

South University 2022-2023 Academic Catalog Version III Addendum I

This addendum is effective for all class starts on or after July 11, 2023.

History

Over A Century of Success

2023 – Change in Control

On July 14, 2023, after 20 years, South University returned to a private, independent university.

Admissions

Undergraduate Admissions Procedure

The following steps must be completed before a final decision for admission may be reached and the student is allowed to register:

1. Submit the application form.
2. Submit acceptable verification of high school graduation or the equivalent within 5* of the class start date:
Acceptable verification of high school graduation or the equivalent would include a copy of a high school diploma, high school transcript (official or unofficial), GED® certificate, or GED scores and state-authorized examination scores (ex. HiSET, TASC) or a state-issued certificate designated as the equivalent of a high school diploma. In states that maintain a database that serves as an official registry of high school and GED graduates, an excerpt from the official database documenting the student's graduation or GED completion may be used. Campuses in South Carolina must be provided with official high school transcripts or GED scores or state-issued certificates designated as the equivalent of a high school diploma. Students applying to Graduate Programs do not need to provide verification of high school graduation.
3. Complete all tests administered by the University or submit SAT, or ACT scores to the registrar's office.

All documents become the property of South University and will not be returned. After receipt of the application form, the University will schedule a date for the administration of tests and notify the applicant. Upon completion of the above steps, each applicant will receive written notification of the action taken by the admissions office.

Note: Additional applications and materials may be required by some programs at South University. Procedures and additional admission requirements related specifically to these programs can be found in this section of the catalog, and online at www.southuniversity.edu.

*Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.

*GED® is a registered mark of American Council on Education.

General Undergraduate Admission Requirements

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

To be admitted to any of the undergraduate programs at South University, the prospective student must provide proof of high school graduation as recognized by the state of residence on the date the degree was earned, or the equivalent (e.g. GED with no single test score below 145 or numeric score equivalent to 2.0 on old version or state-issued certificate designated as the equivalent of a High School Diploma) with a minimum CGPA of 2.0 on a 4.0 scale. The prospective student must also complete the university administered placement tests prior to the start of the first quarter for campus students and during the first session of attendance for online students. South University accepts the International Baccalaureate Program diploma as meeting the requirement for high school graduation. Credentials earned outside the United States must be evaluated by a NACES or AICE-member credential evaluation service. Please speak with an admissions representative for more information.

Students with less than the minimum CGPA of 2.0 on a 4.0 scale may meet admissions requirements by submitting a minimum combined SAT (Evidence-Based Reading and Writing, and Math) score of 700 or 900 on the old SAT, a combined ACT score of 18, or a satisfactory score on the university-administered admissions examination (see the Admissions Office) or meet the criteria established for acceptance as a transfer student.

Students with less than the minimum CGPA of 2.0 on a 4.0 scale may be admitted provisionally for two quarters. Failure to achieve a 1.5 CGPA in the first two quarters of attendance will result in dismissal. Students may appeal the dismissal by following the Procedures for Appealing Academic/Financial Aid Dismissal Policy.

To facilitate the admissions process, unofficial documentation, such as copies of transcripts or grade reports, may be used to determine admission status. Transfer status cannot be designated, however, without some verifying documentation. Admissions test scores on university administered entrance exams will not be accepted from other universities. Prospective students must take a University administered admission exam, like the Accuplacer, at South University.

A student's failure to provide acceptable verification of proof of high school graduation within 5 weeks from the start date will result in the following:

- Removal from class
- Cancellation of enrollment
- No final course grades
- No transcript

NOTES: Students who do not provide proof of high school graduation within the 5week period will not be responsible for any tuition and related fees.

South University may grant exceptions to the 5week period for unusual situations or circumstances. All exceptions must be submitted to the office of the University Registrar for approval.

Please see the policy on GPA Calculation for Admission for additional information

Procedure for Admission to the RN to BSN Program

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

The criteria used to determine admission to the RN to BSN degree program include:

- Completion of the application for admission.
- An associate's degree in nursing from an accredited collegiate institution, or a diploma in nursing from an accredited institution
- A cumulative GPA of 2.00 or better on a 4.00 scale.
- Submission of official transcripts from every college or university attended within 5 weeks* after the initial start date.
- A valid and unencumbered license as a registered nurse in all US states or territory in which the student is licensed, including the state in which the student completes all assignments for the program. (Note that military, federal, and foreign educated nurses must meet this state requirement for nursing licensure). *Note: An unencumbered license(s) must be maintained throughout the program.*

All general education prerequisites must be completed before the student takes any professional nursing courses beyond the 3000 level.

* Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.

Graduate Admissions - Masters level

Prospective students are required to submit the following:

- Completion of application for admission
- Official transcripts for bachelor or graduate degree within 5 weeks* of the class start date. (All credentials earned outside the United States must be evaluated by a NACES or AICE-member credential evaluation service). Please speak with an admissions representative for more information.

Note: See program notes and specific requirements below for each graduate - masters level degree program

*Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.

Procedure for Admission to the Master of Public Health

The criteria used in determining admissions to the Master of Public Health degree program include:

- Completion of a bachelor's degree from an accredited institution, with a cumulative grade point average (CGPA) of at least 2.7 (on a scale of 4.0) **OR**
- An earned graduate degree from an accredited institution with a CGPA of 3.0 or higher.
- Submission of official transcripts from all postsecondary institutions attended within 5 weeks* of the class start date.
- Provisional Admissions: A cumulative GPA of 2.5 -2.69. Students must receive a final course grade of B or better in all public health courses for the first two quarters to be fully admitted into the MPH program.

Provisionally admitted students are permitted one attempt per course for the first two quarters. Students who do not receive a final course grade of B or better in all public health courses will have the provisional admission rescinded. There is no appeal for rescinding provisional status. Once all required admissions documents and information are submitted, the application will be reviewed and evaluated by the MPH Program Director for final admission decision.

*Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.

Procedure for Admission to the Master of Medical Science in Anesthesia Science (Anesthesiologist Assistant) Program

Application Process

South University has partnered with the Central Application Service for Anesthesiologist Assistant (CASAA) to collect and manage applications to the Anesthesiologist Assistant Program. To apply, please follow the instructions outlined below.

- Visit the South University page on the CASAA website for details about our program and application requirements.
- Visit <http://casaa.liasoncas.com> to complete an online application for admission through CASAA.
- Please follow the instructions on the CASAA site regarding the submission of documents.

Admissions Cycle by Campus:

The dates for early application submissions and final application deadlines for each South University Anesthesiologist Assistant program are posted on the programs' websites and updated annually.

The applicant is solely responsible for completion of their individual application. The program is not responsible for deficiencies due to U.S. mail or failure of third parties to complete an applicant's request for transcripts, scores, letters of reference, et cetera.

