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This addendum is effective as of March 25, 2025.

General Information

Institutional Mission

South University is a student-centered institution committed to cultivating a dynamic learning environment that fosters professional readiness and a sense of social responsibility. Our culture of academic excellence empowers students, faculty, and staff to reach their full potential and contribute positively to their lives, professions, and communities.

Financial Information

Language updated for the Doctor of Pharmacy. Tuition and fees information added for the Master of Business Administration program at both the Atlanta and Virginia Beach campuses.

Tuition

Campus Program Tuition

Graduate Tuition

Tuition for the Doctor of Ministry degree program is as follows: \$650 per quarter credit hour. The digital textbook fee for the Doctor of Ministry program, is \$400 per quarter for the first six (6) quarters for a customized South University Logos package. The customized South University Logos package is not refundable.

Tuition for the Doctor of Nursing Practice degree program is as follows: \$650 per quarter credit hour.

Tuition for the Doctor of Business Administration degree programs are as follows: \$695 per quarter credit hour.

Tuition for the Doctor of Pharmacy degree program is \$12,681 per quarter for full time students. Tuition does not include textbooks, technology fee, registration fee, or a \$500 nonrefundable acceptance fee, which is applied to tuition for the first quarter upon enrollment. Students taking less than 10 quarter credit hours or who are remediating courses will be charged on a per quarter hour rate. The cost per quarter credit hour is \$1235; the maximum quarterly tuition is \$12,681.

Tuition for the Master of Business Administration (after the completion of the Doctorate of Pharmacy degree program) is as follows: \$669 per quarter credit hour.

Tuition for the Master of Medical Science in Anesthesia Science degree program is \$11,671 per quarter. Tuition does not include textbooks (\$15 per credit hour for digital textbooks), a technology fee of \$20 per credit hour, or a \$500 nonrefundable acceptance fee, which is applied to tuition for the first quarter upon enrollment. Anesthesiologist Assistant students are not eligible for part-time enrollment.

Tuition for the Master of Science in Physician Assistant is \$10,856 per quarter. Tuition does not include textbooks (\$15 per credit hour for digital textbooks), a technology fee of \$20 per quarter credit hour, a \$1000 per quarter

clinical experience fee, or a \$1,000 nonrefundable acceptance fee for South University Austin, Savannah, Tampa and West Palm Beach, which is applied to tuition for the first quarter upon enrollment. There is a \$1000 acceptance fee, \$900 of which is refundable, for those applicants accepted into the Physician Assistant program at South University, Richmond. Please note that acceptance fees are non-transferrable between South University locations.

This is for a full-time course load and does not include expenses for such required items as scrubs/uniforms (approximately \$100), Basis Life Support (BLS) Certification from an American Heart Association (AHA) authorized training center (approximately \$100), and professional instruments (approximately \$1100). Students pay a \$75 membership fee (subject to change) to the American Academy of Physician Assistants. Students are also required to join their respective state chapter Physician Assistant Associations (FAPA, GAPA, TAPA, VAPA) for a nominal fee which may vary by location. Students are required to purchase a laptop computer with privacy screen (approximately \$1500). Students in the Physician Assistant program at all South University campuses where the program is offered are required to have a drug screen and criminal background checks prior to matriculation and prior to clinical placement through a third-party vendor (approximately \$800).

Students may be scheduled for rotations outside the local campus geographical area, which may include outside of the state. All students should plan to travel/commute and/or relocate for some clinical rotations. Students are given the opportunity to share their scheduling preferences during their pre-clinical meetings. This will provide the Clinical Education Team with information which may have a bearing on their rotation assignments. Students are responsible for their credentialing, transportation, housing, and living expenses during their clinical year. Expenses will vary depending on the location of each rotation site.

Physician Assistant students are not eligible for part-time enrollment. All South University students pay a graduation fee of \$250.

Students who are required to take additional coursework to meet the program learning outcomes, competencies, or graduation requirements will incur additional tuition and fees.

Tuition for the RN to Master of Science in Nursing degree program are as follows: \$255 per quarter credit hour for undergraduate level classes and \$660 per quarter credit hour for graduate level classes.

Tuition for the Master of Science in Nursing degree programs are as follows: \$660 per quarter credit hour.

Tuition for the Master of Arts in Clinical Mental Health Counseling degree program is \$655 per quarter credit hour.

Tuition for the Master of Business Administration, Master of Business Administration in Healthcare Administration, Master of Healthcare Administration, Master of Science in Accounting, Master of Science in Human Resources Management, Master of Science in Information Systems, Master of Science in Leadership, and Master in Public Administration degree programs are as follows: \$695 per quarter credit hour.

Tuition for the Master in Public Health degree program are as follows: \$550 per quarter credit hour.

Tuition for the Master of Science in Criminal Justice degree program is \$669 per quarter credit hour.

Atlanta and Virginia Beach Campuses tuition for the Master of Business Administration degree program is \$415 per quarter credit hour.

Undergraduate Tuition

Tuition for the Bachelor of Science in Nursing degree program (entry level) is \$475 per quarter credit hour.

Tuition for the Bachelor of Science in Nursing degree program (professional level) is as follows: \$617 per quarter credit hour. There is a \$500 nonrefundable acceptance fee into the professional phase, which is applied to tuition for the first quarter upon enrollment.

Tuition for the RN to Bachelor of Science in Nursing degree program is as follows: \$255 per quarter credit hour.

Tuition for Bachelor of Arts in Psychology, Bachelor in Business, Bachelor of Science in Criminal Justice, Bachelor of Science in Healthcare Management, Bachelor of Science in Information Technology, Bachelor of Science in Legal Studies, Bachelor of Science in Health Sciences, and Bachelor of Science in Public Health degree programs is as follows: \$475 per quarter credit hour.

Tuition for Associate of Science in Allied Health Science, Associate of Science in Medical Assisting, Associate of Science and Associate of Applied Science in Occupational Therapy Assistant, Associate of Science in Paralegal Studies, and Associate of Science and Associate of Applied Science in Physical Therapist Assistant degree programs is as follows: \$475 per quarter credit hour.

Online Program Tuition

Graduate Tuition

Tuition for the Doctor of Ministry degree program is as follows: \$650 per quarter credit hour. The digital textbook fee for the Doctor of Ministry program, is \$400 per quarter for the first six (6) quarters for a customized South University Logos package. The customized South University Logos package is not refundable.

Tuition for the Doctor of Nursing Practice degree program is as follows: \$650 per quarter credit hour.

Tuition for the Doctor of Business Administration degree programs are as follows: \$695 per quarter credit hour.

Tuition for the RN to Master of Science in Nursing degree program are as follows: \$255 per quarter credit hour for undergraduate level classes and \$660 per quarter credit hour for graduate level classes.

Tuition for the Master of Science in Nursing degree programs are as follows: \$660 per quarter credit hour.

Tuition for the BS to MS in Accounting degree program is as follows: \$475 per quarter credit hour for undergrad level classes and \$695 per quarter credit hour for graduate level classes.

Tuition for the Master of Business Administration Master of Business Administration in Healthcare Administration, Master of Healthcare Administration Master of Science in Accounting, Master of Science in Human Resources Management, Master of Science in Information Systems, Master of Science in Leadership, and Master in Public Administration degree programs are as follows: \$695 per quarter credit hour.

Tuition for the Master of Science in Criminal Justice degree program is \$669 per quarter credit hour.

Tuition for the Master in Public Health degree program are as follows: \$550 per quarter credit hour.

Undergraduate Tuition

Tuition for the RN to Bachelor of Science in Nursing degree program is as follows: \$255 per quarter credit.

Tuition for Associate of Science in Allied Health Science, Associate of Science in Medical Assisting, Associate of Science in Paralegal Studies, Bachelor of Arts in Psychology, Bachelor of Business Administration, Bachelor of Science in Accounting, Bachelor of Science in Criminal Justice, Bachelor of Science in Healthcare Management,

Bachelor of Science in Information Technology, Bachelor of Science in Legal Studies, Bachelor of Science in Health Sciences, and Bachelor of Science in Public Health degree programs is as follows: \$475 per quarter credit hour.

Fees

Application Fee

South University does not charge application fees for any of its programs. However, some programs (Doctor of Pharmacy (PharmD), Master of Science in Physician Assistant (MSPA), and Master of Medical Science in Anesthesia Science (MMSc) utilize external application processing services and students may be charged a fee for using these services. Students should contact the Senior Director of Admissions at their desired location to determine if this applies to their program. Please see the Appendix for specific contact information.

Acceptance Fee

There is a non-refundable \$500 acceptance fee for those applicants accepted into Anesthesiologist Assistant program.

There is a non-refundable \$1000 acceptance fee for those applicants accepted into the Physician Assistant programs at South University, Austin, South University, Savannah, South University, Tampa and South University, West Palm Beach. There is a \$1000 acceptance fee, \$900 of which is refundable, for those applicants accepted into the Physician Assistant program at South University, Richmond. Acceptance fees are applied towards tuition.

There is a nonrefundable \$500 acceptance fee for applicants accepted into the Doctor of Pharmacy degree program. The acceptance fee will be applied to the student's first quarter tuition payment. If an applicant accepted into the School of Pharmacy encounters circumstances that prevent their matriculation, any amount paid by the applicant that is above the nonrefundable acceptance fee will be refunded.

