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2024-2025 Version I Addendum I

This addendum is effective as of January 1, 2025.

Admissions Requirements

- Nursing (BSN) admissions requirements effective for the Professional Phase as of January 1, 2025.
- Master of Science in Information Systems deletion of prior admission requirements.
- Physical Therapist Assistant admissions requirements effective for the Professional Phase as of January 1, 2025.
- Ministry editorial changes.

Nursing

Degree Type
Bachelor of Science in Nursing (BSN)

Admission Requirements

Procedure for Admission to the Bachelor of Science in Nursing Program

General Entry into the Bachelor of Science in Nursing (BSN) Program

Admission into the BSN degree program is a two step process:

- Students interested in pursuing the BSN degree are eligible for general entry to the Bachelor Science in Nursing Program by meeting requirements for entry into South University.
- Students must meet all prerequisite requirements to be considered for admission to the professional phase of the Bachelor of Science in Nursing.

Admission to the Professional Phase of the Bachelor of Science in Nursing
Effective as of January 1, 2025.
The criteria used to determine admission to the Bachelor of Science in Nursing degree program include:

- Completion of the application for admission.
- Completion of 90 quarter hours (QH) of science and general education courses as required for admission to BSN degree program with a grade of C or better. Science courses are not accepted if the courses are older than 7 years at the start date of the professional phase of the program. This includes science courses taken at South University and transfer credits from outside institutions.
- A cumulative GPA (CGPA) of 2.75 or better on a 4.0 scale in the nursing pre-requisite courses. *Note: South University, Columbia requires a 3.0 or better.*
- A GPA of 2.75 or better in the following science courses: BIO1011 Anatomy and Physiology I and BIO1012 Anatomy and Physiology I Lab; BO1013 Anatomy and Physiology II and BIO1014 Anatomy and Physiology II Lab; BIO2070 Microbiology and BIO2073 Microbiology Laboratory; CHM1010 General Chemistry; BIO2015 Human Pathophysiology. *Note: South University, Columbia requires a 3.0 or better.*
- A grade of "C" or better in all general education courses.
- Entrance test results (TEAS test only – see Assessment Through Standardized Testing section for detailed information).
- A completed, approved Level I and Level II background check.
- Completed application for admission to the BSN degree program form.
- Official transcripts from every college or university attended, including courses taken at South University.
- Meet the Core Performance Standards and essential functions related to the profession of nursing as described in this catalog.
- Completion of prerequisites courses at South University will be considered in the ranking process.

Provisional admission may be granted if the student is completing prerequisites in the term before

matriculation into the nursing program. On the day of matriculation into the nursing, the student must meet the admission criteria as outlined above. Failure to meet requirements of admission will result in rescinding the provisional admission status.

Acceptance into the Professional Phase of the Bachelor of Science Nursing

Upon acceptance into the Nursing Program, the student must submit:

- Completed current physical examination record with required immunizations, titers, lab results, and tuberculosis assessment.
- Urine drug screen
- Evidence of health insurance

Pre-Licensure (BSN) Laptop Computer Requirement

Laptop computers are required for use in testing. All students are required to have a laptop computer with Internet access that meets university specifications.

Comprehensive Background Check

Please see the General Admissions Policies section here.

Acceptance into a South University educational program, or it's completion, does not imply or guarantee that a student will be able to obtain licensure or certification.

The Nursing Program Director may be required to submit written documentation regarding the student status to boards of nursing and clinical agencies as early as receipt of the student's CONPH application. Students may be required to obtain additional background checks as requested by clinical agencies or boards of nursing.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

Offered at Austin, Columbia, High Point, Montgomery, Orlando, Richmond, Savannah, Tampa, Virginia Beach, and West Palm Beach.

The BSN degree program is designed to provide students with a solid educational foundation that prepares individuals for entry into the nursing profession. The BSN graduate will be able to

incorporate the concepts of caring, communication, critical thinking, professionalism, and holism to provide care for individuals, families and communities. The comprehensive theoretical and clinical practice components aim to allow South University BSN graduates to make a smooth transition into professional nursing practice. Graduates of the South University Bachelor of Science in Nursing program are encouraged to continue the educational process and are prepared for the challenges of graduate study.

The BSN degree program is designed for the non-registered nurse student. Students may complete prerequisite courses in as few as six quarters and then apply for admission to the nursing program, which is taught over seven quarters. The program allows highly motivated full-time students to complete the program of study in nursing in a concentrated period of time. After successful completion of the nursing program, the graduate must pass the National Council Licensure Examination Registered Nurse (NCLEX-RN) in order to obtain licensure and begin practice as a registered nurse. *

*South University does not guarantee third-party certification/licensure. Outside agencies control the requirements for taking and passing certification/licensing exams and are subject to change without notice to South University.

Program Student Learning Outcomes

Upon completion of the program, student will:

1. Synthesize current scientific research, theories, and concepts from nursing and other disciplines in the practice of professional nursing practice.
2. Collaborates directly with other healthcare professionals using various resources and technologies in various aspects of the advanced nursing leadership role.
3. Apply critical thinking skills in establishing priorities, delegating responsibility, formulating decisions, and maintaining accountability in the practice of professional nursing through the application of nursing standards.
4. Demonstrate proficiency using the nursing process and systematic inquiry to deliver evidenced based, comprehensive, and holistic nursing care which promotes health and quality of life for diverse populations.

5. Demonstrate professionalism using ethical and legal standards of practice in the decision-making process to assist with the development of quality improvement in the healthcare setting(s).

Bachelor of Science in Nursing: 180 Credits

Area I General Education Requirements: 68 Credits

Professional Development

Course Code	Title	Quarter Credits
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
MAT1005	College Algebra II	4.0
MAT2058	Statistics	4.0

Natural Sciences

Course Code	Title	Quarter Credits
	BIO1011 and BIO1012	6
BIO1011	Anatomy and Physiology I	4.0
BIO1012	Anatomy and Physiology I Lab	2.0
	BIO1013 and BIO1014	6
BIO1013	Anatomy and Physiology II	4.0
BIO1014	Anatomy and Physiology II Lab	2.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Choose three additional courses from the list below:

Course Code	Title	Quarter Credits
ENG1300	Composition III	4.0
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
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
PSY2022	Human Growth and Development	4.0
SOC1001	Introduction to Sociology	4.0

Note(s):

PSY2022 is required by CCNE for all BSN students. Per the Department of Behavioral Sciences, the course meets the South University General Education requirements for Social and Behavioral Sciences for Nursing students ONLY.