The most qualified candidates for admission will be invited for an interview based upon when the application was completed and verified in CASAA. During the interview process, candidates will have the opportunity to meet faculty, attend a brief orientation to South University Anesthesiologist Assistant program, and receive financial aid information. Eligible applicants will receive a request for an interview from the program via email at least two weeks prior to the interview date.

Students who are offered admission into a South University Anesthesiologist Assistant program are only permitted to accept an admission offer at one campus. Within 14 days of the student signing the admission acceptance form, it is the responsibility of the student to notify any other South University Anesthesiologist Assistant program(s) of their intent to withdraw. Admission acceptance fees are non-refundable, and do not transfer between South University Anesthesiologist Assistant programs or other South University programs of study.

Admission Requirements

General Admission Requirements

- Baccalaureate degree from an accredited university.
- Required prerequisite courses are listed in the following table. Excluding English, the most advanced pre-requisite course in each subject area must have been completed within seven years of application date. Pre-requisite coursework subject areas: Biology, Chemistry, Biochemistry, Physics, and Math. Prerequisite courses completed prior to the seven year window will be considered current in the following situations: official MCAT taken within one year of application demonstrating at least 50th percentile scores on each of the four sections (Chemical and Physical, Critical Analysis and Reasoning, Biological and Biochemical, and Psychological and Social Behavior).
- Official transcripts of all undergraduate and graduate course work. South University Anesthesiologist Assistant Programs accept credit for Advanced Placement courses. AP courses taken and successfully completed will be counted as one course credit toward completion of the respective pre-requisite subject. Grades earned in AP courses are not used in the calculation of the applicant's overall or prerequisite GPA.
- Entrance Exams
 - Graduate Record Examination (GRE) or Medical College Admission Test (MCAT) taken within 5 years prior to the completion of the application.
 - Graduate Record Examination (GRE). The program must receive official score reports directly from the Educational Testing Service. Applicants should use the following GRE code for the respective campus: The

code for South University, Savannah is 7450; the code for South University, Orlando is 3908 the code for South University, West Palm Beach is 2840.

- Medical College Admission Test scores may be submitted for consideration if completed within five years of the application. The applicant may submit official MCAT scores through CASAA.
- Verification of familiarity with the practice of anesthesia, including the environment in which day-to-day work occurs. The form is located on the admissions page of the South University Anesthesiologist Assistant program website.
- Three letters of recommendation are required to be submitted as part of the CASAA application. Recommended sources of reference include: employers/managers, professors, advisors, or research directors.
- CASAA applicant personal statement.

As the admissions process also takes into consideration the personality characteristics deemed essential to becoming an anesthesiologist assistant, material such as a noncognitive or personality assessment may be required.

Students wishing to enter the Anesthesiologist Assistant program in the College of Health Professions should be aware that applicants with a prior felony or serious misdemeanor conviction will not be considered. Acceptance into a South University program or its completion does not imply or guarantee that a student will be able to obtain subsequent licensure or certification.

Required Pre-requisite College Courses

(substitutions are not permitted and survey courses or courses for non-science majors are not acceptable)

	KNOWLEDGE AREA	DURATION
Required	English	3 Semester hours or 4-5 Quarter hours
	General Biology (200 or higher level Biology courses will also fulfill this requirement); Labs preferred but not required)	6 Semester hours or 9 Quarter hours
	General Chemistry (Full Academic Year) Labs are required	6 Semester hours or 9 Quarter hours
	Organic Chemistry (Sophomore 200 level) Labs are required	3 Semester hours or 4-5 Quarter hours
	Biochemistry (Junior 300 level); Labs preferred but not required	3 Semester hours or 4-5 Quarter hours
	General Physics (Full academic year); (Sophomore 200 level) Labs are required	6 Semester hours or 9 Quarter hours
	Calculus	3 Semester hours or 4-5 Quarter hours
	Statistics (Math or Statistics department courses)	3 Semester hours or 4-5 Quarter hours
Preferred (not required)	Cell and Molecular Biology, Anatomy, and Physiology	3 Semester hours or 4-5 Quarter hours

	Full year of Organic Chemistry Trigonometry or Calculus based Physics	6 Semester hours or 9 Quarter hours
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Technical Standards

To undertake and successfully complete the Anesthesiologist Assistant program, as well as to function as an anesthetist after graduation, requires that an individual meet certain fundamental physical, cognitive, and behavioral standards. The requisite technical skills include, but are not limited to the following:

- Effectively communicating verbally with patients and their family members and with other healthcare professionals.
- Interacting with patients, including obtaining a history and performing a physical examination.
- Effectively communicating in writing, and by record keeping, those data and information essential to the practice of anesthesia and the care of patients.
- Reading and comprehending written parts of the medical record and other patient care documents in order to safely and effectively participate in the practice of anesthesia.
- Having sufficient knowledge, motor skill, and coordination to perform diagnostic and therapeutic tasks, including invasive procedures, on patients in a timely manner so as to insure the safety and well-being of the patients. These tasks include but are not limited to peripheral and central venous catheterization, arterial puncture and cannulation, breathing bag-and-mask ventilation, laryngeal mask airway insertion and management, endotracheal intubation.
- Having sufficient strength, motor skill, and coordination to lift, move, and position patients as required for administration of anesthesia and performance of cardiopulmonary resuscitation.
- Having sufficient speed and coordination to quickly and safely react to emergent conditions throughout the hospital in order to assure patient safety.
- Recognizing and differentiating colors of signals displayed on monitors; being able to work in both light and dark conditions as exist in patient care areas (e.g., operating room, radiology suite, endoscopy suite); being able to recognize details of objects both near and far.
- Hearing, processing, and interpreting multiple conversations, monitor signals, alarms, and patient sounds simultaneously in fast-paced patient care settings (e.g., operating room, intensive care unit, emergency room).
- Having no impairment that would preclude continuous performance of all of the above activities or any and all of the other activities that are an integral part of an anesthesiologist assistant's participation in the anesthesia care team.

Applicant Selection

South University Anesthesiologist Assistant Program receives a large number of applications each year, and each application is reviewed by a member of the Admissions Committee. Due to the volume of applications received, the program has standardized the evaluation process to be both comprehensive and fair. To determine which candidates are selected for admission, the Admissions Committee has established the following selection factors as components of determining admission into the South University Anesthesiologist Assistant Program. Applicants for admission are considered and ranked using multiple factors as described below:

- Academic achievement (overall GPA, prerequisite GPA, and science GPA)
- Entrance Exam Scores. Preference will be given to those with GRE scores (Quantitative and Verbal Reasoning) > 50th percentile and MCAT scores > 500
- Prerequisite coursework obtained from a four-year college or university designed for science majors
- Letters of reference
- Direct patient care experience
- Personal statement/essay
- Anesthesia/shadowing experiences
- Community service/volunteer activities
- Interview performance

- Results of noncognitive/personality assessment

Evidence of an applicant's interpersonal skills, problem-solving ability, professionalism, motivation, academic potential, communication, and knowledge of the AA profession/health care system are assessed by the Admissions Committee. The committee will determine the degree to which applicants demonstrate alignment with the South University AA Program mission and expectations.