The acceptance fees for these programs will be applied to the student's first quarter tuition payment. If an applicant accepted into the Pharmacy or Anesthesiologist Assistant programs encounters circumstances that prevent their matriculation, any amount paid by the applicant that is above the nonrefundable application fee and acceptance fee will be refunded.

Auditing Fee

Audited courses are subject to the same tuition and fees as courses taken for credit. Refer to the Tuition section. Requirements for auditing are published in the Academic Affairs section of this catalog.

Clinical Compliance Tracking System Fee:

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

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

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

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

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

College of Health Professions

Clinical Experience Fee

There is a Clinical Experience Fee of \$1000 per quarter, for Master of Medical Science in Anesthesia Science and Master of Science in Physician Assistant program.

College of Nursing and Public Health Program Fees

Practicum Evaluation Fee

There is a nonrefundable \$525 practicum evaluation fee charged for each practicum course in all Nursing programs.

*This fee is refundable in accordance with the cancellation refund policies outlined in the Refund of Tuition section of the catalog and for students withdrawing from their course(s) who are residents of Iowa and Wisconsin, per the applicable state refund policy outlined in the Refund of Tuition section of the catalog.

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

Digital Textbooks

A digital textbook will be provided for applicable courses and will be automatically secured through South University's contracted third-party vendor. The student cost for digital textbooks will be charged to the student account in addition to tuition. The student cost is per quarter credit hour is \$15. The Master of Business Administration (MBA) degree program, offered at both the Atlanta and Virginia Beach campuses, does not charge students for digital textbooks.

For the Doctor of Ministry program, the student cost is \$400 per quarter for the first six (6) quarters for a customized South University Logos package. The customized South University Logos package is not refundable, and students may not opt out.

For students opting out of the digital textbook, the associated charge will be reversed on the student account after the Drop/Add Period. Not all courses include a Digital Textbook. Courses that include a Digital Textbook will be noted in the registration material. The purchase of the Digital Textbook is not refundable. Students who do opt out will be responsible for purchasing the required textbook. If a course does not use a Digital Textbook, the student is responsible for purchasing the required textbook.

Provision for Books and Supplies

South University automatically provides required digital textbooks to its students through a contracted third-party vendor.

The student cost for these digital textbooks is charged to the student's account. This automatic process is the only way to obtain digital textbooks through South University.

Title IV funding will be used to pay for required digital textbooks for students who are eligible. Any books charged in excess of Title IV and other financial aid funding on the student account are the responsibility of the student.

Students may opt out of this method of receiving and paying for required digital textbooks. Opting out means a student will not be able to purchase any digital textbooks through South University.

Students who opt out are still responsible for purchasing their own textbook copies as a requirement for successful completion of South University courses. The opt out selection does not mean students do not have to purchase textbooks - only that they do not want to use South University's automatic system for digital textbook purchases.

If a student opts out of South University's method, the student's account will not be charged, and the student will still be responsible for purchasing the required books for her/his courses. For courses using a digital textbook, the charge will be reversed on the student account after the Drop/Add Period.

If a student opts out of South University's method, s/he will receive any Title IV credit balance, if one is created for the payment period in question, no later than fourteen (14) calendar days after the first day of class or fourteen (14) calendar days of the date the Title IV credit balance appears on the student account. If a Title IV credit balance is not created and, therefore, the student is not due to receive one, s/he is responsible for purchasing the required books and supplies for her or his courses.

Digital Textbook (for courses using Digital Textbooks) charge information is disclosed on South University's Enrollment Agreement and in the Catalog, or a supplemental disclosure.

Students may request to modify your book selection payment option at any time for a future payment period by contacting the Student Financial Services or Student Accounting Department. The choice cannot be made retroactively.

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.

Doctor of Pharmacy Degree Program

Application

Individuals seeking admissions to the Doctor of Pharmacy degree program must apply through PharmCAS, the organization that processes centralized applications to schools of pharmacy in the U.S. Information on the PharmCAS application fee and process can be found at www.pharmcas.org.

Extension Fee (Doctor of Business Administration)

A fee of \$200 will be collected for each extension course a student enrolls in to complete the Doctor of Business Administration degree.

Final Project Extension Fee (Doctor of Ministry)

A fee of \$200 will be collected for each extension course a student enrolls in to complete the Doctor of Ministry Degree.

Graduation Fee

A graduation fee of \$250 will be collected from each candidate for graduation and is due and payable the quarter in which the candidate is to graduate. If the candidate is to receive a second degree at the same graduation ceremony, an additional fee of \$50 will be charged. The fee will be \$95 for a second degree awarded at a subsequent graduation ceremony.

The Atlanta and Virginia Beach campuses do not charge a graduation fee for students enrolled in the Master of Business Administration (MBA) degree program.

Membership Fees

Students in the Occupational Therapy Assistant program may become a student member with full benefits of the American Occupational Therapy Association (AOTA) for a yearly fee of \$75.00. On campuses with a local Student Occupational Therapy Association, students may join for a nominal fee which may vary by campus. Students should check with their program director at the campus for additional information.

Students enrolling in the Physician Assistant Studies program will incur a one-time fee for membership in the American Academy of Physician Assistants (AAPA). The current fee of \$75 is subject to change. Students are also required to join their respective state chapter Physician Assistant Associations (FAPA, GAPA, TAPA, VAPA) for a nominal fee which may vary by location.

Students in the Physical Therapist Assistant program may become student members of the American Physical Therapy Association (APTA) for a yearly fee of \$80.00 plus any state chapter dues.

Nurse Entrance Examination Fee

Applicants for the pre-licensure nursing programs are required to take an entrance examination (TEAS). The fees are the responsibility of the student and must be paid upon registration for the test.

Physical Therapist Assistant Entrance Exam Fee

Applicants for the professional phase of the Physical Therapist Assistant program (AS or AAS) are required to take an entrance examination (ATI TEAS). The fees are the responsibility of the student and must be paid upon registration for the test.

Registration Fee

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

There is no registration fee for the RN to BSN degree Program or the MBA degree program offered at both the Atlanta and Virginia Beach campuses.

Student I.D. Replacement Fee

Photographs for campus-based student IDs are taken during orientation and student IDs are issued to new students during their first week of classes. There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement through the office of the Dean of Student Affairs for a charge of \$10 per occurrence.

Students in online programs need to work with their Admissions Representative or Academic Counselor to have a student ID issued. The student IDs are printed and mailed during the first week of classes. There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement through the same process above for a charge of \$10 per occurrence.

Technology Fee

The technology fee for all students is \$20 per quarter credit hour. The fee does not apply to Pharmacy students; effective with all terms starting on or after January 8, 2024, \$150 per quarter will apply to Pharmacy students.

There is no technology fee for the RN to BSN degree Program or the MBA degree program offered at both the Atlanta and Virginia Beach campuses.

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>.

Academic Affairs

- Specific section added for Delivery & Modality Definitions including updated language.
- Satisfactory Academic Progress Policy updated for the minimum CGPA requirement for the Bachelor of Science in Nursing (RN to BSN) program.
- Student Progression Policy updated for the RN to BSN program.

Delivery & Modality Definitions

Program Method of Delivery Definitions

South University offers programs through multiple delivery methods to support student success and expand educational access. Through on-campus, online (both synchronous and asynchronous), and hybrid program options, the university accommodates diverse learning needs while supporting students' academic, professional, and personal commitments. Note: Different programmatic accreditors may have different terminology and definitions for delivery modes.

- **On-Campus Program:** A synchronous program where all/most program specific courses are delivered in person at a physical campus/site location, requiring students and faculty to attend classes and activities on-site. General education and elective courses may be offered in other modalities.
- **Online Program:** A program where all learning and engagement occurs through digital tools and platforms via the internet, allowing students to complete their entire degree without the need for on-campus attendance. Fully online programs can be further categorized as:
 - **Online (Asynchronous) Program:** A fully online program where courses are primarily delivered through asynchronous methods. Students can access materials and complete assignments on their own schedule, while adhering to set due dates, without real-time interaction requirements.
 - **Virtual (Online-Synchronous) Program:** A fully online program where courses primarily require students and instructors to be present simultaneously at scheduled times, typically using video conferencing, real-time communication tools.
- **Hybrid Program:** A program of study where curriculum is offered in different course modalities, typically combining online, virtual, and/or on-campus elements. For specific definitions of each course modality (online, virtual, blended, and on-campus), please refer to the Course Definitions section of the academic catalog.

Course Modality Definitions

On-Campus/On-Site (Synchronous): All instructional engagement and activity for the course is delivered face-to-face in a physical classroom or learning environment on a college campus or designated educational facility. Instructor and student are present and together for 100% of the scheduled class time.

Online (Asynchronous): Course is delivered entirely via digital tools and platforms, the internet and Learning Management System (LMS). Instruction occurs by students engaging asynchronously with their instructor and classmates. Students complete work on their own schedule within the parameters of the given weekly/module/assignment due dates and deadlines.

Virtual (Online Synchronous): Course requires students and instructors to be present simultaneously at scheduled times, typically using video conferencing or other real-time communication tools. Instructor and student are present and together for 100% of scheduled class time.

Virtual Teaching Classrooms (VTC): Course is offered simultaneously on-site at multiple campuses, with the host campus broadcasting the instructor to other campuses. All students attend class on their home campus as a group with a proctor, which allows for real-time, interactive communication via video and audio.