Area II Foundation Requirements: 22 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
BIO2015	Human Pathophysiology	4.0
	BIO2070 and BIO2071 or BIO2073	**6**
BIO2070	Microbiology	4.0
BIO2071	Microbiology Lab	2.0
BIO2073	Microbiology Laboratory	2.0
CHM1010	General Chemistry	4.0
NTR2050	Nutrition	4.0

Area III Major Requirements: 90 Credits
Core

Course Code	Title	Quarter Credits
NSG3001	Introduction to the Profession of Nursing	4.0
NSG3008	Principles of Assessment Lab	3.0
NSG3009	Principles of Assessment	3.0
NSG3022	Pharmacotherapeutics I	3.0
NSG3023	Fundamentals of Nursing	3.0
NSG3024	Fundamentals of Nursing Skills Lab	4.0
NSG3027	Fundamentals of Nursing Practice	2.0
NSG3032	Pharmacotherapeutics II	3.0
NSG3036	Introduction to Nursing Research	3.0
NSG3037	Caring for Adults I	4.0
NSG3038_P	Caring for Adults I-Practice	4.0
NSG3045	Caring for Adults II - Practice	3.0
NSG3046	Caring for Adults II	3.0
NSG3047	Caring for Women and Neonates	3.0
NSG3048_P	Caring for Women and Neonates-Practice	4.0
NSG3068	Caring for Diverse & Vulnerable Populations I	3.0
NSG4052	Caring for Adults III	2.0
NSG4053_P	Caring for Adults III - Practice	3.0
NSG4056	Caring for Children	3.0
NSG4057_P	Caring for Children - Practice	4.0
NSG4058	Caring for Persons with Psychiatric/Mental Health Problems	3.0
NSG4059_P	Caring for Persons with Psychiatric/Mental Health Problems - Practice	4.0
NSG4060	Caring for Adults IV	2.0
NSG4061_P	Caring for Adults IV - Practice	3.0
NSG4069_P	Caring for Diverse and Vulnerable Populations II	2.0
NSG4070	Legal and Ethical Issues in Nursing	2.0
NSG4071	Transition into Professional Nursing	6.0
NSG4073	Transition into Professional Nursing Preceptorship	4.0

Application Process and Deadline

The College of Nursing and Public Health admits one or two classes of students per year to each campus-based BSN programs. Application packets and deadlines are available on each campus. Fully completed application materials (including evidence of completion of all prerequisite courses) are due by the posted deadline, usually the first day of the quarter before admission (ex., first day of summer quarter for fall quarter program start). Incomplete or late applications will not be considered.

Assessment through Standardized Tests

Achievement Examinations and NCLEX-RN Preparation

The South University Nursing Faculty is committed to assisting students to achieve success on the National Council Licensing Examination-Registered Nurse (NCLEX-RN). Successful completion of this examination is required for entry into the practice of professional nursing. In addition to faculty prepared examinations, nursing students take a series of achievement examinations throughout the various courses in the nursing program to prepare for taking the NCLEX-RN. The examinations are used to measure student nursing knowledge, acquired nursing skills and competencies. Students failing to achieve the national average on any achievement test must provide evidence of remediation to their faculty advisors.

South University provides students with ample educational resources including library resources, CDs, DVDs, computer software programs, and access to a variety of nursing education websites such as atitesting.com. Students are required to attend NCLEX-RN review courses during the final quarter of the program.

Standardized Testing Policy

The following standardized testing policy describes the use of the standardized testing products as a component of admission, progression, and graduation in nursing program at South University. This policy has been developed to establish guidelines to prepare students for the NCLEX-RN licensure examination and to identify at-risk students. All students have the opportunity for review and remediation to enhance their success in the program and on NCLEX-RN after graduation.

1. Admission for Professional Phase

The ATI Test of Essential Academic Skills (TEAS) is a requirement of the admission process.

The TEAS exams is used to determine academic preparedness of pre-licensure nursing students in Reading, Math, Science, and English and Language Usage.

Applicants must achieve a "Proficient" level on the most current ATI TEAS exam to be considered for admission to the nursing program. Applicants must wait a minimum of 30 days between testing dates for the TEAS exam and no more than three times in 6 months. TEAS results greater than 14 months prior to admission acceptance into the professional phase will not be considered.

If the TEAS exam is taken at another institution or virtually, all exam attempts must be sent electronically through ATI.

Total Credits	180

Information Systems

Degree Type
Master of Science (MS)

Admission Requirements

Admissions criteria for Master of Science in Information Systems (MSIS)

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, Online Programs, Orlando, Richmond, Tampa, and Virginia 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 Master of Science in Information Systems (MSIS) program prepares students for a career or advancement within the Information Systems (IS) profession, or related fields. The program is designed for professionals and continuing students with diverse backgrounds. The MSIS program curriculum focuses on merging business and IS theories while emphasizing practical applications.

The core competencies of the MSIS program covers a wide range of topics, including business intelligence, data management, knowledge acquisition, information technology (IT) governance, service management, IS development and auditing, systems analysis and design, object-oriented enterprise modeling, information security, and risk management.

The program aims to equip students with analytical and critical-thinking skills to identify and solve problems within an interrelated systems context. Students learn to define problems and communicate solutions effectively by using oral, visual, and analytical means, as well as utilizing frameworks such as business cases, service level agreements, use cases, and corporate dashboards.

The MSIS program draws on recognized industry frameworks, best practices, and standards through alignment with certifications established by the Information Systems Audit and Control Association (ISACA®), the Information Technology Infrastructure Library (ITIL®), and the Project Management Institute (PMI®).

The program emphasizes project-based learning and students perform an IT/IS industry analysis of skills, certifications, technologies, and methodologies required in their targeted careers. This leads to the development of a portfolio of projects, which is vetted by industry experts. This approach is also supported by an elective internship course.

Program Student Learning Outcomes

After completion of the Master of Science in Information Systems, graduates will be able to:

1. Utilize Information Systems (IS) resources (people, processes, technology, and data) to support enterprise strategy.
2. Communicate effectively in a variety of IS professional contexts.
3. Evaluate IS professional decisions and actions based on legal and ethical principles
4. Analyze IS problems through enterprise architecture methodologies.

