dean of Academic Affairs and Retention, Arkil Starke, [astarke@southuniversity.edu](mailto:astarke@southuniversity.edu), 888-444-3404  
Senior Director of Student Success, Ralph Courtemanche, [rcourtemanche@southuniversity.edu](mailto:rcourtemanche@southuniversity.edu), 888-444-3404  
Student Services Manager, Brent Arnold, [brarnold@southuniversity.edu](mailto:brarnold@southuniversity.edu), 888-444-3404  
Student Services Manager, Kayla Burzio, [kburzio@southuniversity.edu](mailto:kburzio@southuniversity.edu), 888-444-3404  
Student Services Manager, Adam Dominick, [adominick@southuniversity.edu](mailto:adominick@southuniversity.edu), 888-444-3404  
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Student Services Manager, Brent Whigham, [bdwhigham@southuniversity.edu](mailto:bdwhigham@southuniversity.edu), 888-444-3404  
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Student Finance Counselor, Devon Talley, detalley@southuniversity.edu, 888-444-3404  
Student Finance Counselor, Beth Veronis, bveronis@southuniversity.edu, 888-444-3404  
Student Success Counselor, Christina West, chwest@southuniversity.edu, 888-444-3404

## **South University, Richmond**

South University, Richmond  
2151 Old Brick Road  
Glen Allen, VA 23060  
Phone: 804-727-6800  
Toll-Free: 888-422-5076

Dean of Academic Affairs and Retention, Jason Crittenden, jcrittenden@southuniversity.edu, 888-422-5076  
Dean of Student Affairs, Robert Quarles, rquarles@southuniversity.edu, 888-422-5076  
Senior Director of Admissions, Barbara Burnette, bburnette@southuniversity.edu, 888-422-5076  
Director of Financial Aid, Christine Burke, cburke@southuniversity.edu, 888-422-5076  
Finance Counselor, Alyssa Mertins, amertins@southuniversity.edu, 888-422-5076  
Finance Counselor, Lekeisha Ward, lward@southuniversity.edu, 888-422-5076

## **South University, Savannah**

South University, Savannah  
709 Mall Boulevard  
Savannah, GA 31406-4805  
Phone: 912-201-8000  
Toll-Free: 866-629-2901

Dean of Academic Affairs and Retention, Laura N. May, lnmay@southuniversity.edu, 866-629-2901  
Dean of Student Affairs, Ruben Berry, rberry@southuniversity.edu, 866-629-2901  
Senior Director of Admissions, Alan Brown, abbrown@southuniversity.edu, 866-629-2901  
Director of Financial Aid, Jennifer Bergmeier, jbergmeier@southuniversity.edu, 866-629-2901  
Finance Counselor, Bryan Greenlee, brgreenlee@southuniversity.edu, 866-269-2901  
Finance Counselor, Miranda Howard, mhoward@southuniversity.edu, 866-629-2901  
Finance Counselor, Jara Johnson, jarjohnson@southuniversity.edu, 866-629-2901  
Finance Counselor, Robert McAlister, rmcAlister@southuniversity.edu, 866-629-2901  
Finance Counselor, Marissa Mixon, mmixon@southuniversity.edu, 866-629-2901

## **South University, High Point Off-Campus Instructional Site**

South University, High Point Off-Campus Instructional Site  
3975 Premier Drive  
High Point, NC 27265

Phone: 336-812-7200  
Toll-Free: 855-268-2187

All inquiries for South University, High Point Off-Campus Instructional Site should be directed to the appropriate staff at South University, Savannah; listed above.

## **South University, Tampa**

South University, Tampa  
4401 North Himes Avenue, Suite 175  
Tampa, FL 33614-7095  
Phone: 813-393-3800  
Toll-Free: 800-846-1472

Dean of Academic Affairs and Retention, James Cox, [jcox@southuniversity.edu](mailto:jcox@southuniversity.edu), 800-846-1472  
Dean of Student Affairs, Heather Grahek, [hgrahek@southuniversity.edu](mailto:hgrahek@southuniversity.edu), 800-846-1472  
Senior Director of Admissions, Susanne Hewitt, [shewitt@southuniversity.edu](mailto:shewitt@southuniversity.edu), 800-846-1472  
Director of Financial Aid, Christie Addison, [caddison@southuniversity.edu](mailto:caddison@southuniversity.edu)  
Finance Counselor, Enoree Cummings, [efcummings@southuniversity.edu](mailto:efcummings@southuniversity.edu), 800-846-1472  
Finance Counselor, Sophelia Moore, [sopmoore@southuniversity.edu](mailto:sopmoore@southuniversity.edu), 800-846-1472  
Finance Counselor, Belinda Mosley, [bmosley@southuniversity.edu](mailto:bmosley@southuniversity.edu), 800-846-1472  
Finance Counselor, Juan Vigil, [juvigil@southuniversity.edu](mailto:juvigil@southuniversity.edu), 800-846-1472