Blended: Course is offered through multiple modalities to achieve learning outcomes and meet credit hour requirements.

- **Blended- Campus/Virtual (B-CV):** A course that integrates scheduled on-campus/on-site, in-person classes with synchronous online virtual sessions.
- **Blended- Campus/Online (B-CO):** A course that integrates scheduled on-campus/on-site, in-person classes with asynchronous online learning activities.
- **Blended- Online/Virtual (B- OV):** A course that integrates asynchronous online learning activities with synchronous online virtual sessions.

Site-Based Experience Courses: Modality and locations will vary for supervised, applied learning experiences completed at approved sites such as clinical rotations, practicums, and internships. Modality will be determined by program requirements, accreditation standards, pre-licensing guidelines, and/or other regulatory guidelines.

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.

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

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

1. SAP Definitions
2. Minimum Standards for Undergraduate Satisfactory Academic/Financial Aid Progress and
3. Consequences for Failing to Meet Minimum Standards
4. Minimum Standards for Graduate Satisfactory Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards
5. Procedures for Appealing Academic/Financial Aid Dismissal
6. 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", "NCF", "LP", 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% of the credits in their 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 they received a passing grade in order to improve their 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 their 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 their 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 50.00%. 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) - Effective for the quarter beginning April 22, 2025.

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 2.50 and an ICR of 50.00%. 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.

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 50.00%. 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 professional phase of the OTA program is 2.85 or PTA program is 2.75.

Professional Phase for the Occupational Therapy Assistant programs:

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

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

Professional Phase for Physical Therapist Assistant programs:

Students in the professional 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 professional phase and an ICR of 66.67%.

Note: PTA1001 will be included in GPA calculations for the first quarter of the professional phase even if the student takes the course prior to entry into the professional phase. 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, they 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 50.00%.
- 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 66.67%.

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%.
 - Students who fail to achieve a minimum CGPA of 3.0 will be placed on Academic Warning and will have one quarter to achieve a CGPA of 3.0.
 - Should a student have a CGPA of below 3.0 for two consecutive quarters, they will be dismissed from the program.
- All course grades must be a "C" or higher in a course awarded letter grades or a "Pass" for a course that is graded as Pass/Fail.
 - Student who fail to achieve a "C" or higher or a "Pass" will be dismissed from the program.

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 50.00%.
- 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. College of Health Professions students must submit appeals as outlined in the program specific Progressions Policy published under the College of Health Professions Progression Standards in the Academic Catalog.

The student's written appeal (including emails from a student's email account bearing their 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 or their designee.

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 Admissions Representative or Academic Counselor. 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 their 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.

Student Progression Policies by Program

College of Arts and Sciences

Doctor of Ministry Program Progression Standards

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practical requirements are published in the course syllabi and expanded upon in the Student Practicum and Final Project Handbooks. D.Min. program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program.

1. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP). Failure to meet the SAP standards may result in dismissal from the D.Min. program.
2. All students must take MIN7000 Learning Skills for Ministry and MIN7001 Academic Writing in their first quarter/term. Students who take only one course should take MIN7000 first. Students must successfully pass MIN7000 with a final grade of C or higher and MIN7001 with a final grade of P. Students who do not successfully pass these courses may retake them, but only once. Students who fail to successfully complete these courses after the second attempt will be dismissed from the program.
3. Students may elect to test out of MIN7001 Academic Writing by taking the WritePlacer Writing Test before registering for courses. The test is administered once at admission. Students who achieve a passing score of 6 or higher on the WritePlacer test are exempt from completing MIN7001 Academic Writing and may replace the course with an elective.
4. Students must complete all coursework in the program with a grade of C or better, while maintaining a minimum 3.0 CGPA. Students will be permitted to repeat coursework in a single occurrence in which they scored lower than the required letter grade the next quarter or session that the course is offered. No course may be retaken more than once, without the permission from the Dean of the College of Arts and Sciences. Students who fail to successfully complete courses will be dismissed from the program.
5. Standard Track students should plan to enroll in practicum courses after the fifth quarter/term. Students should plan to begin ministry internships or ministry mentor opportunities after the start of the first course in the practicum sequence (MIN7590 Ministry Practicum I) and to finish them before the end of the second course in the practicum sequence (MIN7690 Ministry Practicum II).

6. Students must successfully complete MIN7500 Theology and Research in Ministry before enrolling in any final project course.
7. Students must have completed and received approval for the Final Project (Ministry Project or Dissertation) to obtain the Doctor of Ministry degree. The final 8 credits of the program are dedicated to this process. Students must complete all requirements within the Final Project sequence within the two designated courses (and extensions, as necessary). Students may only repeat each course and extension once, but must complete all three extensions before enrolling again in the 4-credit course).
8. Students must meet ethical and professional standards as identified by the College of Theology, the American Association of Pastoral Counselors (AAPC), the Association of Professional Chaplains (APC), and South University.

Programmatic Probation

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

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

Students who do not meet remediation expectations after two quarters of programmatic probation will be dismissed from the program.

Note: A student cannot be placed on programmatic probation more than once.

Reinstatement Policy

Students who are placed on programmatic probation will be given a remediation plan developed by the Department Chair or designee and approved by College Assistant Dean. The Department Chair or designee will then notify the Registrar to reinstate the student or to continue with the probation. The remediation plan may include academic and non-academic requirements appropriate to the reason for probation.

Students who are alleged to have violated the South University Honor Code or the standards of ethical professional conduct adopted by the College of Art and Sciences will be referred to the Integrity Committee.

Appeal of Programmatic Probation or Dismissal

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

College of Business Progression Standards

Doctor of Business Administration (DBA) Progression Policy

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

1. Students must complete all coursework in the program with a grade of B or better. Students will be permitted to repeat coursework in a single occurrence in which they scored lower than the required letter grade the next quarter or session that the course is offered. No course may be retaken more than once. Students who fail to successfully complete courses will be dismissed from the program.

2. All students must take BUS7000 Introduction to the Professional Doctorate in their first quarter/term. If the course is not passed with a grade of B or better, the course must be retaken and no other courses may be taken until the course is successfully completed after no more than one attempt. Students who fail to successfully complete BUS7000 will be dismissed from the program.
3. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy (SAP). Failure to meet the SAP standards may result in dismissal from the DBA program.
4. The comprehensive examination must be successfully completed prior to beginning the dissertation phase. The successful completion of the comprehensive examination indicates the student's broad expertise of the degree's content focus and readiness to undertake and complete the dissertation concluding the program of study. The exam includes four individual tests, each of which must be passed successfully within two attempts. Students who fail to pass the comprehensive exam after two attempts will be dismissed from the program.

Progress through the dissertation phase of the DBA program includes a sequence of five required, 0-credit courses and up to five, 0-credit extension courses.

Progression Policy Requirements:

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

Course #1--BUS8100, Doctoral Dissertation Research Development

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

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

The Dissertation Committee will take one of the following actions:

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

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

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

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

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

Course #2-BUS8105, Doctoral Dissertation Proposal

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

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

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

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

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

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

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

Course #3-BUS8110, Doctoral Dissertation Proposal Defense

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

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

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

- Approved
- Approved with minor revisions
- Not approved with major revisions

- Not approved because more than 50% of the course outcomes have not been met

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

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

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

Course #4-BUS8115, Doctoral Dissertation Preparation

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

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

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

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

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

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

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

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

Course #5--BUS8120, Doctoral Dissertation Defense

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

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

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

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

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

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

Appeals

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

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

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

Master of Business Administration (MBA) and Master of Business Administration in Healthcare Administration (MBA-HCA) Formative Progression Standards

For all new students starting on or after March 18, 2025.

To ensure academic success and preparedness in the MBA and MBA-HCA program, applicants must meet this specific progression criteria. These criteria are applicable to all MBA and MBA-HCA students, regardless of their prior undergraduate experience.

Initial Coursework Requirements

1. All MBA and MBA-HCA program students must enroll in MBA5009 (Managerial Environment) and MBA5001 (Organizational Behavior and Communication) during their first quarter, unless transfer credit evaluation is approved for equivalent courses to MBA5001 and MBA5009.
 - Grade Requirement: Students must earn the grade of "B" or higher in both MBA5001 and MBA5009 to progress in advanced coursework in the MBA and MBA-HCA program.

Failure to Meet Course Grade Requirement:

1. Students who do not achieve the grade of "B" or higher must retake MBA5001 and/or MBA5009 before advancing in the MBA or MBA-HCA program.
 - Students are allowed two retakes of MBA5001 and/or MBA5009 to attempt to achieve the grade of "B" or higher.

Retaking MBA Courses:

1. Students are allowed to retake MBA5009 and/or MBA5001 a maximum of two times to achieve a grade of "B" or higher.
 - If a student earns a "B" or higher on their first or second retake, they will be eligible to advance in the MBA and MBA-HCA program.
 - Students who do not achieve a grade of "B" or higher in either course after three total attempts will be dismissed from the program.

Appeals:

1. MBA and MBA-HCA students wishing to appeal a dismissal implemented due to the MBA and MBA-HCA Progressions Policy must do so in writing to the Director of the Program. In order to be considered for an appeal, the student must have one of the mitigating circumstances listed in the South University Satisfactory Academic Progression policy.
2. Students who are not satisfied with the decision of the Program Director may appeal to the Department Chair within five business days of receiving the Program Director's decision. If the student is not satisfied with the decision of the Department Chair, the student may appeal to the Dean of the College of Business and Information Technology within five business days of receiving the Department Chair's decision. The decision of the Dean of the College of Business and Information Technology is final.