Master of Science in Information Systems: 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 of Business Courses (Choose 1): 4 Credits

Course Code	Title	Quarter Credits
LEA5125	Leadership Ethics, Culture, and Politics	4.0
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

Foundation Information Systems and Technology: 12 Credits

Course Code	Title	Quarter Credits
MIS5010	Information Technology Infrastructure	4.0
MIS5020	Information Systems Fundamentals	4.0
MIS5030	Emerging Technologies	4.0

Core: 28 Credits

Course Code	Title	Quarter Credits
MIS6000	Principles of System Development	4.0
MIS6010	Project Management	4.0
MIS6020	Corporate Information Systems Management	4.0
MIS6210	Decision Support Systems	4.0
MIS6211	Data Management	4.0
MIS6230	IT Audit, Control, and Compliance	4.0
MIS6250	Organizational Information Security	4.0

Capstone: 4 Credits

Course Code	Title	Quarter Credits
MIS6995	Information Systems Capstone	4.0
	Total Credits	48

Physical Therapist Assistant

Degree Type
Associate of Science (AS)

Admission Requirements

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

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

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

Students may transfer prerequisite courses into the program before entering the professional phase if approved by the registrar. The coursework that is transferred to South University must permit the student to obtain a 2.75 CGPA by the time the student applies for admission into the PTA Professional Phase. Students who transfer coursework into South University, but cannot mathematically attain a CGPA of 2.75 by the time they would enter the professional phase, will not be admitted to the PTA program.

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

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

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

Admission Requirements for the Professional Phase of the Physical Therapist Assistant Program

Effective as of January 1, 2025.

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

The criteria to determine admission to the PTA program include:

1. Application must be submitted seven (7) weeks prior to the start of the professional phase of the program.
2. Applicants must meet the Essential Functions and Technical Standards (listed in the application for admission and the program student handbook) of the program in order to enter the ranking process.
3. Applicants must complete a health screening, at their own cost, utilizing a program-specific physical exam form, verifying medical clearance.
4. Applicants must complete a background check at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application packet. The PTA program follows the College of Health Professions Background Check Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants are not eligible for admittance into the Professional Phase of the PTA program if they have a felony conviction, plea, or adjudication withheld, or any disqualifying misdemeanor, for which a pardon or exemption for disqualification has not been received, including but not limited to rape or sexual abuse or molestation, and abuse, endangerment, or neglect of a child, disabled person, or elderly person.
5. Applicants must complete a drug screen at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application

packet. The PTA program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants with positive drug screen results will not be admitted into Professional Phase of the PTA Program. Applicants may be eligible to reapply to a future admissions cycle (see PTA Program Director).

6. Applicants must complete 20 hours of observations of the practice of physical therapy and submit documentation on program-provided forms.
7. Applicants must achieve a 2.75 CGPA or greater in prerequisite coursework. All prerequisite coursework must be successfully completed prior to entry into the Professional Phase of the PTA Program.
8. Applicants must have a minimum grade of 'C' or better in all prerequisites.
9. The following science prerequisite courses must be completed within 7 years of the start date of the Professional Phase of the program.
   a. AHS1001 Medical Terminology
   b. BIO1011 Anatomy and Physiology I
   c. BIO1012 Anatomy and Physiology I Lab
   d. BIO1013 Anatomy and Physiology II
   e. BIO1014 Anatomy and Physiology II Lab
10. Applicants must submit ATI Test of Essential Academic Skills (TEAS) scores. Scores will not be accepted if greater than 5 years old. A score of "proficient" is preferred.
11. Ranking will be based upon:
    a. Cumulative GPA in required prerequisite coursework (2.75 or greater required).
    b. Science GPA (see 8 a-e above)).
    c. The ATI Test of Essential Academic Skills (TEAS) (score of "Proficient" is preferred).
    d. Repeating a course to achieve a higher grade is associated with penalty point deductions from the ranking score.
12. The number of students entering the professional phase is established in accordance with regulations set forth by the program's accrediting body.

Post-Acceptance Requirements

All accepted PTA applicants are responsible for meeting assigned deadlines for completion of post-acceptance requirements as published within the

campus-specific PTA Enrollment Guide. Failure to submit the following post-acceptance requirements will deem a student ineligible for clinical education courses, which may result in dismissal from the program.

Accepted PTA students must:

1. Complete an American Heart Association Basic Life Support (BLS) CPR certification course and provide a copy of a valid certification/card. The certification/card must remain valid throughout all clinical rotations.
2. Submit proof of required immunizations as identified in the PTA Enrollment Guide through the compliance platform.
3. Submit a Level 2 background check (Florida students only). This must be performed at the student's own cost, using the agency identified by the PTA Program Director.
4. Understand that additional drug screening, background checks, immunizations, tuberculosis screening, and/or medical clearance may be required by some clinical sites. All associated fees are the responsibility of the student.

Professional Standards for Physical Therapist Assistant Students

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

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

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

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

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against "otherwise qualified" persons with a disability. If an applicant can perform the Technical Standards listed above, the applicant is "otherwise qualified" under the law and must be treated the same as a person without a disability. A person who cannot perform the Technical Standards is not "otherwise qualified" and may be denied access to the program without discrimination.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

In keeping with the stated purpose of South University, the Physical Therapist Assistant (PTA) program strives to produce physical therapist assistants who, under the direction and supervision of physical therapists, reflect the highest standards of practice and conduct within the profession of physical therapy.

A physical therapist assistant is an educated health care provider who works under the supervision of a licensed physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to the plan of care, training patients in exercise and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures and reporting to the physical therapist on the patient's responses. (www.apta.org)

Program Student Learning Outcomes

Graduates will be able to:

1. Provide safe, efficient, efficacious interventions within the plan of care established by the physical therapist.
2. Communicate using effective and culturally competent verbal, nonverbal, written, and digital communication.
3. Provide effective education to patients, caregivers, and members of the healthcare team.
4. Demonstrate the ability to appropriately and efficiently utilize resources to provide high- value physical therapy services.
5. Recognize the importance of maintaining competence in applicable areas of physical therapy practice.
6. Demonstrate the ability to work within the guidelines and standards established by regulatory, professional, and organizational entities.
7. Demonstrate behaviors consistent with the Core Values of the profession of physical therapy.

Graduation from a CAPTE accredited physical therapist assistant education program or its equivalency and passage of the National Physical Therapy Exam (NPTE) is required for licensure. Graduation from this program does not guarantee licensure as a PTA, and it is the student's responsibility to be aware of the licensure requirements in each state. Complete

information on practice acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Associate of Science in Physical Therapist Assistant: 110 Credits

Offered at Austin, Columbia, Montgomery, Savannah, Tampa, and West Palm Beach.