## **South University, Orlando Off-Campus Instructional Site**

South University, Orlando Off-Campus Instructional Site  
5900 Lake Ellenor Drive, Suite 150  
Orlando, FL 32809  
Phone: 407-393-3100  
Toll-Free: 844-272-3438

All inquiries for South University, Orlando Off-Campus Instructional Site should be directed to the appropriate staff at South University, Tampa; listed above.

## **South University, Virginia Beach**

South University, Virginia Beach  
301 Bendix Road, Suite 100  
Virginia Beach, VA 23452  
Phone: 757-493-6900  
Toll-Free: 877-206-1845

Dean of Academic Affairs and Retention, Ossie Purvis, [opurvis@southuniversity.edu](mailto:opurvis@southuniversity.edu), 877-206-1845  
Dean of Student Affairs, James Tallmadge, [jtallmadge@southuniversity.edu](mailto:jtallmadge@southuniversity.edu), 877-206-1845  
Senior Director of Admissions, Ethan Evans, [emevans@southuniversity.edu](mailto:emevans@southuniversity.edu), 877-206-1845  
Director of Financial Aid, Jamie Stokes, [jstokes@southuniversity.edu](mailto:jstokes@southuniversity.edu), 877-206-1845  
Finance Counselor, Marrishia Howington, [mhowington@southuniversity.edu](mailto:mhowington@southuniversity.edu), 877-206-1845  
Finance Counselor, Jacinta McLeod, [mcleod@southuniversity.edu](mailto:mcleod@southuniversity.edu), 877-206-1845

## **South University, West Palm Beach**

South University, West Palm Beach  
University Centre  
9801 Belvedere Road  
Royal Palm Beach, FL 33411  
Phone: 561-273-6500  
Toll-Free: 866-629-2902

Dean of Academic Affairs and Retention, Thomas Nguyen, [tnguyen@southuniversity.edu](mailto:tnguyen@southuniversity.edu), 866-629-2902  
Dean of Student Affairs, Maria Santos, [msantos@southuniversity.edu](mailto:msantos@southuniversity.edu), 866-629-2902  
Senior Director of Admissions, Tad Haroldsen, [tharoldsen@southuniversity.edu](mailto:tharoldsen@southuniversity.edu), 866-629-2902  
Director of Financial Aid, Erika Landa, [elanda@southuniversity.edu](mailto:elanda@southuniversity.edu), 866-629-2902  
Finance Counselor, Guillermo Cruz, [gucruz@southuniversity.edu](mailto:gucruz@southuniversity.edu), 866-629-2902  
Finance Counselor, Javier Ramos, [jaramos@southuniversity.edu](mailto:jaramos@southuniversity.edu), 866-629-2902

# South University Student Handbook

*The following had administrative titles updated to align with organizational changes. The processes were not changed.*

## Disability Services

South University provides accommodations to qualified students with disabilities. Disability Services assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at South University. This can be further reviewed in the South University Academic Catalog, Student Affairs section.

Students who seek reasonable accommodations should notify the designated representative at their location of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Dean of Student Affairs to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Assistant Vice Chancellor for Student Services. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Please refer to the South University Academic Catalog Appendix for each South University location.

## Conduct and Behavior Policies

### Code of Conduct

This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well-being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy and procedural updates will go into effect at the beginning of the subsequent quarter.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. **The list below is illustrative only, and South University may sanction other conduct not specifically included on this list.**