Students who are dismissed a second time while in MBA and MBA-HCA program will be permanently dismissed from the program and will not be eligible for readmission into any South University MBA and MBA-HCA program.

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

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

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

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

College of Health Professions Progression Standards Associate of Science in Medical Assisting Formative Progression Standards

Effective for the quarter beginning March 18, 2025.

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

1. The MA Progression Standards include the following criteria: Students enrolled in MA major curriculum level 2000 coursework (i.e., AHS2005, AHS2006, AHS2007, AHS2087, AHS2090, AHS2092, AHS2095, and AHS2098) must achieve a minimum grade of C in each course. If students do not earn the minimum grade of C, they may repeat the course a maximum of two times. Students should be aware of policies regarding minimum GPA requirements, incremental completion rate (ICR), and maximum timeframe (MTF) outlined in

the Undergraduate SAP policy located in the Academic Catalog. If students are not able to achieve a minimum of grade of C in the above mentioned courses after three attempts, they will be dismissed from the MA program.

2. Students must meet minimum competency standards, which are listed in the MA program student handbook and MA course syllabi. Students who fail to receive a passing grade for a required competency must repeat the course associated with the competency.
3. Students who are dismissed from a practicum site will be suspended from the MA program.
 - The student will receive “F” for the course.
 - The student will be referred to the MA Progressions Committee, which will investigate the reason for the dismissal.
 - If the Committee decides the dismissal is a substantial indicator the student will not succeed in the profession, the student will be dismissed from the program.
 - If the Committee determines the student has a high potential of entering the profession as a safe, proficient practitioner, the student will be provided one additional opportunity to repeat the practicum course.
 - If the student is dismissed a second time from a practicum site, the student will be permanently dismissed from the MA program.
4. Violations of the MA program policies, South University’s Code of Conduct, or the College of Health Profession’s policies, including positive criminal history or drug screen findings, may result in dismissal from the MA program. The MA Progressions Committee will determine if students dismissed from the program are eligible to reapply for reentry into the MA program.

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

1. MA students wishing to appeal an unsatisfactory course or practicum grade must do so in writing in accordance with the University’s Grade Challenges policy as published in the South University Catalog.
2. MA students wishing to appeal a dismissal that occurred under the University’s Code of Conduct must do so in writing in accordance with the University’s Code of Conduct as published in the South University Student Handbook.
3. MA students wishing to appeal a dismissal implemented due to SAP (Satisfactory Academic Progress) and/or by the MA Progressions Committee must do so in writing to the MA Department Chair within five business days of the dismissal. The written communication to the MA Department Chair must include the student’s reasons for the appeal. If the student is not satisfied with the decision of the MA Department Chair, the student may appeal to the Assistant Dean of the College within five business days of receiving the MA Department Chair’s decision. If the student is not satisfied with the decision of the Assistant Dean of the College, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the Assistant Dean of the College’s decision. The decision of the Dean of the College of Health Professions is final. If a student is dismissed a second time while in the technical phase of the MA program, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University MA program.

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

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

1. Students in the Professional Curriculum of the OTA Program must achieve a minimum grade of C in each course and maintain a required minimum GPA of 2.50 in all courses with an OTA prefix.
2. When awarding grades, OTA faculty will observe the following:
 - If extra credit is used, it must be offered within the context of a course and be related to specific course content and offered to every student in that course. Any time faculty consider using extra credit, it must

be reviewed and approved by the Program Director prior to implementation. If a student is absent when the extra credit items are offered, that student must have an opportunity to complete the extra credit item(s) on his/her return to class.

- Faculty will not implement rounding up or down when grading. Students achieve the points they earn, which will be totaled at the end of the quarter and a letter grade awarded. A student has the right to appeal any grade earned.
3. Students in good standing in the OTA Program who achieve a score below 75% on a major assignment, written exam or lab practical exam must receive remediation as determined by the course instructor (e.g., counseling, meeting to review work, remediation session, learning contract). Failure of the student to comply with a remediation plan may result in a failing grade.
 4. If a student achieves a grade below a C, that student will not be allowed to progress in the OTA Program. The student is permitted to repeat the course(s) in which s/he achieved a grade below a C the next time the course is offered and based on space availability in the cohort. This repeat course option is only offered once during the Professional Curriculum (twice if the courses involve co-requisites OTA 2380/2385 or OTA 2390/2395). In collaboration with the course instructor, the Program Director will generate a re-entry plan for students that may include the review of any OTA courses already taken to minimize knowledge erosion and/or assignments to strengthen weak areas. Before re-entry, faculty reserve the right to assess the student's retention of previously learned OT content to further identify areas needing improvement. This information may form the basis of a learning contract.
 5. Any student achieving a grade below a B (80%) when retaking an OTA course is dismissed from the OTA Program and is not eligible for reinstatement. Students dismissed from the OTA Program may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 6. Students will be dismissed from the OTA Program if they receive more than one D or F in any quarter in any course with an OTA prefix. The Program Director will notify students in writing. Students dismissed from the OTA Program may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 7. Any student who violates the College of Health Professions Background Check or Drug and Alcohol Screening Policy while enrolled in the OTA Program will be referred to the OTA Committee on Progressions and may be dismissed from the program.
 8. A student may withdraw from any course with an OTA prefix only once. If a student withdraws from an OTA course more than once, that student will be dismissed from the OTA Program. Students dismissed from the OTA Program must apply for readmission.
 - Level II Fieldwork experiences A and B must be completed within 24 months of the first day of the cohort's originally scheduled Level II Fieldwork A placement.
 - Level II Fieldwork A and B are completed meeting competency standards mandated by the most current American Occupational Therapy Association's Fieldwork Performance Evaluation Form. All Level II Fieldwork is Pass/Fail. *NOTE: It is strongly recommended that students not work during the quarters in which they are placed on corequisites OTA2380 Level II Fieldwork A and OTA2385 Fieldwork Seminar A and corequisite OTA2390 Level II Fieldwork B and OTA2395 Fieldwork Seminar B.*
 - During these last two quarters, of fieldwork, students must achieve entry level competency by demonstrating professionalism, knowledge, skills and abilities sufficient to achieve a passing score on the AOTA Fieldwork Performance Evaluation Form. To do this, students must be physically, emotionally and cognitively able to fully engage at each fieldwork site.
 9. Students who fail either Level II Fieldwork A or B due to outside work demands will be dismissed from the Professional OTA Curriculum.
 10. Students may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
 11. The following situations may occur in the last didactic quarter of the Professional OTA Curriculum, the quarter before Level II Fieldwork A begins:
 - If a student achieves a CGPA below 2.50 in the last didactic quarter before Level II Fieldwork A and if it is mathematically possible for the student to achieve a minimum CGPA of 2.50 in the Professional OTA

Curriculum, that student may decelerate, receiving remediation to achieve necessary competencies and the minimum required CGPA of 2.50 before progressing in the Professional OTA Curriculum.

Remediation may include, but be not limited to, sitting out a quarter, retaking a course or courses, completing remedial assignments, demonstrating skills or taking exams.

Remediation will be documented using a performance improvement plan to include the issue(s), expected outcomes, activities, timeline and supervising faculty member(s).

The decision as to whether the student may progress or not rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals.

- If, however, it is not mathematically possible for the student to achieve the minimum required CGPA of 2.50 within one quarter of being placed on programmatic academic warning, the student will be dismissed from the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.

- If the issue is unprofessional behavior and/or attitude, a performance improvement plan will be put in place to modify those behaviors and/or attitudes; this plan will include, but be not limited to, the issue(s), expected outcomes, activities, timeline and supervising faculty member(s).

Student competency during remediation will be documented in accordance with the performance improvement plan by supervising faculty and/or the Program Director.

A student's failure to adhere to the performance improvement plan may result in a delayed fieldwork placement and up to dismissal from the OTA Program.

The decision as to whether the student may progress with the next logical cohort rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals.

Students dismissed may appeal their dismissal to the Dean of Student Affairs, as described in the OTA Student Handbook.

12. A student is permitted only one opportunity to repeat a Level I or Level II Fieldwork A or B placement upon approval of the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals. A student who fails a second Level I or Level II Fieldwork A or B placement will be dismissed from the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
13. Students dismissed from a Level I, Level II A or Level II B Fieldwork placement by the Fieldwork Educator or by the Academic Fieldwork Coordinator prior to completing the placement will be required to sit out from the fieldwork experience while the Program Director and OTA Committee on Progression and Appeals investigates the reasons for the dismissal.
 - If the Program Director and/or committee determine that the dismissal is an indicator that the student will not succeed in the profession, the student will be dismissed from the OTA Program.
 - If the Program Director and/or committee determine the student has a high probability of entering the profession as a safe, proficient practitioner despite the dismissal from a fieldwork placement, the student may be permitted to repeat the Level I, Level II A or Level II B Fieldwork placement when placements are available.
14. If a student withdraws from a Level I or Level II Fieldwork A or B placement, the student can be provided with a remediation plan and a directive to sit out until the course is next offered. The student can be dismissed from the Professional OTA Curriculum, depending on the reason for the withdrawal.
15. Students may be dismissed from the Professional OTA Curriculum for nonacademic issues including, but not limited to, unprofessional conduct, insubordination, violation of the College of Health Professions Background Check or Substance Abuse Screening policy, university's Code of Conduct Policy and noncompliance with other university or program policies and procedures.
 - Infractions may result in progressive disciplinary action that includes, but is not limited to, feedback on continuing student review forms, counseling, verbal warning, written warning or dismissal from the OTA Program.
 - If a student receives two or more written warnings, the case will be considered by the OTA Progressions Committee in an advisory capacity to the OTA Program Director, who will make the final decision.