Area I General Education: 32 Credits
Basic Communications

Course Code	Title	Quarter Credits
ENG1100	Composition I	4.0

Choose one of the following required electives:

Course Code	Title	Quarter Credits
ENG1200	Composition II	4.0
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Mathematics and Statistics

Choose one of the following:

Course Code	Title	Quarter Credits
MAT1001	College Algebra I	4.0
MAT1005	College Algebra II	4.0

Natural Sciences

Course Code	Title	Quarter Credits
	BIO1011 and BIO1012	**6**
BIO1011	Anatomy and Physiology I	4.0
BIO1012	Anatomy and Physiology I Lab	2.0
	BIO1013 and BIO1014	**6**
BIO1013	Anatomy and Physiology II	4.0
BIO1014	Anatomy and Physiology II Lab	2.0

Arts and Humanities (Choose one):

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0
ENG2011	Introduction to American Literature: 1865 to present	4.0
HIS1101	U.S. History I: Colonial to 1865	4.0
HUM1001	History of Art through the Middle Ages	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	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

Area II Foundation Requirements: 4 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0

Area III Professional Phase: 74 Credits

The Montgomery, Savannah, and West Palm Beach campuses follow a 9-quarter sequence of courses (evening classes)

Course Code	Title	Quarter Credits
PTA1001	Introduction to Physical Therapist Assistant	4.0
PTA1003	Pathophysiology	4.0
PTA1005	Kinesiology	6.0
PTA1006	Testing and Measurement for the Physical Therapist Assistant	6.0
PTA1008	Modalities	6.0
PTA2000	Habilitation/Rehabilitation	6.0
PTA2021	Therapeutic Exercise and Orthopedic Applications	6.0
PTA2046	Advanced Habilitation/Rehabilitation	6.0
PTA2050	Professional Seminar	4.0
PTA2057	Physical Therapy through the Lifespan	2.0
PTA2058	Clinical Externship I	9.0
PTA2059	Current Rehabilitation Issues	3.0
PTA2099	Clinical Externship II	12.0

Area III Professional Phase: 74 Credits

The Austin, Columbia, and Tampa campuses follow an 8-quarter sequence of courses:

PTA1001 can be taken prior to acceptance into the professional phase in Austin, Columbia, Richmond, Tampa, and Virginia Beach.)

Course Code	Title	Quarter Credits
PTA1001	Introduction to Physical Therapist Assistant	4.0
PTA1003	Pathophysiology	4.0
PTA1005	Kinesiology	6.0
PTA1006	Testing and Measurement for the Physical Therapist Assistant	6.0
PTA2000	Habilitation/Rehabilitation	6.0
PTA2024	Therapeutic Interventions I	6.0
PTA2025	Therapeutic Interventions II	6.0
PTA2046	Advanced Habilitation/Rehabilitation	6.0
PTA2047	Essentials of Clinical Care	2.0
PTA2048	Clinical Externship I	8.0
PTA2049	Current Rehabilitation Issues	4.0
PTA2050	Professional Seminar	4.0
PTA2099	Clinical Externship II	12.0
	Total Credits	110

Physical Therapist Assistant

Degree Type
Associate of Applied Science (AAS)

Admission Requirements

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

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

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

Students may transfer prerequisite courses into the program before entering the professional phase if approved by the registrar. The coursework that is transferred to South University must permit the student to obtain a 2.75 CGPA by the time the student applies for admission into the PTA Professional Phase. Students who transfer coursework into South University, but cannot mathematically attain a CGPA of 2.75 by the time they would enter the professional phase, will not be admitted to the PTA program.

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

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

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

Admission Requirements for the Professional Phase of the Physical Therapist Assistant Program

Effective as of January 1, 2025.

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

The criteria to determine admission to the PTA program include:

1. Application must be submitted seven (7) weeks prior to the start of the professional phase of the program.
2. Applicants must meet the Essential Functions and Technical Standards (listed in the application for admission and the program student handbook) of the program in order to enter the ranking process.
3. Applicants must complete a health screening, at their own cost, utilizing a program-specific physical exam form, verifying medical clearance.
4. Applicants must complete a background check at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application packet. The PTA program follows the College of Health Professions Background Check Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants are not eligible for admittance into the Professional Phase of the PTA program if they have a felony conviction, plea, or adjudication withheld, or any disqualifying misdemeanor, for which a pardon or exemption for disqualification has not been received, including but not limited to rape or sexual abuse or molestation, and abuse, endangerment, or neglect of a child, disabled person, or elderly person.
5. Applicants must complete a drug screen at their own cost using the agency identified by the PTA Program Director. Applicants must meet timelines and requirements as detailed in the application

packet. The PTA program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants with positive drug screen results will not be admitted into Professional Phase of the PTA Program. Applicants may be eligible to reapply to a future admissions cycle (see PTA Program Director).

6. Applicants must complete 20 hours of observations of the practice of physical therapy and submit documentation on program-provided forms.
7. Applicants must achieve a 2.75 CGPA or greater in prerequisite coursework. All prerequisite coursework must be successfully completed prior to entry into the Professional Phase of the PTA Program.
8. Applicants must have a minimum grade of 'C' or better in all prerequisites.
9. The following science prerequisite courses must be completed within 7 years of the start date of the Professional Phase of the program.
   a. AHS1001 Medical Terminology
   b. BIO1011 Anatomy and Physiology I
   c. BIO1012 Anatomy and Physiology I Lab
   d. BIO1013 Anatomy and Physiology II
   e. BIO1014 Anatomy and Physiology II Lab
10. Applicants must submit ATI Test of Essential Academic Skills (TEAS) scores. Scores will not be accepted if greater than 5 years old. A score of "proficient" is preferred.
11. Ranking will be based upon:
    a. Cumulative GPA in required prerequisite coursework (2.75 or greater required).
    b. Science GPA (see 8 a-e above)).
    c. The ATI Test of Essential Academic Skills (TEAS) (score of "Proficient" is preferred).
    d. Repeating a course to achieve a higher grade is associated with penalty point deductions from the ranking score.
12. The number of students entering the professional phase is established in accordance with regulations set forth by the program's accrediting body.

Post-Acceptance Requirements

All accepted PTA applicants are responsible for meeting assigned deadlines for completion of post-acceptance requirements as published within the campus-specific PTA Enrollment Guide. Failure to submit the following post-acceptance requirements will deem a student ineligible for clinical education courses, which may result in dismissal from the program.

Accepted PTA students must:

1. Complete an American Heart Association Basic Life Support (BLS) CPR certification course and provide a copy of a valid certification/card. The certification/card must remain valid throughout all clinical rotations.
2. Submit proof of required immunizations as identified in the PTA Enrollment Guide through the compliance platform.
3. Submit a Level 2 background check (Florida students only). This must be performed at the student's own cost, using the agency identified by the PTA Program Director.
4. Understand that additional drug screening, background checks, immunizations, tuberculosis screening, and/or medical clearance may be required by some clinical sites. All associated fees are the responsibility of the student.