Post-Acceptance Requirements

Prior to matriculation, each person accepted into the Anesthesiologist Assistant program must provide an official transcript indicating degree conferred and show completion of all required course work. Complete transcripts and an official record of undergraduate degree must be on file with the program before registration will be permitted for the first quarter.

A recent medical history, physical examination, and all immunization records required must be maintained in the individual student's compliance tracking portal from the time of matriculation until graduation. It is the student's responsibility to keep these records complete and up to date. Students who do not maintain these records as required will be referred to the Progress and Promotions committee for a professionalism standard violation.

Students entering senior year may be required to obtain an updated current history, physical examination, background check and drug screen depending on the rotation site.

Policy on Experiential Learning

No course credit is awarded for experiential learning to applicants of the Master of Medical Science in Anesthesia Science program.

Transfer of Credits Policy

South University Anesthesiologist Assistant Program do not accept transfer of credits from other anesthesiologist assistant programs or provide enrolled students with a waiver of credit (i.e. advanced placement) for any component of the required curricular coursework. Students may not transfer from on South Anesthesiologist Assistant campus to another.

All students must complete each course in the South University Anesthesiologist Assistant curriculum.

Insurance Requirements

Students in the Anesthesiologist Assistant program are required to have continuous health insurance coverage in force for the duration of their enrollment. Documentation of this insurance coverage must be stored and maintained in the student's compliance tracking account selected by the program. If at any time a student does not have insurance in force and current documentation listed in his/her compliance tracking account they will cease participation in clinical education and be referred to the Progress and Promotions committee for a violation of the standards of Professionalism for the Anesthesiologist Assistant program.

Students using private health insurance must ensure that their plan covers treatment and monitoring for needle stick injuries and other documented exposure to blood borne pathogens for all clinical rotation locations. For example, a student from Michigan who is part of parental family coverage HMO may not be eligible for coverage in Savannah, West Palm Beach, or at other remote sites while on clinical rotations. For the student's own personal safety it is imperative that they have an adequate health plan or the resources to pay for necessary medical care in the event of a needle stick or exposure to pathogenic organisms.

Payment for all medical and psychiatric services, elective and emergent; are the responsibility of the student regardless of the source of an illness or injury are the responsibility of the student regardless of what the source of an illness or injury may be. The student is responsible for payment of medical services including all laboratory and other diagnostic and therapeutic services rendered as part of a protocol into which a student is entered in the event of exposure to known or suspected pathogenic organisms. Each clinical site has a specific established protocol for exposure that the student must follow.

Background Checks

The Anesthesiologist Assistant program follows the College of Health Professions Background Check Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Students must complete a background check at their own cost using the agency identified by the AA Program prior to matriculation. No other background checks will be accepted. Students may be required to submit additional background checks during their enrollment as required by the clinical site.

Background checks confirm that students have no current record of criminal activity, and this information may be relayed to clinical sites for verification during their enrollment. Any new activity found as a result of such background checks in violation with the College of Health Professions Background Check Policy may affect the student's status in the program and the student will be referred to the Progress and Promotions Committee. Any violations that involve felony or serious misdemeanor convictions will result in immediate dismissal from the educational program. Students may appeal this decision based on verification of factual information according to the appeals process outlined in the student handbook.

Note: Applicants are not eligible for admittance to the AA 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.

Drug Screening

Applicants who are accepted into the Anesthesiologist Assistant Program must complete a drug screen at his/her own cost using the agency identified by the AA Program Director. Applicants must submit the drug screen results to the program office prior to matriculation. The Anesthesiologist Assistant program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Students will be required to submit additional drug and alcohol screens throughout their enrollment, based on reasonable suspicion and as needed for clinical site placements.

Note: Applicants with positive drug screen results will not be admitted into the AA Program. Students who have a positive drug and alcohol screen result during enrollment will be referred to the AA Program's Progress and Promotions committee.

Applicants with Disabilities

In accordance with policies of South University, the program does not discriminate against any individual because of disability. Applicants must meet the requirements for technical standards as printed above. Students with disabilities should consult with the Dean of Student Affairs, who coordinates disability services.

Guidelines for Graduates of Colleges and Universities outside the United States

Please note that no exemptions will be made for required course work regardless of degrees or certification received outside the United States, experience, work background, or education.

In addition to the General Admission Requirements (above), the applicant who has graduated from a college or university outside the United States regardless of United States' residency status must do the following (not necessary for United States Territories):

- Official transcripts of all undergraduate and graduate course work taken outside the United States must be submitted to the program, along with the report from a credentialing organization (e.g., Educational Credential Evaluators, Incorporated) demonstrating equivalency to a bachelor's degree received at an American college or university, and evaluating the transcript course-by-course for equivalency to required pre-requisites for admission to the Anesthesiologist Assistant program.
- A statement from a responsible person certifying that the applicant's financial resources are sufficient to meet necessary expenses (International Students only).

- Deficiencies in required course work must be made up by taking appropriate courses in a college or university in the United States.
- A statement from a qualified physician describing any emotional or physical illnesses suffered by the applicant during the preceding five years, or certifying freedom from such illnesses (International Students only). In addition to the General Admission Requirements (above) and the first three requirements of this section, the applicant who has been graduated from a college or university of a country for which English is not the primary language regardless of United States' residency status must do the following:

Student must obtain minimum listed below for each section. Scores must be from exam taken within 7 years of application to the program. The program must receive an official score report directly from Educational Testing Services, Princeton, NJ.

Minimum Score per section	Paper Based Exam	Computer Based Exam	Internet Based Exam
Listening	60	25	26
Reading	56	22	22
Speaking			26
Structure/Writing	58	24	20

Deferment Policy

South University reserves the right to grant a one year enrollment deferral for the AA program to an accepted student under the following conditions:

1. The student has accepted a class position within the allotted time period and submitted the required deposit but has not yet begun the 1st quarter of enrollment.
2. The student submits a written request to the Program Director that specifies the reason for the request and confirms his or her intent to enroll in the program at the next class start. Acceptance or denial of a request for deferral is at the discretion of the Program Director.
3. A student who is granted a deferment must notify the Program Director in writing of their intent to enroll in the next matriculating class no later six months prior to the next scheduled cohort start date.

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 5 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.

*Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.