1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Acts of Sexual Misconduct or Relationship Violence:** Students are prohibited from any form of sexual misconduct, sexual violence or relationship violence. Acts of sexual misconduct, sexual violence or relationship violence are addressed by the Sexual Misconduct & Relationship Violence Policy found in this handbook as well as in the South University catalog.
3. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the Assistant Vice Chancellor for Student Services. Being under the influence of alcohol on school property or at any school function is also prohibited.
4. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to:
  1. The theft or abuse of computer, computer server, email, Internet or Intranet resources
  2. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
  3. Unauthorized transfer of a file
  4. Abuse of printers or printing privileges
  5. Unauthorized downloading of copyrighted materials in violation of the law
  6. Unauthorized use of another individual's identification and/or password
  7. Use of computing facilities to interfere with the work of another student, faculty member, or school official
  8. Use of computing facilities to send obscene or abusive messages
  9. Use of computing facilities to interfere with normal operation of the school's computing system
5. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to a higher education climate that encourages learning, mutual respect, and that is conducive to higher learning culture. The following behaviors are prohibited:
  1. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
  2. Unauthorized entry into, or use of, school facilities;
  3. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.
  4. Incivility: Unprofessional, disrespectful, intimidating and/or undesirable behaviors
6. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs.
7. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.
8. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.
9. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
10. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.
11. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
12. **Hazing:** Students are prohibited from any form of "hazing" and must abide by the "Anti-Hazing Policy" found in this handbook.

13. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
14. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
15. **Obstruction of the South University Disciplinary Process:** Violations of the Code of Conduct include, but are not limited to:
  1. Failure to comply with the sanction(s) imposed under the student conduct policy.
  2. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
  3. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
  4. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
  5. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
  6. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
  7. Failure to respond to the request of a disciplinary body or school official.
16. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.
17. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.
18. **School Sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.
19. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.
20. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.
21. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.
22. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.
23. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
24. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in this Student Handbook.
25. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
26. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
27. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
28. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
29. **Weapons:** Possession or use of firearms, fireworks, ammunition, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

## Disciplinary Procedures

# Procedures Regarding General Code of Conduct Violations

1. Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Students or his/her delegate may make a determination of violations of South University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
3. The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University.

## Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from South University, the following procedures should apply unless the student elects to forego them.

1. The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two and no more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate.
2. Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") *according to the following guidelines:*
  - Hearings are typically conducted in private
  - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate
  - In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
  - The complainant (Administrator) and the respondent (Student) may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
  - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
  - All procedural questions are subject to the final decision of the Hearing Officer
  - After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)
  - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
  - The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

## Sanctions

If a student is found in violation of the Code of Conduct, South University may impose sanctions. The type of sanction imposed may vary depending upon the seriousness of the violation(s) and South University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. Administrative Reprimand which may or may not be recorded in the student's permanent record.
3. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Dean of Student Affairs or his/her delegate defines the terms of probation.
4. Educational Sanctions: The student will be required to complete an educational service, work assignment, service to the university, attend counseling, or have restricted privileges.
5. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
6. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
7. Expulsion: The student will be expelled from South University immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
8. Restitution: Compensation for loss, injury, or damage to property leased, owned or controlled by the university. This may take the form of appropriate services and/or monetary or material replacement.

**In all cases**, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended or expelled from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a university break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University and will be comprised of one Department Chair or coordinator, one faculty member, and one student. South University reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the Assistant Vice Chancellor for Student Services or his/her delegate with its recommendation following its review of the appeal. The Assistant Vice Chancellor for Student Services or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student. The Assistant Vice Chancellor for Student Services's decision shall be final. International students subject to any level of sanctions must meet with the International Student Advisor to ensure student visa status requirements are met.

### **Interim Suspension or Immediate Expulsion**

South University may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in South University's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

## Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## Search of Student's Property

South University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

# Firearms Policy

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management.

It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

### Conditions/Guidelines:

1. This Policy applies to anyone on South University premises, unless otherwise prohibited by law.
2. Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.**
3. Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law.
4. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the Dean of Student Affairs, the Dean of Academic Affairs and Retention or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on South University premises. Any person violating this policy may be required to leave South University premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

# Quick Reference Guide

<b>If you have a question about this . . .</b>	<b>Here's where to get an answer . . .</b>	
	Online Students	Campus-based Students
Academic Concerns	Contact your Academic Counselor	Contact your Academic