Professional Standards for Physical Therapist Assistant Students

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

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

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

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

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against "otherwise qualified" persons with a disability. If an applicant can perform the Technical Standards listed above, the applicant is "otherwise qualified" under the law and must be treated the same as a person without a disability. A person who cannot perform the Technical Standards is not "otherwise qualified" and may be denied access to the program without discrimination.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

In keeping with the stated purpose of South University, the Physical Therapist Assistant (PTA) program strives to produce physical therapist assistants who, under the direction and supervision of physical therapists, reflect the highest standards of practice and conduct within the profession of physical therapy.

A physical therapist assistant is an educated health care provider who works under the supervision of a licensed physical therapist. Duties include assisting the physical therapist in implementing treatment programs according to the plan of care, training patients in exercise and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures and reporting to the physical therapist on the patient's responses. (www.apta.org)

Program Student Learning Outcomes

Graduates will be able to:

1. Provide safe, efficient, efficacious interventions within the plan of care established by the physical therapist.
2. Communicate using effective and culturally-competent verbal, nonverbal, written, and digital communication.
3. Provide effective education to patients, caregivers, and members of the healthcare team.
4. Demonstrate the ability to appropriately and efficiently utilize resources to provide high- value physical therapy services.
5. Recognize the importance of maintaining competence in applicable areas of physical therapy practice.
6. Demonstrate the ability to work within the guidelines and standards established by regulatory, professional, and organizational entities.
7. Demonstrate behaviors consistent with the Core Values of the profession of physical therapy.

Graduation from a CAPTE accredited physical therapist assistant education program or its equivalency and passage of the National Physical Therapy Exam (NPTE) is required for licensure. Graduation from this program does not guarantee licensure as a PTA, and it is the student's responsibility to be aware of the licensure requirements in each state. Complete

information on practice acts and regulations can be obtained from the individual state licensing boards or through The Federation of State Boards of Physical Therapy (www.fsbpt.org). Specific information regarding application for licensure will be available to the student during the last term of study.

Associate of Applied Science in Physical Therapist Assistant: 110 Credits

Offered at Richmond and Virginia Beach.

This program is a technical program and credits generally earned in this program are not applicable to other degrees.

Area I General Education: 32 Credits
Basic Communications

Course Code	Title	Quarter Credits
ENG1100	Composition I	4.0

Choose one of the following required electives:

Course Code	Title	Quarter Credits
ENG1200	Composition II	4.0
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Mathematics and Statistics

Choose one of the following:

Course Code	Title	Quarter Credits
MAT1001	College Algebra I	4.0
MAT1005	College Algebra II	4.0

Natural Sciences

Course Code	Title	Quarter Credits
	BIO1011 and BIO1012	**6**
BIO1011	Anatomy and Physiology I	4.0
BIO1012	Anatomy and Physiology I Lab	2.0
	BIO1013 and BIO1014	**6**
BIO1013	Anatomy and Physiology II	4.0
BIO1014	Anatomy and Physiology II Lab	2.0

Arts and Humanities (choose one):

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0
ENG2011	Introduction to American Literature: 1865 to present	4.0
HIS1101	U.S. History I: Colonial to 1865	4.0
HUM1001	History of Art through the Middle Ages	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	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

Area II Foundation Requirements: 4 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0

Area III Professional Phase: 74 Credits
Richmond and Virginia Beach follow an 8-quarter sequence of courses (day classes).

([PTA1001](PTA1001) can be taken prior to acceptance into the professional phase in Austin, Columbia, Richmond, Tampa, and Virginia Beach.)

Course Code	Title	Quarter Credits
PTA1001	Introduction to Physical Therapist Assistant	4.0
PTA1003	Pathophysiology	4.0
PTA1005	Kinesiology	6.0
PTA1006	Testing and Measurement for the Physical Therapist Assistant	6.0
PTA2000	Habilitation/Rehabilitation	6.0
PTA2024	Therapeutic Interventions I	6.0
PTA2025	Therapeutic Interventions II	6.0
PTA2046	Advanced Habilitation/ Rehabilitation	6.0
PTA2047	Essentials of Clinical Care	2.0
PTA2050	Professional Seminar	4.0
PTA2048	Clinical Externship I	8.0
PTA2049	Current Rehabilitation Issues	4.0
PTA2099	Clinical Externship II	12.0
	Total Credits	110

Ministry

Degree Type
Doctor of Ministry (DMin)

Admission Requirements

Procedures for Admission to the Doctor of Ministry Program

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

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

- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale OR
- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale during the applicant's last 60 semester hours or 90 quarter hours earned on the bachelor's degree and/or subsequent graduate work OR
- An earned graduate degree from an accepted accredited institution with a CGPA of 3.0 or better on a 4.0 scale.

- Interview with the Program Director or Chair.
- Submission of official transcripts from all post-secondary institutions attended, with submission due within 5 weeks of the class start date (refer to Conditional Acceptance).
- Applicants for whom English is a Second Language (ESL) must submit a minimum paper-based TOEFL
(Test of English as a Foreign Language) score of 550 or the electronic-based score of 79-80 to be considered for the program.
- Completion of an application for admission.

Note: Applicants who are not citizens of the United States should refer to the section in the South University catalog entitled International Student Admissions Policy.

Exceptions to the Minimum GPA
Applications with CGPA lower than the stated program minimum (2.7 for the bachelor's degree and 3.0 for a graduate degree/coursework) may be considered for admission on the basis of evidence of academic and professional potential demonstrated by career and/or personal accomplishments indicated in a personal statement of academic and professional goals, a career resume or curriculum vita, and two letters of academic and/or professional recommendation. The Program Director/Chair in consultation with the Dean of the College or designee must approve exceptions.

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

For additional admissions information please see the admissions section here.

Program Overview and Outcomes
Offered at Online Programs.

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

The Doctor of Ministry degree at South University is a 96-credit hour program designed to be a first-professional degree to enhance ministry practitioners

to seek or advance in vocational or bi-vocational ministry. The program further develops the student's understanding of the nature and purpose of ministry, advance the student's competencies in ministry skills, and promotes the student's growth in spiritual maturity.