- If an infraction from unprofessional behavior places the well-being of any individual at risk or violates the ethical code of the occupational therapy profession, the student will be dismissed immediately from the OTA Program. Students dismissed from the OTA Program because of a nonacademic issue may appeal their dismissal to the Campus Dean of Student Affairs, as described in the South University Campus Handbook.
16. If a student is eligible for re-entry into the OTA Program, that student has up to one year from the date of last attendance to re-enter the OTA Program without having to reapply as a new student.
 17. If a student is eligible for re-entry into the OTA Program and it is more than one year from date of last attendance, the student must reapply for admission to the university and into the Professional Curriculum of the OTA Program as a new student, regardless of grades obtained during prior enrollment.
 18. OTA students wishing to appeal a Satisfactory Academic Progress dismissal can submit an appeal request to the OTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal further to the Assistant Dean of the College, within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final. If a student is dismissed a second time while in the professional phase of the OTA program, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University OTA program.

Reinstatement

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

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

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

The reinstatement letter must include the following:

- Reasons why student was unsuccessful in the past, supported by documentation (e.g., letter from physician, notice of death in family, eviction notice from landlord)
 - What has changed to lead the student to believe success is possible examples of how student plans to ensure future success
 - Examples of how student plans to ensure future success
2. The OTA Committee on Progression and Appeals will review reinstatement letters and advise the Program Director.
 3. No later than midterm in the quarter before the student seeks to reenroll, the OTA Program Director will determine whether reinstatement into the OTA Program is warranted.
 4. The decision will be based on availability of space in the cohort and on the student's potential to achieve success in the OTA curriculum, as determined by the Program Director.
 5. Students may appeal decisions made by the OTA Program Director to the OTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal further to the Assistant Dean of the College, within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final.

6. At any time in the re-entry process, the student may be asked to meet with his or her academic advisor.
7. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his or her absence from the program.
8. Students who are eligible for reinstatement and have been out of the program for any reason for less than one year since the last date of attendance may apply for re-entry by the process described above.
9. Students who are eligible for reinstatement and have been out of the program for any reason longer than one year from date of last attendance must reapply for admission to South University and to the OTA Program as a new student.

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

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

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

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

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

1. Maintain the minimum cumulative grade point average (CGPA) of 2.50 for all technical PTA designated courses during each quarter of the professional phase. (Note: PTA1001 will be included in GPA calculations for the first quarter of the professional phase even if the student takes the course prior to entry into the professional phase.)
2. Successfully complete academic coursework by achieving a minimum grade of "C" (70%) in all PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 70% in EACH individual component. Averages below 70% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 70%, they will be averaged together and then professional behavior points will be added to assign the final course grade.
 1. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the PTA Dismissal and Withdrawal Process below.
 2. Remediation While in Good Standing:
 1. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the University catalog for the requirements for resolution of an incomplete grade.

2. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.
3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.
 1. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension.
4. Student Code of Conduct/Professional Behavior
 1. Students will abide by the University Code of Conduct (see Campus Student Handbook), College of Health Professions policies, and PTA Professional Conduct Code below.

PTA Professional Conduct Code

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

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

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

PTA Dismissal and Withdrawal Process

1. Level One: "Warning" Failure to maintain the minimum CGPA of 2.50 will result in the student being placed on programmatic warning. The student will be permitted to remain on warning for a maximum of one quarter (but no later than the first full-time externship). If this requirement is not met, the student will be dismissed from the program (see Level Three: Immediate Dismissal).
2. Level Two: "Suspension" Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:
 - If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the Program Director and Academic Coordinator for Clinical Education (ACCE). The option to repeat a clinical course will be offered only once for any student while in the professional phase of the program.
 - If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal. Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status. Failure to achieve a CGPA of 2.5 prior to the first full-time externship. Receipt of "D" or "F" grades in one or more academic courses. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation. Level Three: "Immediate Dismissal"
3. Level Three: "Immediate Dismissal" Students are immediately dismissed when any of the following occur:
 - Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status.

- Failure to achieve a CGPA of 2.5 prior to the first full-time externship.
- Receipt of "D" or "F" grades in one or more academic courses.
- The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.
- The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation.

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

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

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

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

PTA Reinstatement Policy

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

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

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

Reinstatement Procedure

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

The decision for reinstatement of any student is made at the discretion of the PC. Students wishing to appeal this decision must do so in writing to the Campus Director & Dean of Academic Affairs and Operations within 7 calendar days of receipt of the decision letter. If the student is not satisfied with the results of the appeal, the student may file an appeal with the Dean of the College of Health Professions within 7 calendar days of the decision letter. The decision of the Dean of the College of Health Professions is final.

Master of Medical Science in Anesthesia Science Progressions Policy

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

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

- Professionalism
- Academic
- Clinical

Standards for Professionalism Performance

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

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

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

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

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

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

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

Standards for Academic Performance

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

Comprehensive Exams

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

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

Remediation

Students who receive a grade of D in any course must engage in remediation for that course prior to the conclusion of the subsequent quarter. The content of the remediation may include a written assignment from the course

instructor/coordinator and an exam highlighting the course objectives. Students must receive a minimum grade of “C” to successfully fulfill the remediation requirement. Failure to successfully remediate a course will result in recommendation for dismissal.

Clinical Performance

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

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

Standards of Clinical performance

Clinical competency and quarterly analysis of preceptor evaluations:

- Students' averaged scores in greater than 50% of these areas of assessment should be within 2 standard deviations of the class mean.
 - Areas of assessment include but are not limited to:
 - Patient assessment
 - Anesthesia planning
 - Preparation/set-up
 - Communication with Anesthesia Care Team and transfer of care
 - Interoperative management
 - Airway skills
 - Anesthesia knowledge
 - Professionalism
 - Technical procedures
 - Overall Performance
- Preceptor Feedback
- Feedback from preceptors from any source: phone, email, written correspondence should indicate that the student is meeting the minimum competencies.
- Clinical Experiences
 - Students must complete a minimum of 500 total Anesthesia clinical hours at the conclusion of Quarter 5 as documented in their clinical tracking program.
 - In order to successfully fulfill the clinical education portion of the AA Program, students must complete the time and case log requirements. These requirements are published in the AA Program student handbook and include total anesthesia cases and hours, specialties anatomical categories, anesthesia methods, and technical procedures. Students are responsible for fulfilling the requirements prior to graduation and tracking their progress using data in the student case log tracking system. Students need to reference this table for Anesthesiologist Assistant requirements.

Clinical Warning

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

- Inadequate clinical performance as measured by analysis of preceptor evaluations. Composite quarterly scores of clinical performance that are ≥ 2 standard deviations below the class mean in a majority of the areas of competency assessed.
- Negative feedback received by program, based on multiple incidences from verbal or written sources from preceptors at the student's clinical site

- Students who do not complete a clinical rotation or are asked to leave a clinical rotation due to poor performance
- Inadequate completion of recommended clinical education experiences listed in the published program student handbook

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

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

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

Dismissal

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

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

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

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

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

Appeal Process

To appeal a University academic/financial aid dismissal:

Students wishing to appeal an academic/financial aid (Satisfactory Academic Progress), clinical, or professionalism dismissal can submit an appeal request to the Department Chair within five business days (by 5 p.m.) of receipt of the dismissal letter. The appeal letter should outline the reasons that they are seeking the appeal for Anesthesiologist Assistant program academic, professionalism or clinical standards violation, how they plan to correct their behavior/performance, and why the appeal should be granted from the Department Chair. The student may include a petition to meet with the Department Chair.

If the decision is upheld by the Department Chair, the student may appeal to the Assistant Dean of the College within five business days (by 5 p.m.) of receiving the decision. The letter must include the reason for the appeal and be received within 5 business days (by 5 p.m.) of the previous decision.

If the decision is upheld by the Assistant Dean of the College, the student may appeal to the Dean of the College of Health Professions within five business days (by 5 p.m.) of the previous decision. The decision of the Dean of the College of Health Professions is final.

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

Reinstatement after Programmatic Academic, Professional, or Clinical dismissal

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

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

Withdrawal Policy

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

Master of Science in Physician Assistant Program Progression Policy

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

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

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

- Students must maintain an overall GPA of 3.0 or higher. (Refer to Satisfactory Academic Progress Policy in the Academic Catalog for further details.)

- Students must demonstrate progression in program learning outcomes and competencies. An overall minimum grade of "C" in courses utilizing the letter grading system and a "Pass" in courses utilizing the Pass/Fail grading system is required for satisfactory completion of each course.
- Students must successfully pass comprehensive exams including the formative didactic evaluation necessary for clinical phase progression, and the summative evaluation (an exam that evaluates program learning outcomes and competencies necessary for graduation).
- Satisfactory professional behavior in accordance with all South University Physician Assistant program policies and procedures, the South University Physician Assistant Program Standards of Professional Behavior, and the South University Graduate Program Honor Code.
- Performance assessment during clinical education is based on student achievement of program learning outcomes and competencies and is evaluated by instructional faculty. Assessment of students is based on the minimal levels of competency for each discipline-specific rotation. Any violation of these standards will result in referral of the student to Student Progress and Promotions Committee (SPPC).