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 Director & Dean of Academic Affairs and Operations 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 Master in Science Physician Assistant Program

Entrance to the Physician Assistant (PA) program is gained through a formal application review and interview. Application to the program is made through the Central Application Service for Physician Assistants (CASPA). Applicants must specifically designate the South University campus(es) to which their application should be submitted within the CASPA system. Additional, campus-specific information regarding the application process can be obtained through the PA program web site or by calling the respective campus:

- (512) 516-8800 (Austin)
- (804) 727-6894 (Richmond)
- (912) 201-8025 (Savannah)
- (813) 393-3720 (Tampa)
- (561) 273-6520 (West Palm Beach)

Individuals whose applications are deemed competitive will be invited for a required interview. All programs utilize a rolling admissions process in which applicants are notified of their admission decision within 2 weeks after interviewing. Not all qualified applicants will receive an interview.

The application process requires submission of scores from the Graduate Record Examination (GRE).

Applicants must specifically designate the South University code for each campus to which their GRE scores should be submitted electronically to CASPA directly from ETS (Educational Testing Service):

- 0174 (Austin)
- 7147 (Richmond)
- 0467 (Savannah)
- 0454 (Tampa)
- 7108 (West Palm Beach)

For South University, Richmond, South University, Savannah, South University, Tampa, and South University, West Palm Beach, applications must be completed and verified in the CASPA application portal. Submission deadlines vary by campus. Please refer to the individual program's website for further details.

Applicants who are offered a seat into the Physician Assistant program are only permitted to reserve a seat at one campus. Within 14 calendar days of the applicant signing and submitting the acceptance form, it is the responsibility of the applicant to notify any other South University Physician Assistant program(s) of his/her intent to withdraw. Seat acceptance fees are non-transferable to other South University programs.

Note: Applicants should refer to the Physician Assistant Program policy on Acceptance Fee for more details.

Admission Criteria

Selection for the Physician Assistant program is highly competitive. Meeting the minimum requirements does not guarantee an interview or admission. Successful applicants will generally exceed the minimum criteria. The following criteria represent the minimum conditions established for applicants interested in applying to the South University Physician Assistant Master of Science degree programs:

- Applicants must have an earned bachelor's degree from an accredited U.S. institution.
- Applicants must have an overall GPA as calculated by the CASPA service of 3.0 or greater (on a 4.0 scale) (including undergraduate, post-baccalaureate, and graduate coursework)
- Applicants should have a Biology-Chemistry-Physics (BCP) science GPA of 3.0 (on a 4.0 scale) as calculated by the CASPA service. Applicants must submit scores from the GRE general exam directly to the CASPA service using the designated South University code for each campus to which their GRE scores should be submitted:
 - 3090 (Austin)
 - 7147 (Richmond)
 - 0467 (Savannah)
 - 0454 (Tampa)
 - 7108 (West Palm Beach)
- At least three letters of reference as part of the CASPA application must be submitted. At least one letter must be from a physician (MD/DO), Physician Assistant, or Nurse Practitioner with whom the applicant has worked or shadowed and to whom the applicant is not related. Impressive, well-articulated, and unequivocal letters attesting to the applicant's motivation, communication and interpersonal skills, professionalism, and future contribution towards health care are considered competitive. Applicants with letters of reference from licensed medical providers (e.g., MD, DO, NP, PA) are considered to be more competitive.

Pre-requisite Courses

Applicants must complete all prerequisite courses listed below with a grade of C or better at a regionally accredited U.S. college or university prior to submission of his/her application. The PA program accepts prerequisite coursework completed in an online, virtual, or campus-based format from a regionally accredited U.S. college or university.

	Pre-Requisite	Duration
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Required	Anatomy and Physiology	2 courses (sequenced) <ul style="list-style-type: none"> • Human Anatomy & Physiology I and II with Lab OR • Human Anatomy with Lab and Human Physiology with Lab <p>No course substitutions are accepted for this requirement</p>
	General Biology	2 courses <u>Required:</u> <ul style="list-style-type: none"> • General Biology I (Lab recommended) • General Biology II (Lab recommended) <p>Alternative Substitution for Biology II only: Cell Biology, Genetics, Molecular Biology, Immunology</p>
	General Chemistry and Labs	2 courses <u>Required:</u> <ul style="list-style-type: none"> • General Chemistry I with Lab • General Chemistry II with Lab
	Microbiology with Lab	1 course No course substitutions are accepted for this requirement
	Organic Chemistry or Biochemistry	1 course Lab recommended, not required

Coursework which is designed for science majors is generally considered more competitive. In general, prerequisite coursework with titles that include "Essentials of," "Survey of," or "Introduction to," unless specifically designed for science majors, are considered less competitive.

Basic science courses should be those for science majors. The General Biology and Biochemistry courses are recommended to include a lab, but it is not required.

Only courses (excluding General Biology, Biochemistry, and Organic Chemistry) with an associated lab will be given credit for fulfilling prerequisite requirements. In the event that a laboratory is not offered with a prerequisite course, applicants may request the lab requirement for that course be waived by contacting the program. Lab waivers and/or course substitutions are granted at the discretion of the Admissions Committee. Applicants requesting such should be prepared to submit supporting documents, including, but not limited to, course descriptions.

The South University Physician Assistant program accepts credit for Advanced Placement (AP) courses. AP courses taken and successfully completed will be counted as one course credit towards completion of the respective prerequisite subject. Grades earned in AP courses are not used in the calculation of the applicant's overall or prerequisite GPA.

The South University Physician Assistant program does not accept College Level Examination Program (CLEP) credit for any prerequisite requirements.

South University Physician Assistant programs do not accept a transfer of credits from other physician assistant programs or provide enrolled students with a waiver of credit (i.e., advanced placement) for any component of the required curricular coursework. All students must complete each course in the South University Physician Assistant curriculum.

Procedure for Admission to Master of Science in Nursing Programs

If you are a South University Post Graduate Certificate (PGC) FNP or AGPCNP student seeking a second MSN, please refer to the communication provided by the College of Nursing and Public Health.

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

The criteria to determine admission to the Master of Science in Nursing degree program include:

- Completion of the application for admission
- A bachelor's degree in nursing (BSN) from an accredited institution.
- A cumulative GPA of 3.0 or better on a 4.0 scale.
- Provisional Admissions: South University College of Nursing and Public Health fosters diversity through a holistic provisional admission status for students with a GPA less than 3.0.
 - Applicants with a cumulative GPA of 2.75 -2.99 must receive a final course grade of B or better in all nursing courses for the first quarter to be fully admitted into the MSN program.
 - Applicants with a GPA between 2.50 and 2.74 will be considered for provisional admission with submission of a current resume and a letter explaining challenges faced in previous academic experiences.
 - Students will have an assessment and an individualized plan for optimizing success that includes completion of a mandatory orientation prior to first day of quarter.

Students must receive a final course grade of B or better in all nursing courses for the first quarter to be fully admitted into the MSN program.

Students who do not receive a final course grade of B or better in all nursing courses will have the provisional admission rescinded. There is no appeal for rescinding provisional status.