The Doctor of Ministry (D.Min.) degree program at South University is designed to equip ministry practitioners to provide ministry leadership and spiritual care in the following roles:

- Pastors, ministry staff, and lay ministers in local churches/parishes
- Program staff leaders in parachurch organizations
- Chaplains and spiritual care coordinators in a variety of institutional settings
- Program staff leaders in non-profit service agencies, community development, advocacy and justice ministries
- Social entrepreneurs pursuing business as mission, and commercial and industrial chaplaincy

Program Student Learning Outcomes

Graduates will be able to:

1. Students will develop biblically informed and theologically reasoned ministry solutions that are consistent with the student's faith tradition and the needs of the student's chosen ministry setting.
2. Students will evaluate the ethical and professional expectations appropriate to the practice of ministry.
3. Students will develop strategies to resolve disputes and achieve resolution and reconciliation among parties in ministry settings.
4. Students will collaborate with individuals and communities who exhibit differences of religious beliefs (or none), denominational differences, racial and ethnic differences, and gender differences.
5. Students will communicate competently within their practice of ministry in a variety of settings.
6. Students will synthesize research to successfully overcome and/or resolve complex issues in ministry settings in a doctoral-level project.

The Standard Track of the D.Min. program is designed for students seeking to prepare for vocational or bi-vocational ministry. Foundational courses provide an introduction and overview to the various disciplines required for effective ministry leadership. Ministry skills courses, advanced ministry studies courses, and the final project further integrate biblical and theological perspectives into the practice of ministry. Students can have the opportunity to gain lifelong learning skills that will enable them to continue their personal, intellectual and professional growth.

The Advanced Track of the D.Min. program is designed for students who have completed a graduate degree or a significant amount of coursework in biblical, theological, and ministry studies, and who are currently engaged in vocational ministry. Students in the Advanced Ministry Study can further develop their understanding of the nature and purpose of ministry, enhance their ministry skills, and continue their growth in spiritual maturity.

Doctor of Ministry Standard Track: 96 Credits

Orientation: 8 Credits

Course Code	Title	Quarter Credits
MIN7000	Learning Skills for Ministry	4.0
MIN7001	Academic Writing	4.0

Foundation: 28 Credits

Course Code	Title	Quarter Credits
MIN7010	Biblical Interpretation	4.0
MIN7011	Old Testament Context and Theology	4.0
MIN7012	New Testament Context and Theology	4.0
MIN7020	Theology Survey	4.0
MIN7040	World Religions	4.0
MIN7050	Christian Spiritual Formation	4.0
MIN7060	Diversity in Ministry	4.0

Ministry Skills: 28 Credits

Course Code	Title	Quarter Credits
MIN7051	Community and Discipleship	4.0
MIN7061	Leadership and Management in Ministry	4.0
MIN7062	Communication Skills for Ministry	4.0
MIN7063	Conflict Mediation and Reconciliation	4.0
MIN7080	Introduction to Pastoral Counseling	4.0
MIN7590	Ministry Practicum I	4.0
MIN7690	Ministry Practicum II	4.0

Advanced Ministry Study: 20 Credits

Course Code	Title	Quarter Credits
MIN7560	Person and Practice of Ministry	4.0

Choose four additional courses from the following:

Course Code	Title	Quarter Credits
MIN7160	Ministry in the Local Church	4.0
MIN7161	Ministry in Institutional Settings	4.0
MIN7561	Theology, Death and Dying	4.0
MIN7562	Homiletics	4.0
MIN7563	Ministry with Disabled Persons	4.0
MIN7565	Principles and Practice of Worship	4.0
MIN7580	Ministry with Families	4.0

Final Project 12 Credits

Course Code	Title	Quarter Credits
MIN7500	Theology and Research in Ministry	4.0

Choose one of the following sequences:

Course Code	Title	Quarter Credits
	Dissertation (8 credits)	8
MIN8000	Dissertation I	4.0
MIN8100	Dissertation I Extension A	0
MIN8200	Dissertation I Extension B	0
MIN8300	Dissertation I Extension C	0
MIN8010	Dissertation II	4.0
MIN8110	Dissertation II Extension A	0
MIN8210	Dissertation II Extension B	0
MIN8310	Dissertation II Extension C	0
	Ministry Project (8 credits)	8
MIN8001	Ministry Project I	4.0
MIN8101	Ministry Project I Extension A	0
MIN8201	Ministry Project I Extension B	0
MIN8301	Ministry Project I Extension C	0
MIN8011	Ministry Project II	4.0
MIN8111	Ministry Project II Extension A	0
MIN8211	Ministry Project II Extension B	0
MIN8311	Ministry Project II Extension C	0

Doctor of Ministry Advanced Track: 96 Credits

Advanced standing credit is determined based on student's previous college work providing 56 credit hours of transfer credit.

Advanced Standing Credit: 56 Credits

Orientation: 8 Credits

Course Code	Title	Quarter Credits
MIN7000	Learning Skills for Ministry	4.0
MIN7001	Academic Writing	4.0

Foundation: 4 Credits

Course Code	Title	Quarter Credits
MIN7060	Diversity in Ministry	4.0

Ministry Skills: 4 Credits

Course Code	Title	Quarter Credits
MIN7063	Conflict Mediation and Reconciliation	4.0

Advanced Ministry Study: 12 Credits

Course Code	Title	Quarter Credits
MIN7560	Person and Practice of Ministry	4.0

Electives

Choose two electives from the following:

Course Code	Title	Quarter Credits
MIN7160	Ministry in the Local Church	4.0
MIN7161	Ministry in Institutional Settings	4.0
MIN7561	Theology, Death and Dying	4.0
MIN7563	Ministry with Disabled Persons	4.0

Final Project: 12 Credits

Course Code	Title	Quarter Credits
MIN7500	Theology and Research in Ministry	4.0

Choose one of the following sequences:

Course Code	Title	Quarter Credits
Dissertation (8 credits)		**8**
MIN8000	Dissertation I	4.0
MIN8100	Dissertation I Extension A	0
MIN8200	Dissertation I Extension B	0
MIN8300	Dissertation I Extension C	0
MIN8010	Dissertation II	4.0
MIN8110	Dissertation II Extension A	0
MIN8210	Dissertation II Extension B	0
MIN8310	Dissertation II Extension C	0
Ministry Project (8 credits)		**8**
MIN8001	Ministry Project I	4.0
MIN8101	Ministry Project I Extension A	0
MIN8201	Ministry Project I Extension B	0
MIN8301	Ministry Project I Extension C	0
MIN8011	Ministry Project II	4.0
MIN8111	Ministry Project II Extension A	0
MIN8211	Ministry Project II Extension B	0
MIN8311	Ministry Project II Extension C	0
	Total Credits	96

Financial Information

RN to BSN tuition and fee changes.