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

A student's professionalism behavior performance may be reviewed at any time, based on information received by the PA program. The program shall take appropriate action based on the type and severity of the student's misconduct. Violations of the program's Standards of Conduct or Professionalism or University policy will be referred to the appropriate University official (i.e. Faculty Advisor, Dean of Student Affairs, Campus Director, Student Progress and Promotions Committee). Students who do not meet the requirements of Good Standing Status will be referred to the Student Progress and Promotions Committee (SPPC). The faculty advisor will inform the student of the program's receipt of an unsatisfactory evaluation or professional behavior performance violation. The SPPC, after applying programmatic policy and reviewing the violation of the standards for PA program academic, clinical, and/or professional behavior performance, will render a decision on a course of action. The Program Director will notify the student of the decision.

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

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

Students who are required to take additional coursework to meet the program learning outcomes, competencies, or graduation requirements will incur additional tuition and fees.

Deceleration Policy

In the event the Student Progress and Promotions Committee identifies that a student is deficient in any of the program learning outcomes or competencies at the conclusion of quarter 5 or beyond, the student will be enrolled in additional coursework (PAS5499 Independent Study I and/or PAS5599 Independent Study II) to ensure the opportunity for remediation of identified deficiencies. Deceleration results in a student having a delay of graduation and assuming responsibility for additional tuition and fees. Students who are successful in their remediation and complete all program requirements for graduation will graduate at the end of the term in which all requirements are completed.

A student of the Physician Assistant Program must complete all curricular requirements within 45 months of their initial matriculation into the South University PA Program.

Emergency Leave

A physician assistant student may be granted an official leave for extenuating personal or medical reasons no more than once during their enrollment. Students must be in good standing to be eligible to take an emergency leave.

Students in the didactic phase of the program can be withdrawn from courses for a period of no more than 4 (four) consecutive quarters. (Didactic courses are only offered once per calendar year.) Students in the clinical phase of the program can take a leave of absence for a period of one quarter or more, but not to exceed 4 (four) consecutive quarters.

Students requesting an emergency leave must do so in writing to the Program Director and include supporting documentation of the extenuating circumstance necessitating the leave. If the leave is approved, the 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 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 of the Academic Catalog.

Students reentering the program after an emergency leave will be subject to a reentry plan prescribed by the Student Progress and Promotions Committee and approved by the Program Director. This ensures that the student is prepared for continuation in the program. Regardless of program phase, the reentry plan may require the student to participate in coursework or other educational activities to ensure retention of essential knowledge and skills (program competencies). Reentry must be aligned with the 11-week term start dates.

Any student who fails to meet the PA program re-entry plan requirements within the approved timeframe, including all published policies and procedures present at the time of the re-entry, is withdrawn from the program and required to apply for reentry through CASPA. All students who matriculate in the PA program are required to complete the program within 45 months of initial matriculation and cannot be withdrawn for more than 4 (four) consecutive quarters.

Withdrawal Policy

A student who elects to withdraw from the program must do so in writing to the Program Director. All students will be required to abide by the South University withdrawal policies and procedures in the Academic Catalog. If a withdrawn student desires to re-enter the program, they will be required to re-apply through CASPA and are not guaranteed readmission. If a withdrawn student is accepted to the program as a reapplicant they will be required to repeat any curriculum already attempted.

Dismissal Policy and Procedure

Dismissal can occur after review of the student's academic, clinical, or professional deficiency. Students will be dismissed from the Physician Assistant program for the following reasons:

- Failure to achieve a grade of C or better (or a "Pass" in a "Pass/Fail course) in any course, in any quarter.
- Failure to achieve and maintain a cumulative GPA of 3.0 in two consecutive quarters. (Please refer to the Satisfactory Academic Progress (SAP) policy in the Academic Catalog.)
- More than two cumulative (or consecutive) quarters on warning or probation for any performance cause (academic, clinical, or professional behavior) during the student's enrollment.
- Failing to successfully complete Performance Improvement Plans (PIP), Remediation Plans or Program Learning Outcomes
- Severe transgressions of ethical and moral conduct (including but not limited to: violation of the Physician Assistant Program Standards of Conduct or Professionalism, stealing, or providing false documentation intended to deceive faculty or administration)
- Violation of the College of Health Professions Background Check and Drug and Alcohol Screening Policy

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

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

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

Student Appeal Procedures for Dismissal

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

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

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

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

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

The student will be placed on a Performance Improvement Plan (PIP) which will outline the expectations and performance requirements for continued enrollment in the Physician Assistant program. Requirements may include comprehensive evaluation, skills testing, or any other form of assessment deemed necessary by the Student Progress and Promotions Committee (SPPC). The Program Director and the SPPC will continue to assess the student's progress under the plan during the quarter of probation. If a student successfully completes the probationary period plan as determined by the Program Director in consultation with the SPPC, the student will be recommended to continue in good standing. Students who do not successfully complete the requirements of the reinstatement/PIP plan during the probationary period will be dismissed without the opportunity for further appeal.

Program Completion Deadline

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

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

College of Nursing and Public Health Progression Standards

RN to MSN, Master of Science in Nursing, and Doctor of Nursing Practice Programs

Progression Standards

Effective August 13, 2024 quarter.

Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progress (SAP) Policy. Failure to meet the SAP standards will result in dismissal from the nursing program.

Students in the graduate program, including the RN to MSN program, must earn a B or better in all graduate nursing courses. Students will be required to repeat course(s) which they scored less than a "B" the next quarter or session that the course is offered. Students who receive a third grade less than a "B" and/or "W" (Withdraw) in graduate nursing courses will be dismissed from the nursing program.

NOTE: MSN Nurse Practitioner students who have three incidences of less than a "B" and/or "W" (Withdraw) in graduate nursing courses will be allowed to appeal for a non-nurse practitioner specialization programs of study. The student must receive a grade of "B" or better in the new program of study or be dismissed from the nursing program.

1. Removal/Dismissal from a Clinical Site

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

Progression Appeals

Students should direct progression policy appeals to the Program Director. The Program Director will communicate the appeal decision to the Graduate Nursing Department Chair and the Assistant Dean of the College. If the student is not satisfied with the decision of the Program Director, the student may appeal to the Graduate Nursing Department Chair. If not satisfied with the Chair's decision, the student can appeal to the College Dean. The decision of the College Dean is final. The initial appeal must be submitted within 7 days of dismissal, subsequently, the student must appeal each level within 7 days of receiving the appeal decision.

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

Prior to the start of the NP specialization practicums (NSG6320 or NSG6420) in the MSN Nurse Practitioner program of study, students must complete NSG6021, Pre-Clinical Evaluation. Administration of a 3P's exam that evaluates students' knowledge of advanced physical assessment, advanced pharmacology, and advanced pathophysiology. Students must pass this exam to continue progression within the program. Students who do not pass NSG6021, Pre-Clinical Evaluation, will be automatically enrolled in the remediation course, NSG6023, Nurse Practitioner Enhancement. NSG6021 does not count toward the progression policy.

Students who do not pass NSG6023, Nurse Practitioner Enhancement will be dismissed from the Nurse Practitioner Programs, but may enroll to a non-nurse practitioner specialization, such as Nurse Educator, Nurse Administrator or Nursing Informatics, if eligible. If the NSG6023 failure is the student's third unsuccessful attempt, they may appeal to be transferred to a non-nurse practitioner specialization.

Nurse Practitioner Time to Completion Policy - Effective for the quarter beginning March 18, 2025.

All nurse practitioner students, regardless of length of absence, are required to complete the program within 42 months from initial time of matriculation into the graduate portion of the program. Failure to complete the program within 42 months will result in students having to retake and pass all specialty courses in their track of study.

For students who fail to meet the guidelines for the Nurse Practitioner Time to Completion Policy, they may appeal to the Dean of College of Nursing and Public Health to be considered for an extension. The decision of the Dean is final.

Nurse Practitioner Comprehensive Program Examination

During the final didactic course in the program, students take the comprehensive exams. These exams provide data on the students' readiness for the national certification examination. Each of these exams account for a percentage of the final course grade. The following guidelines apply for the final didactic course in the NP program:

1. Students who do not meet a grade of 'B' or better may repeat the course if they meet SAP and the progression policy for the program. In the event a student does not meet SAP or progression policy, they may appeal following the appeal process outlined in the catalog.
2. Students who do not meet a grade of 'B' or better in their second attempt will be granted an "Incomplete" grade and receive individualized coaching to assist the learner to meet Program Student Learning Outcomes (PSLOs).

Students who do not successfully complete the final didactic course with a grade of 'B' or better after the second attempt, and who do not complete the individualized coaching will receive the failing grade recorded in the course gradebook.

All other stipulations of the progression policy apply.

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

RN to MSN, Master of Science in Nursing, and Doctor of Nursing Practice Programs Reinstatement Policy

This procedure applies to readmission for students who withdraw from any course in the Nursing program, who withdraw from the Nursing program, or who receive less than the required letter grade in any course in any given quarter in the Nursing program.