		Counselor or Dean of Academic Affairs and Retention
Academic Advising	Academic Counselor contact information is listed on the Campus Common Homepage	Contact your Academic Counselor or Dean of Academic Affairs and Retention
Appeal Procedure	Campus Common on the My Academics Tab review Handbooks and Catalog, or Contact your Academic Counselor	Contact your Academic Counselor or Dean of Academic Affairs and Retention
Attendance/Missing Classes	Policies and Guidelines area of the classroom or Contact your Academic Counselor	Contact your Academic Counselor
Adding a Class	Contact your Academic Counselor	Contact your Academic Counselor
Career Services	Campus Common on the Student Services tab review the Career Resources or Contact your Academic Counselor	Contact your Director of Career Services
Changing Programs	Contact your Academic Counselor	Contact your Academic Counselor
Class Participation/Online	Policies and Guidelines area of the classroom or Contact your Academic Counselor	Contact your Academic Counselor or Dean of Academic Affairs and Retention
Clubs and Organizations	Campus Common on the Campus Life tab review Get Connected or Contact your Academic Counselor	Contact your Dean of Student Affairs
Computer Support	Campus Common on the Student Services tab review Technical Support	Call 866-848-5515 or log into the ticket system via the student portal or Inside South website

Disability Services	Campus Common on the Student Services tab Review Disability Services or contact Disability Services at <a href="mailto:_SUODisabilityServices@southuniversity.edu">_SUODisabilityServices@southuniversity.edu</a>	Contact your Dean of Student Affairs
Dropping a Class	Contact your Academic Counselor	Contact your Academic Counselor and Finance Counselor
Emergency Services	Campus Common on the Student Services tab review Counseling Center	Contact your Dean of Student Affairs or Campus Security
Fees and Expenses	Campus Common on the My Finances tab or Contact your Student Finance Counselor	Contact your Finance Counselor or Campus Common on the My Finances tab
Financial Aid	Student Finance Counselor contact information is listed on the Campus Common Homepage	Contact your Finance Counselor or Campus Common on the My Finances tab
Graduation Ceremony	Campus Common on the Campus Life tab review Commencement	Contact your Dean of Student Affairs
Graduation Requirements	Visit the Campus Common or Contact your Academic Counselor	Contact your Academic Counselor or Dean of Academic Affairs and Retention
Grievance Procedure	Visit the Campus Common or Contact your Academic Counselor	Contact your Dean of Student Affairs
Student ID	Visit the Campus Common on the Student Services tab Form Center	Contact your Dean of Student Affairs
Information about Resources and Services	Visit the Campus Common or Contact your Academic Counselor	Contact your Academic Counselor or Dean of Student Affairs

International Student Visa Status	N/A	Contact the school's Designated School Official
Job Search	Visit the Campus Common or Contact your Academic Counselor	Contact your Director of Career Services
Login ID and Password	Visit the Campus Common on the Student Services tab review Technical Support	Call 866-848-5515 or log into the ticket system via the student portal or Inside South website
Payments	Visit the Campus Common on the My Finances tab or Contact your Student Finance Counselor	Contact your Finance Counselor
Personal Concerns	Visit the Campus Common on the Student Services tab review Counseling Center	Contact your Dean of Student Affairs or Reach Counselor at 855-691-4941
Registration	Contact your Academic Counselor	Contact your Academic Counselor
Reporting Issues and Incidents	Visit the Campus Common on the My Academics Tab, review Student Handbooks and Catalog or Contact your Academic Counselor	Contact your Dean of Student Affairs or Campus Security
Schedule Adjustment	Contact your Academic Counselor	Contact your Academic Counselor
Security Concerns	Contact your Academic Counselor	Contact your Dean of Student Affairs or Campus Security
Student Activities	Visit the Campus Common on the Campus Life tab	Contact your Dean of Student Affairs
Textbooks and Supplies	Visit the Campus Common on the My Academics Tab review Digital Bookshelf	Visit the Campus Common on the My Academics Tab review Digital Bookshelf



Transcripts	Visit the Campus Common on the My Academics Tab review My Grades	Visit the Campus Common on the My Academics Tab review My Grades
Trouble with a Class	Contact your Academic Counselor or Instructor	Contact your Academic Counselor or the course Instructor
Tutoring	Visit the Campus Common on the My Academics Tab review Tutoring Center or visit the Tutor tab in the classroom	Contact your Academic Success Center Coordinator
Verification of Enrollment	Visit the Campus Common on the Student Services tab review Form Center	Visit the Campus Common on the Student Services tab review Form Center
Veterans' Affairs	Contact your Academic Counselor	Contact your VA Certifying Officer or Academic Counselor
Withdrawal from the University	Contact your Academic Counselor	Contact your Academic Counselor
Work-Study Program	N/A	Contact your Director of Financial Aid