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. Tuition does not include textbooks ($15 per quarter credit hour for digital

textbooks) or a $500 nonrefundable acceptance fee, which is applied to tuition for the first quarter upon enrollment. The digital textbook fee is $15 per quarter credit hour. Pharmacy students taking 16 quarter credit hours, or more are considered full time students and tuition will be based on the "per quarter hour" rate. Students taking less than 16 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.

Student 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.

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.

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.

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).

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.

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.

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.

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 (Excluding RN to BSN)

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.

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 (Excluding RN to BSN)

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.

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.

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.

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.

Academic Affairs

School of Pharmacy grading scale updated.
Doctor of Ministry program progression policy updates.
Anesthesia Science program progression policy updates.
Pharmacy program progression policy updates.

Grading Policies

Grading System

Grading System				Included in SAP Calculation		
Grade	Quality Points	Range	Interpretation	CGPA	ICR	MTF
A	4	90-100	Excellent	Y	Y	Y
B	3	80-89	Above Average	Y	Y	Y
C	2	70-79	Average	Y	Y	Y
D	1	60-69	Minimum Passing	Y	Y	Y
F	0	0-59	Failure	Y	Y	Y
W	0	0	Withdraw	-	Y	Y
WF	0	0	Withdraw/Failure	Y	Y	Y
NCF	0	0	Non-Completion Failure	Y	Y	Y
LP*	-	-	Limited Progress	-	Y	Y
WV	-	-	Waiver	-	-	-
EX	-	-	Course Exempted	-	Y	Y
PR	-	-	Proficiency Credit Earned	-	Y	Y
TR	-	-	Transfer Credit	-	Y	Y
P	-	-	Pass	-	Y	Y
AU	-	-	Non-Credit Audit	-	-	-
I	-	-	Incomplete	-	-	-
^	-	-	Developmental Course Grade	-	Y	Y

Refer to the catalog section on "SAP Definitions" for additional information on calculation of Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF).

*Note: The grade of LP may be awarded in Pass/Fail courses. Students who complete the remaining assignments in the extension course receive a letter grade or grade of P and the grade for the original dissertation course is changed to a letter grade or to P. Students who complete at least half of the remaining assignments may be awarded the grade of LP and

then register for a subsequent extension course. Students who do not make adequate progress receive a grade of F and the grade for the original dissertation course is changed to a grade of F.

Grade Rounding

The grade rounding policy will be followed unless otherwise stated in the course syllabus. Procedure for rounding:

- Only final course grades which are determined by percentages involving decimals should be rounded up to the next whole number when equal to .5 or greater. For example, an 89.51 would be rounded to an A, while an 89.48 would remain a B.

Calculation of Grade Point Average

The cumulative grade point average (CGPA) is determined by dividing the total number of quality points, calculated by multiplying the numeric equivalents of course grades (e.g., A=4.0) by the number of credit hours assigned to each course (e.g., 4 credit hours x 4.0), by the total number of credit hours attempted.

School of Pharmacy Grading and Credit Hours

Course grades may be based upon components such as quizzes, examinations, participation and assignments as outlined in each course syllabus. The format of course examinations may vary at the discretion of the instructor(s). Common exam formats used include multiple choice, matching, short answer, essay and demonstrations of clinical competencies. Specific instructions regarding missed assignments or examinations are outlined in each course syllabus, but approval of the course coordinator(s) is a common requirement for making up a missed test or examination. Specific information regarding the calculation of course grades can be found in the syllabus of each course. Students are encouraged to read course syllabi carefully and to contact the course coordinator(s) if any questions arise.

Course instructors will make every effort to post graded examinations and assignments promptly. Students may be allowed to review and/or required remediate examinations and assignments after they have been graded. At that time, faculty members are expected to maintain reasonable availability to address student questions regarding the test.

The School of Pharmacy employs the following grading scale:

Percentage Grade	GPA
90 and above	4.00
89	3.90
88	3.80
87	3.70
86	3.60
85	3.50
84	3.40
83	3.30
82	3.20
81	3.10
80	3.00
79	2.90
78	2.80
77	2.70
76	2.60
75	2.50
74	2.40
73	2.30
72	2.20
71	2.10
70	2.00
69	1.80
68	1.60
67	1.40
66	1.20
65	1.00
64 & below	0.00
F (Failure)	0.00
WF (Withdraw/Failure)	0.00
NCF (Non-Completion Failure)	0.00
LP (Limited Progress)	0.00

Courses are rated at one credit hour for 10 hours of lecture, 15-20 hours of recitation/small group discussion, or 30 hours of laboratory/and or practice session. A total of 2.0 credit hours will be assigned for each week of Intermediate Pharmacy Practice Experience/Rotation (IPPE) and 1.6 credit hours will be

assigned for each week of advanced practice experiences/rotations (APPE). A cumulative grade point average will be calculated and posted on the student's transcript at the end of each academic quarter. Class ranking information is available upon request from the Office of the Registrar.

The following symbols are used on grade reports, but are not used in the determination of a student's grade point average:
EX Course exempted
PR Course credit earned through credit by examination
TR Course credit through transfer
P Pass
AU Audit
W Withdrawal, no grade penalty
WV Waiver for a course, does not affect ICR/MTF/CGPA, does not count as an attempt for programmatic progressions I Incomplete
^ Caret Symbol, which denotes a developmental course grade

Grades or symbols of "D," "F," "W," "WP," "WF," "NCF" and "LP" can negatively affect one or more of the following and should be considered punitive in terms of a student's Satisfactory Academic Progress (SAP): Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF). A grade of "C" may also be punitive in certain graduate and professional program courses requiring a grade of "B" or higher. Refer to the catalog section on "Explanations of Related Issues" for additional information on calculation of CGPA, ICR, and MTF.

Repeating Courses

Students may repeat coursework to meet academic requirements. A student enrolled in developmental coursework (ENG0099 and MAT0099) must be able to successfully complete the course within their first three attempts or the student will be academically dismissed. The last grade received replaces any previous course grades in the calculation of the cumulative grade point average for graduation unless the last grade is one of the following: W, WV, or AU. When one of these is the last grade, the previous grade continues to be used in the GPA calculation. However, the cumulative grade point average for the calculation of honors at graduation will include all grades earned at South University.

For students using veteran benefits, classes that are successfully completed may not be certified again for VA purposes if they are repeated. However, if a student fails a class, or if a program requires a higher grade than the one achieved in a particular class for successful completion, that class may be repeated and certified to VA again.

- Example 1: if a Nursing program requires a "B" or better in Biology, then that class may be repeated if a "B" or better was not earned. That requirement must be in the school catalog.
- Example 2: If a course is required for graduation, a student may repeat the course and be certified for it **until** it is successfully completed. No further information needs to be provided to VA regarding those courses.
- Example 3: If a student chooses to repeat a course that was successfully completed, just to improve their GPA, that course cannot be certified to VA.