- Submission of official transcripts from every college or university attended within 5 weeks* of the initial start date.
- A valid and unencumbered license as a Registered Nurse in all US states or territory in which the student is licensed, including the state in which the student completes all assignments and clinical rotations, for entry and maintenance of admission to the program. (Note that military, federal, and foreign educated nurses must meet their state/territory requirement for nursing licensure).

**Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.*

Procedure for Admission to the RN to Master of Science in Nursing Degree Program

Note: Not all Online Program offerings are available to residents of all U.S. states. Please contact an admissions representative for further information. The criteria to determine admission to the Master of Science in Nursing degree program include:

- Completion of the application for admission.
- An associate's degree in nursing from an accredited collegiate institution, or a diploma in nursing from an accredited institution, with a minimum cumulative CGPA of 3.0 or better on a 4.0 scale.
- Submission of official transcripts from every college or university attended within 5 weeks* of the initial start date.

A valid and unencumbered license as a registered nurse in all US states or territory in which the student is licensed, including the state in which the student completes all assignments for the program. (Note that military, federal, and foreign educated nurses must meet this state requirement for nursing licensure).

Note: In order to progress into Graduate level nursing courses, a student must have a 3.0 cumulative GPA. Students with a cumulative GPA of less than 3.0 may transition to the RN to BSN program to complete their BSN and then apply for the MSN program.

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Admission Requirements for Doctoral Level Programs

College of Arts and Sciences

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

Procedures for Admission to the Doctor of Ministry Program

The criteria used in determining admission to the doctoral program include:

- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale OR
- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale during the applicant's last 60 semester hours or 90 quarter hours earned on the bachelor's degree and/or subsequent graduate work OR
- An earned graduate degree from an accepted accredited institution with a CGPA of 3.0 or better on a 4.0 scale.
- Interview with the Program Director or Chair.
- Submission of official transcripts from every college or university attended within 5 weeks* of the initial start date.
- Applicants for whom English is a Second Language (ESL) must submit a minimum paper-based TOEFL (Test of English as a Foreign Language) score of 550 or the electronic-based score of 79-80 to be considered for the program.
- Completion of an application for admission.
- Applicants who are not citizens of the United States should refer to the section in the South University catalog entitled International Student Admissions Policy.

**Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.*

Exceptions to the Minimum GPA

Applications with CGPA lower than the stated program minimum (2.7 for the bachelor's degree and 3.0 for a graduate degree/coursework) may be considered for admission on the basis of 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 recommendation. The Program Director/Chair in consultation with the Dean of the College or designee must approve exceptions.

Students admitted on an exception basis will be admitted as regular students on provisional status for the first quarter of enrollment. In order to remain enrolled after completion of the first quarter the student must achieve a CGPA of at least 3.0.

College of Business

Admission Criteria for the Doctor of Business

Administration Program are as follows:

Applications for the DBA program are accepted year-round. However, the Savannah campus DBA program only seats new students in spring quarter of each year.

- Completion of an MBA degree from an acceptable accredited institution.

OR

- Completion of an undergraduate degree in business and a master's degree in a business field (such as organizational leadership, management, or human resources) from an acceptable accredited institution. The College Dean makes the final decision regarding accepted fields of study for admission to the program.

AND

- A cumulative grade point average of at least 3.0 (on a scale of 4.0) on the earned master's degree. Additional coursework may be required to meet the Required Knowledge Base. Refer to section on Required Knowledge Base for further information.
- Completion of an application for admission.
- Submission (within 5 weeks* of the class start date) of official transcripts from all post-secondary institutions attended.
- Personal interview with a representative from the College of Business as designated by the Dean of the College of Business (may be conducted by teleconference).

Submission of the following:

- A 1,000-word Statement of Purpose Essay that targets the applicant's academic and professional preparation for the South University DBA, along with future academic and professional goals. This statement must detail how the applicant's goals will be enhanced from earning a South University DBA and how the degree will be integrated into future career goals.
- Résumé or curriculum vitae that clearly outlines academic and professional preparation for a doctorate program.
- Three current academic/professional recommendations submitted directly to South University from the evaluator. References submitted to South University by an applicant will not be accepted. These recommendations must present the applicant's ability to successfully matriculate the program and how the applicant will contribute to the overall quality of the program. Additionally, the recommendation must include an assessment of the applicant's ability to be successful as a professional in teaching, service and research.

Once all required admissions documents and information are submitted, the candidate's admission packet will be reviewed and evaluated by the program director. Applications will be reviewed on a weekly basis and applicants will be notified immediately.

**Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.*

Transfer of Credit Guidelines for the DBA program

The majority of credits toward the DBA degree program must be earned at South University. Credit for transfer work will be given if the courses were taken at an acceptable accredited collegiate institution, the course is equivalent to courses offered at South University, and the course carries a grade of "B" or better.

All transfer credit will be reviewed and approved by the Dean, College of Business, or designee, and the Department Chair of the respective academic department and Program Director. The maximum number of classes to transfer is four courses or 16 quarter hours. NOTE: Dissertation courses may not be transferred from another institution.

Required Knowledge Base for the DBA Program

Applicants to the DBA degree program must demonstrate a master's level ability to integrate knowledge within critical knowledge areas with a grade of "B" or better. These knowledge areas must have been taken at an acceptable accredited institution and be equivalent to a 3 semester-hour, graduate level course.

Knowledge Areas:

- Organizational Behavior and Communication
- Statistics

Students meeting all other admission requirements except not having met the Required Knowledge Base areas will be admitted into the program; however, these graduate level knowledge areas must be successfully completed with a grade of "B" or better within the first two quarters of enrollment.

If a student does not complete the Required Knowledge Base areas within the required timeframe, the student will be dismissed from the program.

The Required Knowledge Base course credits do not count towards the total number of credits for graduation nor do they count in the Cumulative Grade Point Average (CGPA); however, they do count in determining the maximum time frame (MTF) and the Incremental Completion Rate (ICR).

Virtual Residency Requirement for Online Students

The doctoral residencies are a requirement for online students in the Doctor of Business Administration (DBA) program. These are a time for faculty, staff, and students to meet in a collegial learning opportunity. Residencies are designed as a time for students and faculty to work together collaboratively and to support the creation of a community of scholars. Students will participate in faculty- and student-led presentations and will have the opportunity to network and share their experiences in the program. They will also be able to work collaboratively on their scholarship during the residencies, and opportunities to provide service to the academic community will be discussed.

The South University DBA has two residencies. All DBA students in the online program are required to participate in these two residencies; these residencies are part of the completion requirements for the program.

College of Health Professions

Procedure for Admission to the Doctor of Occupational Therapy (OTD)

Admissions criteria for the OTD program are:

- Student holds an Occupational Therapy degree from an ACOTE accredited or WFOT approved program (Bachelor's or Master's).
- If licensure is available and an individual is practicing, then the prospective student must be licensed within the state/territory/country and provide proof of licensure.
 - International students should provide a letter from the licensing agency as proof of licensure.
 - U.S. Residents practicing should be in good standing with the NBCOT and the local licensing entity.
- Baccalaureate degree in Occupational Therapy from an accredited institution with a CGPA of 3.0 or higher on a 4.0 scale on all Occupational Therapy programmatic courses.