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

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

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

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

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

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

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

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

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

Removal/Dismissal from a Clinical Site

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

BSN Professional Phase Progression Policy Appeals

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

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

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

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

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

RN to BSN Program Progression Standards

Effective for the quarter beginning April 22, 2025.

All course and practicum education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and practice requirements are published in the course syllabi and expanded upon in the RN to BSN Student Handbook.

1. Have a cumulative grade point average (CGPA) of 2.5 or higher.
2. Students must complete all courses with a grade of C or better. Any course where students earned less than a C must be repeated.
3. A student who does not achieve the required minimum CGPA of 2.5 in a quarter will be placed on academic warning.
4. Failure to maintain a minimum CGPA of 2.5 for two consecutive quarters will result in dismissal from the program.

Students Removed from Clinical Affiliation

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

Progression Policy Appeals

Students should direct progression policy appeals to the Program Director; including documentation supporting the mitigating circumstances. Please refer to the Procedure for Appealing Academic/Financial Aid Dismissal policy in the Academic Catalog for further information on supporting documentation and qualifying mitigating circumstances. The student must appeal each level within 5 calendar days of each decision. If not satisfied with the decision of the Program Director, the student may appeal to the Undergraduate Nursing Chair. If not satisfied with the Chair's decision, the student can appeal to the College Dean. The decision of the College Dean is final.

Master of Public Health Program Progressions Policy

Effective for the quarter beginning March 18, 2025.

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

1. Students in good standing are required to meet the academic progression standards as stated in the Satisfactory Academic Progression Policy. Failure to meet the SAP standards may result in dismissal from the MPH program.
2. The MPH program maintains rigorous academic standards to ensure the excellence and preparedness of graduates for the challenges of public health practice. Students are expected to demonstrate consistent academic achievement in MPH courses. If a student receives a grade of C or lower in any graduate-level

(5000-level or above) MPH course, they will be required to repeat the course to achieve a grade of A or B. In addition, students who receive a total of three (3) grades of C or lower in graduate-level (5000-level or above) Public Health courses will be subject to removal from the MPH program.

3. Students who are removed from a practicum prior to completion will be suspended from the program while the Program Director/Chair investigates the reasons for the removal. If the Program Director/Chair deems the removal is warranted, the student will be removed from the MPH program.
4. If the Program Director/Chair determines that despite removal from the practicum the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the practicum course when space permits. If the student is removed a second time, the student will be removed from the program.

Progressions Policy Appeals

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

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

Reinstatement Policy

This procedure applies to readmission for any students who:

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

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

Process for Reinstatement

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

- Students who are denied reinstatement may appeal this decision by following the appeal process outlined in the Master of Public Health (MPH) Progression Policy.

School of Pharmacy

School of Pharmacy Academic Progression Policy

This policy becomes effective June 2025. For students who entered the program prior to June 2025, please refer to prior catalog.

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

Academic Standing Categories

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

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

Good Standing

A student is in "Good Standing" unless on Academic Warning, Probation or Dismissal, and they have satisfied the following criteria:

1. A student has completed all courses in the curriculum up to that point with a maximum of one unresolved grade of a 'D' (1.0 – 1.8), and no unresolved grades of either F or WF (0.0).

Resolving either 'D' or 'F' grades requires remediation or retaking the course and earning a grade of 'C' (2.0) or higher.

Once a 'D' or 'F' course grade has been resolved, as defined above, it is no longer used when determining if the student meets the criteria for Academic Probation or Academic Dismissal. Course grades of 'F', or 'D' that meet the requirements for needing resolution, must be resolved before a student may advance to IPPEs/APPEs.

Academic Probation

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

1. Earning one course grade of WF' or 'F' (0.00) in any single quarter
2. Earning two course grades of 'D' (1.0 – 1.8) since enrollment in the program

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

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

Any student on Academic Probation will not be allowed to represent a class or student organization as an officer and will be removed from any dual degree programs.

Academic Dismissal

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

1. A student earns two course grades of "F" (0.00) while enrolled in the School of Pharmacy.
2. A student qualifies for Academic Probation while already on Academic Probation.

3. A student qualifies for Academic Probation for a second time while enrolled in the School of Pharmacy.
4. A student earns three unresolved course grades less than 2.0 while enrolled in the School of Pharmacy.
5. A student earns a grade less than 2.0 in the same course twice.
6. A student has not completed all of the requirements for the Doctor of Pharmacy degree within 5 years of the date the student entered as a first-year student, with the exclusion of approved leaves of absence.

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

1. Permitted to remain in attendance with or without contingencies, provisions, or additional requirements; including, but not limited to, dismissal from dual degree programs; or
2. Withdrawn with stated provisions, contingencies, or additional requirements for returning; including, but not limited to, dismissal from dual degree programs; or
3. Permanently withdrawn.

Procedures for Appealing Dismissal by the Progressions Committee

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

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

Satisfying a Deficient Course Grade (Remediation)

Remediation is the process when students retake a didactic course or experiential rotation for full credit in courses or rotations in which the student earned a deficient grade (i.e., a 'D' or 'F') as defined by the School of Pharmacy Grade Scale.

Students should regard remediation as a privilege. Students required to remediate a course or rotation should recognize that the remediation process may delay their graduation date. Students may remediate up to two (2) deficiencies during the relevant period as detailed below. Remediation may not be available when the student earns a failing grade resulting from an Academic Integrity violation.

Didactic remediation is required for the courses where a student receives a final grade of 0.00 (i.e., an 'F'), and/or all but one of the courses where the student received a final grade of 1.0 – 1.8 (i.e., a D) in quarters one through four, or in quarters six through nine.

1. Students remediate didactic courses with a final grade of 0.0 – 1.8 earned in quarters one through four in quarter five prior to starting any Intermediate Pharmacy Practice Experience (IPPE) rotation and remain on-time to graduate with their class.

2. Students remediate didactic courses with a final grade of 0.0 – 1.8 earned in quarters six through nine in quarter ten prior to starting any Advanced Pharmacy Practice Experience (APPE) rotation, which delays on-time graduation with their class.

Students are also required to remediate any Intermediate or Advanced Pharmacy Practice Experience (IPPE or APPE) in which they earn a grade < 2.00. Remediation occurs at the earliest module possible secondary to preceptor availability, but delays on-time graduation.

The Academic Progression Committee (APC) may offer a student an opportunity to 'repeat' a course(s) in which the student earned a deficient grade. Students 'repeat' required courses when they are offered in the normal curriculum cycle. Students who repeat a course delay their original graduation date by no less than one year.

The educational objectives for remediated didactic courses are the same as the educational objectives for the course when taught in the regular curriculum. The specific format of the remediated course remains at the discretion of the course coordinators and instructors.

A student must earn a grade ≥ 2.00 for any remediated course or rotation. Students who fail to do so will meet with the APC to discuss their academic progression.

The Registrar records remediated didactic course and/or experiential rotation grades on the student's transcript. The original grade remains on the transcript and the remediated course is recorded in the quarter in which it is taken. While both courses are listed on the transcript, only the remediated course grade is calculated in the Cumulative GPA. Whereas the Registrar adds and annotates the remediated grade with an asterisk. The University uses both the original and remediated grades in the calculation of the student's grade point average.

Degrees & Certificates

Atlanta and Virginia Beach campuses offering a hybrid Master of Business Administration (MBA) program starting May 27, 2025.

Business Administration

Degree Type

Master of Business Administration (MBA)

Admission Requirements

Admissions criteria for the Master of Business Administration (MBA)

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 (refer to Conditional Acceptance). (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

Specific requirements for admission to classified graduate status are:

- A bachelor's degree from an accredited college or university.
- Completion of application for admission.
- A 2.0 overall grade point average or higher on completed requirements for the baccalaureate degree, or an earned graduate degree from an accredited institution.

For additional admissions information please see the admissions section [here](#).

Program Overview and Outcomes

Offered at Austin, Columbia, Online Programs, Richmond, Savannah, Tampa, and West Palm Beach.

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

The South University Master of Business Administration (MBA) degree program is designed to provide students with a process-based curriculum versus the standard functional based curriculum. The foundation provides a firm grounding in economics, decision-making, behavioral sciences, and strategic environment. The core presents a functional approach to the long and short run decisions that must be made to deliver goods and services to constituents.

Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate an ethical perspective as they assess decision-making processes, conflict, and other key macro and micro characteristics of organizations in diverse, global environments.
2. Influence individuals and organizations through the application of effective leadership and teamwork skills.
3. Apply effective communication skills in influencing others. They will create sustained, coherent arguments or explanations and reflections in their work.
4. Use critical thinking as they examine both qualitative and quantitative data, then synthesize and evaluate the information for use in problem recognition and problem solving.
5. Determine the information needed, assess the needed information, evaluate information and its sources critically, use information effectively to accomplish a specific purpose, and access and use information ethically and legally.

Master of Business Administration: 48 Credits

The program is offered in 11-week quarters at the Tampa campus and, starting in Fall 2025, at the Austin campus. All other campuses operate on 10-week quarters.