OR

- Master's degree in Occupational Therapy from an accredited institution with a CGPA of 3.0 or higher on a 4.0 scale on the degree earned.

Note: Applicants with a bachelor's degree in Occupational Therapy and a master's degree in Health Sciences (e.g. Public Health, Nursing, Health Sciences, etc...) may qualify for placement into the advanced track.

- Submission of official transcripts from all collegiate institutions attended within 5 weeks* of the class start date.
- Minimum of two years of experience as an Occupational Therapist.
- Completion of application for admission.
- Three recommendations using the OTD Recommendation for Admission Form. Two recommendations must be from an Occupational Therapist.
- Submission of a typed essay, not to exceed 750 words (Refer to the OTD Student Essay form.)
- Interview with the Program Director or designee.

**Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.*

College of Nursing and Public Health

Procedure for Admission to the Doctor of Nursing Practice Program

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

The criteria used to determine admission to the Doctor of Nursing Practice program include:

- Completion of an application for admission.
- Completion of a master's degree in nursing (MSN) from an accredited institution.
- A cumulative GPA of 3.00 or higher on a 4.0 scale.
- Submission of official documentation of the actual number of verified clinical hours completed during the post-baccalaureate program of study within 10 weeks after the initial start date. This requirement may come in the form of the credentialing documents used to verify the hours for certification examination or a statement from the graduate degree-granting institution verifying the actual number of hours completed during the master's program.
- Submission of official transcripts from all post-secondary institutions attended within 5 weeks* for of the initial start date.
- A valid unencumbered single-state and/or a valid unencumbered Enhanced Nurse Licensure Compact (eNLC) multistate license as a registered nurse in all U.S. states or territory in which the student is licensed, including the state in which the student completes all assignments for the program. (Note that military, federal, and foreign educated nurses must meet this state requirement for nursing licensure).An unencumbered license(s) must be maintained throughout the program.
- Submission of a minimum paper-based TOEFL (Test of English as a Foreign Language) score of 600 or the electronic-based score of 250 for applicants for whom English is a Second Language (ESL).

Once all required admissions documents and information are submitted, the application will be reviewed and evaluated for an admission decision.

**Effective August 14, 2023 – Students beginning classes at Online Programs will have five weeks to submit acceptable documentation.*

Financial Information

Fees

Diploma Fee

Each student is entitled to have one official diploma sent to them upon graduation. Students may request duplicate diplomas for a fee of \$75 each.

Transcript Fee

The charge for official copies of transcripts is \$10 each. South University has partnered with Parchment to order and send student transcripts securely. Our South University Parchment storefront site makes it easy to place your order through a guided process, and it also outlines delivery options and required fee of \$10. Status updates will be sent to the email address that you provide and make tracking your order easier online. To get started please visit: <https://www.parchment.com/u/registration/34643914/account>.

Return of Title IV Funds

Campus-based Programs and Online Programs

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student who is a Title IV recipient withdraws from school.

The school will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the sixty (60) percent point of the term or session if the student is only attending a session. If the student has completed more than sixty (60) percent of the term or session the student earns one hundred (100) percent of the Federal student financial assistance.

The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the school will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term. If there is a scheduled break of five (5) or more days, excluding periods of an approved Leave of Absence for campuses in Virginia only, it will reduce the term length and if the scheduled break is before the student's last date of attendance, it will also reduce the calendar days completed. Exemption: if the student successfully completes 49 percent or more of the number of days in the term or successfully completes at least half-time coursework for the term, a Return of Title IV calculation will not be required. Successfully completed is defined as receiving a passing grade in the course.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Federal Unsubsidized Direct Loans, Federal Subsidized Direct Loans, Federal Perkins Loans, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant. Funds will be returned to the aid source within forty-five (45) calendar days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

If students are only scheduled to attend Session I or Session II, the Return of Title IV Funds calculation as described will be applied to the applicable Session attended using the session start and end dates.

Academic Affairs

Attendance Policy

University Attendance Policy

Note: Students receiving military education benefits should also see the VA Attendance Policy below. South University maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during class time and those scheduled outside of class time. An individual campus-based or online clinical programs may have specific policies (which in some cases may be more stringent than the general attendance requirements) as to the effect of attendance on class meetings, course assignments, off-campus activities, internships/externships, clinical and practicum activities, and other program requirements.

If the student misses 14 consecutive calendar days, the student will be withdrawn from the institution, unless the student provides official communication (communication directly from the student (letter or email) and the student provides supporting documentation for review) regarding extenuating circumstances (as outlined below) prior to violating the 14 consecutive days. The student must also provide the date the student will return into the current course. If the student fails to return on the scheduled return date the student will be withdrawn from the institution.

Extenuating circumstances include the death of an immediate family member, hospitalization of an immediate family member, declared natural disaster in the city/state where the student resides, or in some extenuating circumstances additional matters affecting the student or immediate family member.

Exemption: if the student successfully completes 49 percent or more of the number of days in the term or successfully completes at least half-time coursework for the term, a Return of Title IV calculation will not be required. Successfully completed is defined as receiving a passing grade in the course.

Veterans Affairs Attendance Policy

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit

hours certified. The school is required to monitor and report enrollment status to the VA. Adjustments in enrollment will likely affect payment of VA benefits. The school will report enrollment as follows:

- VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

Note: Zero credits courses in the graduate Nursing programs and the Doctor of Business Administration are exempt from attendance requirements. Online Independence University AOS Medical Assisting externship/practicum courses are exempt from online classroom attendance requirements; however, students will be required to meet the course and university attendance policies as evidenced by activities logged using clinical tracking software.

Students who are absent due to a medical condition (including pregnancy or any related conditions) should review the emergency withdrawal policy section of the catalog to determine if the student is eligible. (Note: see the Leave of Absence Policy below for Students at South University, Richmond and South University, Virginia Beach.)

Doctor of Business Administration (DBA) Attendance

Students in our DBA program are made aware of the requirement of attending those residencies upon admission into the doctoral program.

Attendance is required in order to progress in the program. Should an emergency arise that prevents the student from attending the virtual residency, the student must immediately contact the DBA Program Director to receive instructions on how to proceed.

Special accommodations can be made for students who cannot attend a portion of the residency due to medical reasons, religious reasons, and active military deployment. Students who arrive late or fall ill during a residency should immediately contact the Program Director. Students who cannot attend a portion of the residency due to religious reasons, medical reasons, or active military deployment should contact the Program Director at least ten days in advance of the residency.

Other exceptions - There may be additional exceptions that are presented from time to time. How these exceptions will be handled is at the discretion of the DBA Program Director based upon the guidelines set forth in this document.

Documenting exceptions - The Program Director will notify the Academic Counselor regarding any student being granted an exception. Documentation of the exception will need to be placed in the student's academic file in Image Now. The Program Director will then notify the Academic Counselor of the result of each exception granted.

OTA Attendance Policy

Students in the pre-professional phase of the program are held to the University Attendance Policy. Students accepted into and entering the professional phase will be required to meet the OTA Attendance Policy.

The OTA Program covers a lot of content in a relatively short time. To maximize learning, students are expected to attend all components of every course, including lectures, laboratories and fieldwork, for the entire session. Tardiness, early departure or other time away from class negatively impacts attendance. Academic success is predicated upon class attendance.

Students are expected to submit assignments, take exams and complete course requirements in a timely fashion. Regular attendance is crucial to meeting all deadlines.

If circumstances require that the student miss 25% or more of a course, the student will be administratively withdrawn from the course, since the opportunity for adequate teaching and learning is significantly compromised. The OTA Program Director, in

collaboration with appropriate individuals, will determine whether additional sanctions will be made (e.g., academic warning or probation), depending on the reason the student is missing 25% or more of the course.

Students who officially withdraw or are administratively withdrawn from a course after the Drop/Add period and before 80% of the course duration will receive a W grade. Students who officially withdraw or are administratively withdrawn on or after 80% of the course duration will receive a WF grade. Students should consult with their Financial Aid Advisor to determine the implications of adding or dropping a course.

Students who withdraw or are administratively withdrawn from all courses in a quarter will be withdrawn from the University. Students who fail to register for a quarter will be withdrawn from the University.

Regardless of the reason for an absence, students are responsible for any and all information presented during each class period. Students are advised to contact a peer and get notes for that class period; students are also encouraged to talk with the instructor.

Students should refer to the OTA Level I and Level II Fieldwork Education Manual for attendance policies specific to fieldwork placements.

Attendance Appeals for Administrative Withdrawals

Students who are administratively withdrawn due to attendance may appeal the decision. Students must complete the Attendance Appeal Request form and submit the form to their Academic Counselor 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 Senior Academic Progress and Remediation Specialist will consider the appeal. The decision of the Senior Academic Progress and Remediation Specialist is considered final.

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

Attendance Week

For campus-based classes beginning on a Saturday, the attendance week is defined as beginning on Saturday at 12:00 A.M. in the campus' time zone to 11:59 P.M. in the campus' time zone the following Friday. For campus-based classes beginning on Tuesday, the attendance week is defined as beginning on Tuesday at 12:00 A.M. in the campus' time zone to 11:59 P.M. in the campus' time zone the following Monday.

For online classes beginning on a Tuesday, the attendance week is defined as beginning on Tuesday at 12:00 A.M. Mountain Time (MT) to 11:59 P.M. MT the following Monday.

Leave of Absence Policies

South University does not have a University level Leave of Absence Policy. The College of Nursing and Public Health and the College of Business have Leave policies associated with specific programs as noted below. South University also has a Leave of Absence policy for any student who attends either the Richmond or Virginia Beach campus.

Please note that any international student seeking a break in their enrollment or a leave of absence should consult the international student disclosure for admissions found in the International Student Admissions policy. In part it states, "International students attending South University locations under F-1 visas (Form I-20) are required to maintain a "full course of study" during each academic term of their programs of study...". The international student should also contact the international student advisor or the Dean of Student Affairs on their campus with additional questions.

Note: South University's administrative leave of absence is not an approved leave of absence per the U.S. Department of Education (ED) requirements under Title IV regulations as outlined in the federal regulations (34 CFR 668.22 (d)). As such, South University must consider the student as a "withdrawn" student for Federal Title IV Student Aid purposes but allow the student to remain administratively enrolled at the school. South University must perform a Return to Title IV calculation for each

administrative leave of absence based on the student's last date of recorded attendance as required by Federal regulations. During the approved administrative leave of absence, students are reported to NSLDS as withdrawn and are not eligible to receive any Federal Student Aid during this period.

Nursing Emergency Leave

A nursing student may be granted an official emergency leave for personal or medical reasons for a period not to exceed one calendar year. The student must make this request in writing to the Nursing Program Director and include documentation of the reason emergency leave is being requested. If the emergency leave is approved, the Nursing Program Director will provide the student, the registrar and the Director of Financial Aid with written notification including applicable timeframes of the leave. If the emergency leave requires the student to withdraw from classes, the withdrawal will not count against the student as a course attempt as outlined in the Withdrawal Policy. An emergency leave can only be granted one time.

The student must notify the Nursing Program Director at least thirty calendar days prior to the anticipated date of re-entry. Students will not be required to repeat successfully completed nursing courses. In all cases of emergency leave, the student is required to complete the full nursing curriculum of the program in which the student was enrolled. Reentry is based on space availability as determined by the program director and must occur within the timeframe of 1 year. Reentry is not guaranteed. The student who fails to reenter the nursing program within the timeframe established may be required to apply for readmission to the nursing program.

Doctor of Business Administration Emergency Leave of Absence Policy

While it is an expectation that students enroll in courses continuously throughout the DBA program, once a student enters the Comprehensive Exam and Dissertation phase of their program (i.e. beginning with INS7200 and BUS8000) they are subject to the DBA Emergency Leave of Absence Policy. The only opportunity for a student to request a leave of absence during this part of the program is in the case of an emergency. A DBA student may be granted an official emergency leave for personal or medical reasons for a period of one session or quarter, but no longer than one calendar year. The student must make this request in writing to the DBA Program Director and include documentation of the reason emergency leave is being requested. If the emergency leave is approved, the DBA Program Director will provide the student, the Registrar and the Director of Financial Aid with written notification including applicable timeframes of the leave. If the emergency leave requires the student to withdraw from classes, the withdrawal will not count against the student as a course attempt as outlined in the Withdrawal Policy. An emergency leave can only be granted one time.

The student must notify the DBA Program Director at least 14 days calendar days prior to the anticipated date of re-entry. Students will not be required to repeat successfully completed courses in the DBA Program. In all cases of emergency leave, the student is required to complete the DBA curriculum of the program version in which the student was enrolled. Reentry to a dissertation course is based on availability of Committee Chairs and/or Members as determined by the Program Director and must occur within the timeframe of 1 year. The student who fails to reenter the DBA program within the timeframe established may be required to apply for readmission to the DBA program.

Leave of Absence for Students attending South University, Richmond and South University, Virginia Beach

A student who expects to be absent due to extended mitigating circumstances should contact his/her Dean of Student Affairs. The university has defined the following as possible mitigating circumstances: serious illness of the student, serious illness of a member of the student's immediate family for whom the student is the primary caregiver, or death of a member of student's immediate family. To request an accommodation or waiver based on mitigating circumstances, the student must provide the Dean of Student Affairs with the appropriate written documentation supporting the student's claim of mitigating circumstances prior to the student violating or exceeding the attendance requirements.