Foundation: 20 Credits

Course Code	Title	Quarter Credits
MBA5001	Organizational Behavior and Communication	4.0
MBA5004	Managerial Economics	4.0
MBA5005	Law and Ethics for Managers	4.0
MBA5008	Quantitative Analysis and Decision Making	4.0
MBA5009	Managerial Environment	4.0

Core: 12 Credits

Course Code	Title	Quarter Credits
MBA6010	Managerial Finance	4.0
MBA6011	Strategic Marketing	4.0
MBA6012	Operations and Supply Chain Management	4.0

Major Curriculum: 12 Credits

Course Code	Title	Quarter Credits
LEA5125	Leadership Ethics, Culture, and Politics	4.0
MBA6710	Entrepreneurial Organizations and Small Businesses	4.0
PMC6601	Foundations of Project Management	4.0

Capstone: 4 Credits

Course Code	Title	Quarter Credits
MBA6999	Strategic Development and Implementation	4.0
	Total Credits	48

Criminal Justice

Degree Type

Bachelor of Science (BS)

Admission Requirements

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 in which a diploma was earned, with a minimum CGPA of 1.5 on a 4.0 scale within 5 weeks of the start date (refer to Conditional Acceptance). Students providing a GED must meet the minimum required test score deemed as passing in each section as required at the time of testing.

The prospective student must also complete the university administered placement tests within the first quarter of attendance. 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 1.49 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 SAT requiring an essay portion, a combined ACT score of 18, or meet the criteria established for acceptance as a transfer student.

Students with a CGPA between 1.49 to 1.0 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.

Students with less than a 1.0 on a 4.0 scale do not meet the admissions requirements for South University.

Acceptable verification of high school graduation or the equivalent would include a high school transcript (official or unofficial), or GED scores and state-authorized examination scores (ex. HiSET, TASC). 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.

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

Conditional Acceptance

Students may be conditionally accepted by submitting unofficial copies of documentation required for the admission requirements. Conditional acceptance is allowed for 5 weeks beyond the start of the student's first session. Failure to provide acceptable, official documentation, as stated in the admissions requirements, within 5 weeks from the start date will result in the following:

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

Students who do not provide acceptable documents for full, unconditional acceptance within the 5 week period will not be responsible for tuition and related fees. South University may grant exceptions to the 5 week period for unusual situations or circumstances. All exceptions must be submitted to the Office of the University Registrar for approval.

Admission of Transfer Students

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 eligible for admission, transfer students must complete the application procedures and satisfy the following criteria:

1. Submit a completed application for admission.
2. Have earned 24 or more credit hours, or the equivalent (e.g. 16 semester hours), with a cumulative GPA of 1.5 from an acceptable accredited collegiate institution.
3. Submit official transcripts (including verifiable faxed transcripts) from all colleges and universities attended.
4. Submit self-certification of high school graduation or GED completion.

For transfer of credit practices refer to the applicable section under the [Academic Affairs](#) section of this catalog.

To be admitted as a Transfer student into South University the prospective student must have earned 24 or more quarter credit hours or the equivalent (e.g. 16 semester hours), with a cumulative GPA of 1.5 from an acceptable accredited collegiate institution. Official transcripts from the collegiate institution(s) must be received within 5 weeks of the start date (refer to Conditional Acceptance), and who are not required to take ENG0099 and/or MAT0099, will be exempt from taking the UVC1000 Strategies for Success. Students will select another 4 credit course in consultation with their Academic Advisor or Academic Counselor to fulfill the degree requirements.

Students with 24 or more quarter credits with a CGPA of between 1.49 to 1.0 may be admitted provisionally for two quarters. Failure to achieve a 1.5 GPA 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.

Students who are citizens of countries other than the United States should refer to the section entitled International Student Admissions Policy.

Students who are transferring from or to a school within the University of North Carolina or the North Carolina Community College System should be aware of the Comprehensive Articulation Agreement approved by both governing Boards on March 1, 1996 and revised in September of 2008. This agreement may be found in its entirety at the following [website](#).

For additional admissions information please see the admissions section [here](#).

Program Overview and Outcomes

Offered at Austin, Columbia, Montgomery, Online Programs, Richmond, Savannah, Tampa, Virginia Beach, and West Palm Beach

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

The Bachelor of Science in Criminal Justice program is designed to provide students with a broad perspective on the causes of crime and critical insights into the theoretical foundations and functions of the criminal justice system. Within this framework, students will demonstrate a working knowledge of criminal justice theory and practice, including proficiency in ethical communication and research skills appropriate to the field.

Program Student Learning Outcomes

Graduates will be able to:

1. Utilize theoretical and applied criminal justice approaches to effectively solve a variety of field-based problems.
2. Recognize the causes of crime and delinquency.
3. Demonstrate effective and ethical communication as applied to the discipline.
4. Utilize research methodology for scientific reasoning to the study of crime and justice.

Bachelor of Science in Criminal Justice: 180 Credits

Area I General Education Requirements: 64 Credits

Professional Development

Course Code	Title	Quarter Credits
ITS1000	Computer and Internet Literacy	4.0
UVC1000	Strategies for Success	4.0

Basic Communications

Course Code	Title	Quarter Credits
ENG1100	Composition I	4.0
ENG1200	Composition II	4.0

Choose one additional course from the list below:

Course Code	Title	Quarter Credits
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Mathematics and Statistics

Course Code	Title	Quarter Credits
MAT1001	College Algebra I	4.0
MAT2058	Statistics	4.0

Choose one additional course from the list below:

Course Code	Title	Quarter Credits
MAT1005	College Algebra II	4.0
MAT1500	College Mathematics	4.0

Natural Sciences (choose two)

Course Code	Title	Quarter Credits
BIO1020	Biology I	4.0
BIO1021	Biology II	4.0
CHM1010	General Chemistry	4.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Social Responsibility and the Self	4.0

Choose two additional courses from the list below:

Course Code	Title	Quarter Credits
ENG2002	World Literature I: From the Ancient World to the Middle Ages	4.0
ENG2003	World Literature II: From Enlightenment to Modernity	4.0
ENG2011	Introduction to American Literature: 1865 to present	4.0
ENG2020	Introduction to Film Studies	4.0
HIS1101	U.S. History I: Colonial to 1865	4.0
HIS1102	U.S. History II: 1865 to Present	4.0
HUM1001	History of Art through the Middle Ages	4.0
HUM1002	History of Art from the Middle Ages to Modern Times	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	4.0
HUM2102	World Civilization II: 1500 to Present	4.0
PHI2301	Introduction to Philosophy	4.0
REL1001	World Religions	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0
SOC1001	Introduction to Sociology	4.0

Choose one additional course from the list below:

Course Code	Title	Quarter Credits
ECO2071	Principles of Microeconomics	4.0
ECO2072	Principles of Macroeconomics	4.0
POL2076	American Government	4.0
SOC2010	Social Problems	4.0

Area II Foundation Requirements: 44 Credits

Course Code	Title	Quarter Credits
BUS1038	Business Law I	4.0
BUS2023	Business Communications	4.0
MGT2037	Principles of Management	4.0

Elective Pool (eight courses or 32 credits)

Area III Major Requirements: 72 Credits

Core: 44 Credits

Course Code	Title	Quarter Credits
CRJ1001	Introduction to Criminal Justice System	4.0
CRJ2100	Introduction to Law Enforcement	4.0
CRJ2200	Introduction to Criminal Courts	4.0
CRJ2300	Introduction to Corrections	4.0
CRJ2800	Criminal Law and Procedures	4.0
CRJ3003	Juvenile Delinquency	4.0
CRJ3004	Race, Class, and Gender in Criminal Justice	4.0
CRJ3005	Criminal Justice Management and Administration	4.0
CRJ3011	Criminology	4.0
CRJ3025	Comparative Criminal Justice Systems	4.0
CRJ3500	Ethics in Criminal Justice	4.0

Program Electives (choose six): 24 Credits

Courses may be selected from this list to apply to Area II Foundation Requirements.

Course Code	Title	Quarter Credits
CRJ3014	Criminal Justice and the Media	4.0
CRJ3015	White Collar Crime	4.0
CRJ3023	Organized Crime	4.0
CRJ3024	Serial Killers and Mass Murderers	4.0
CRJ3026	Concepts in Crime Mapping and Prevention	4.0
CRJ3300	Community Based Corrections	4.0
CRJ3600	Introduction to Forensics	4.0
CRJ4001	Victimology	4.0
CRJ4002	Restorative Justice	4.0
CRJ4003	Critical Issues in Criminal Justice	4.0
CRJ4009	Illegal Immigration and the Criminal Justice System	4.0
CRJ4011	Terrorism and Homeland Security	4.0
CRJ4015	Bloodstain Pattern Analysis	4.0
CRJ4021	Cyber Crime	4.0
CRJ4500	Violence in Society	4.0
CRJ4600	Crime Scene Investigation and Case Management	4.0
CRJ4650	Forensic Issues	4.0
CRJ4995	Criminal Justice Internship I	4.0
CRJ4996	Criminal Justice Internship II	4.0
CRJ4997	Criminal Justice Internship III	4.0

Capstone: 4 Credits

Course Code	Title	Quarter Credits
CRJ4999	Senior Seminar (Capstone)	4.0

Note(s):

Acceptance into a South University Criminal Justice program or its completion does not imply or guarantee that a student will be able to obtain employment in law enforcement, corrections, probation/parole or related fields. The student should contact the national, state or local agency/institution in which the student intends to gain employment for specific requirements and the application process.

Total Credits 180

Courses

Course revisions: [CNS6529](#); [CNS7011](#); [LGS4075](#); [MIS6000](#); [MIS6020](#); [MIS6210](#); [MIS6211](#); [MIS6230](#); [MIS6250](#); [MIS6995](#).