The Dean of Student Affairs is responsible for reviewing and approving the request. Request for an additional Leave of Absence or an extension of a current Leave of Absence must be received 15 calendar days prior to the end of the current Leave of Absence. No monetary charges or accumulated absences may be assessed to the student during a leave of absence.

Leave of Absence may not exceed 180 calendar days in a 12-month period. The 12-month period begins the first day of the first Leave of Absence. Students who fail to return on the 181st calendar day will be administratively withdrawn from school.

Returning from an Approved Leave of Absence

Students returning from an approved Leave of Absence that was granted during the time they were enrolled in a course will be allowed to complete coursework started prior to the leave with no additional charges assessed. The University allows students who start a Leave of Absence during a course to withdraw (with a grade of WV).

If a student does not return from an approved Leave of Absence, the official withdrawal date and beginning of the loan grace period (if applicable) is the last date of class attendance.

Notes: Students enrolled are eligible to apply for an approved administrative leave of absence for a period not to exceed 180 days in a rolling 12-month period. During the approved administrative leave of absence, students are reported to NSLDS as withdrawn and are not eligible to receive any Federal Student Aid during this period.

Satisfactory Academic Progress Policy

Summary

A student must demonstrate Satisfactory Academic/Financial Aid Progress by successfully completing courses attempted. All students are required to meet Satisfactory Academic Progress. In addition, some programs may have a programmatic progressions policy that may require specific course grades or higher GPAs that must be met. 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 (programs that measure SAP annually or by violating the quarterly requirements or academic plan), a student may appeal the dismissal.

All courses and grades will impact the SAP calculation, whether the student completes the courses or receives Title IV funds. 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.

The Satisfactory Academic Progress Policy (SAP) contains the following sections:

- I. SAP Definitions
- II. Minimum Standards for Undergraduate Satisfactory Academic/Financial Aid Progress and
- III. Consequences for Failing to Meet Minimum Standards
- IV. Minimum Standards for Graduate Satisfactory Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards
- V. Procedures for Appealing Academic/Financial Aid Dismissal
- VI. Procedures for Readmission after Academic/Financial Aid Dismissal

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

I. SAP Definitions

a.) Academic Warning/Financial Aid Warning

Applies only to quarterly SAP evaluations. Several undergraduate programs have quarterly reviews after the completion of the second academic year. Please refer to section II below.

b.) 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.

c.) 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.

Note: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for the student 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 their academic counselor on the exact requirements.

d.) Course Attempts

A course attempt includes any time a student receives a grade for a course, if the student attends after drop/add and even if the student does not complete the course.. This includes the letter grades of "A" through "F", a passing grade of "P", 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 are not counted as a course attempt.

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. An Undergraduate student enrolled in developmental coursework (ENG0099 and/or MAT0099) must be able to pass the courses within three attempts or the student will be academically dismissed.

f.) Maximum Allowable Timeframe (MTF)

A student may not attempt more than 150 percent of the credits in his/her program; when the University determines it is 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 below.

g.) 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. A student may also retake a class in which s/he received a passing grade in order to improve his/her CGPA.

h.) 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.

i.) Transfer Credits

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

j.) Students Transferring Between Programs and/or Campuses and Online

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

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

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.

II. Minimum Standards for Undergraduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards

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

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 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 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%. 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 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-Professional Phase are evaluated for SAP at the completion of every quarter. The following are the minimum standards are 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 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 of academic warning/financial aid warning, the student will be academically dismissed 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 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 of academic warning/financial aid warning, the student will be academically dismissed from the University.

d) Associate of Science and Associate of Applied Science in Occupational Therapy Assistant (OTA) and Associate of Science and 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 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 of academic warning/financial aid warning, the student will be academically dismissed from the University.
- After attempting each subsequent quarter, a student must achieve a minimum CGPA of 2.50 and an ICR of 66.67%. percent. 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 of academic warning/financial aid warning, the student will be academically dismissed from the University.

NOTE: The minimum CGPA required to be eligible to apply to the technical phase of the OTA program is 2.85 and the PTA program is 2.75.

Technical Education Phase for the Occupational Therapy Assistant programs:

Students in the technical education 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 technical education phase and an ICR of 66.67%.

Technical Education Phase for Physical Therapist Assistant programs:

Students in the technical education 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 education phase and an ICR of 66.67%.

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

III. Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards

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.

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%.

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 his/her 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.

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 (RN to MSN)

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.

IV. Procedures for Appealing Academic/Financial Aid Dismissal

Undergraduate and graduate students wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to their Admissions Representative or 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 Registrar 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.
- Hospitalization of immediate family member
- Natural disaster.
- Extenuating Circumstances affecting the student or immediate family member

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 Senior Academic Progress and Remediation Specialist 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 the students Admissions Representative, Academic Counselor or Senior Academic Progress and Remediation Specialist. The Associate 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 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 Associate 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.

V. 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 Campus Director & Dean of Academic Affairs and Operations for campus-based students or the Dean for Online Learning and Innovation for online students. 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.

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.

A student who submits a written appeal and is granted the appeal will be placed on academic probation/financial at the start of the quarter and will remain on probation for the duration of the student's academic plan. During the probationary period the student will be reviewed for academic progression quarterly. The determination for a student to return using Title IV funding is reviewed on a case by case basis. Students appeals may be granted with or without the use of Title IV funding.

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 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. Failure to meet the established goals included in the Academic Plan will result in Academic/Financial Aid Dismissal.

Please see the Re-entry/Readmission of Former Students policy in the Admissions section of the catalog once the students appeal is approved and the academic plan is reviewed and signed by the student.

Governance and Ownership

The South University Board of Managers has approval authority over new campuses, senior administrative officers, the Strategic Plan, the annual budget, and further authority as outlined in the Bylaws of the South University Board of Managers. The position of the Chancellor is the highest administrative position at South University.

South University Board of Managers: 2022-2023

Michael Colegrove, Chief Executive Officer, Campus Safety Solutions; Vice President Emeritus University of the Cumberlands

Kathleen Farley, Board Chair, Chief Executive Officer, Oasis Learning

Maria Russ, Pediatric Nurse Practitioner, Evening Pediatrics Urgent Care

Adrian Sax, President, Chief Executive Officer and Co-Founder, Vetigenics LLC

Steven K. Yoho, Chancellor and Chief Executive Officer Ex Officio, South University

Ownership

South University, Savannah, LLC; 709 Mall Boulevard, Savannah, GA 31406; which is owned by South University – Member, Inc.

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South University, Austin is owned by South Education of Texas - Member, LLC, which is a subsidiary South University Savannah, LLC; 709 Mall Boulevard, Savannah, GA 31406.

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