Late Work Policies
Campus-based courses in the College of Arts and Sciences and the College of Business

Due dates are essential in our learning environment, just as they are in the work environment. Our assignments have due dates to ensure that students can successfully complete the class in an accelerated timeframe while also benefiting from instructor and peer input before completing each new assignment. To avoid point deductions for late submissions, assignments should be submitted on or before the due date. A student should contact their faculty member before the assignment due date to discuss options, when circumstances beyond the student's control prevent assignment completion by the deadline.

Where a class participation grade is offered:
Students can only earn participation points during the current class session. A student attending class is not guaranteed participation points. Participation points are gained from interaction in class.

Assignment Expectations
Assignment submissions are accepted through 11:59 p.m. Mountain Time on the date indicated as due, unless your instructor specifies otherwise. No assignments will be accepted after the due date (without point deductions) unless there is an

extenuating, and documented circumstance and/or an Incomplete grade is granted by the faculty member. If a student does not make prior arrangements with the faculty member and fails to turn assignments in on time, the following deductions may be applied:

Calendar Days Late	Point Deduction
Up to 5 days*	5%
Up to 10 days*,**	10%
11+ days*,**	Assignment not accepted

All days are counted including weekends. All policies must be applied evenly for the class. Time period does not extend beyond the end of the term.

* Applicable to 5 week courses offered from a campus.

** Applicable to 10-11 week courses offered from a campus.

Makeup weeks:
In weeks, 7 – 9 instructors may participate in makeup weeks and allow students the opportunity to make up certain assignments for a maximum of 70% of the grade. Makeup weeks are not guaranteed to be offered. To take advantage of makeup work during weeks 7-9, a student is required to resubmit the assignment(s) as outlined by the instructor and attend any two sessions of instructional facilitator or peer tutor assistance prior to submitting late coursework. Students are encouraged to attend a session related to the assignment, such as attending the English Lab if an essay is due.

Online courses in all Colleges

Due dates are essential in our learning environment, just as they are in the work environment. Our assignments have due dates to ensure that students can successfully complete the class in an accelerated timeframe while also benefiting from instructor and peer input before completing each new assignment. To avoid point deductions for late submissions, assignments should be submitted on or before the due date. A student should contact their faculty member before the assignment due date to discuss options when circumstances beyond the student's control prevent assignment completion by the deadline.

Participation Expectations
Students can only earn discussion participation points during the current week. For example, students must actively participate by posting peer responses during Week 2 in order to earn participation points for Week 2. Students will not receive participation points for Week 2 if they respond to classmates in the discussion threads after the week ends.

Assignment Expectations
Assignment submissions are accepted through 11:59 p.m. Mountain Time on the last day of the course. No assignments will be accepted after this deadline unless there is an extenuating circumstance and/or an Incomplete grade is granted by the faculty member. If a student does not make prior arrangements with the faculty member and fails to turn assignments in on time, the following deductions may be applied:

Calendar Days Late	Point Deduction
1 day	Up to 5%
2 days	Up to 10%
3 days	Up to 15%
4 days or more	Up to 20%

All days are counted including weekends and holidays. All policies must be applied evenly for the class. Time period does not extend beyond the end of the term.

Grade Reporting and Challenges
Grade Reporting

Grade reports are available to students at the end of each class.

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

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

If the grade challenge is denied in whole or in part by the faculty member and the student is not satisfied with the explanation for the denial, it may be appealed to the Department Chair or campus Program Director and thereafter, in succession, to the Campus Director & Dean of Academic Affairs and Operations for campus-based courses or to the Associate Vice Chancellor for

Online Learning and Innovation for online courses, and then to the Dean of the College offering the course. The decision of the Dean of the College is considered final. Appeals of a decision rendered at any level must be received in writing by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level.

Grade Challenges for Nursing Programs

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

If the grade challenge is denied in whole or in part by the faculty member and the student is not satisfied with the explanation for the denial, it may be appealed to the Program Director. The Program Director will communicate receipt of an appeal to the Assistant Dean of the College of Nursing and Public Health and, as a courtesy, to the Campus Director & Dean of Academic Affairs and Operations for campus-based students or the Dean for Online Learning and Innovation for online students.

If not satisfied with the decision of the Program Director, the student may appeal to the Dean of the College of Nursing and Public Health. The decision of the Dean of the College of Nursing and Public Health is final.

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

Grade Challenges for School of Pharmacy

School of Pharmacy Academic Appeals Policy (Final Grade in a Course)

A student has the right to file a formal appeal if there is a disagreement with the final grade, which has been awarded in a course that is based on an appropriate concern. The procedure for bringing an academic appeal is as follows:

1. A formal appeal must be initiated within seven calendar days following the date final grades are posted for the term. To initiate an appeal, the student must present the appeal in writing utilizing the appropriate School of Pharmacy Notification of Appeal Form to the faculty member in charge of the course. Appeals submitted for consideration should have clearly stated grounds for such an appeal with objective support for consideration.
2. Once the appeal is received by the course faculty member, it is their responsibility to forward the notification of the appeal to the appropriate School of Pharmacy Associate Dean of Academic Affairs and the School of Pharmacy Registrar to inform them that a grade appeal has been filed. After reviewing the student's appeal, the faculty member will render a decision in writing no later than five calendar days after receiving the appeal.
3. If the faculty member does not resolve the appeal, the student may forward the notification of appeal to the appropriate Associate Dean of Academic Affairs within two calendar days. After reviewing the student's appeal, the Associate Dean of Academic Affairs will render a decision in writing no later than five calendar days after receiving the appeal.
4. If the Associate Dean of Academic Affairs does not resolve the appeal, the student may present the notification of appeal to the Office of the Dean within two calendar days. After reviewing the student's appeal, the Dean or their designee will render a decision in writing no later than five calendar days after receiving the appeal. The decision of the Dean of the School will be final.

Grade Challenges for the Physician Assistant Program

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

If the grade challenge is denied by the course director, it may be appealed in writing to the campus Program

Director. If the course director is the Program Director, the appeal proceeds directly to the Department Chair. Thereafter, appeals proceed to the Department Chair (or the Assistant Dean of the College of Health Professions in the absence of the Department Chair), and then to the Dean of the College of Health Professions. The decision of the Dean of the College is considered final. Appeals of a decision rendered at any level must be received in writing by the person to whom the appeal is made within 5 business days (by 5 PM) of the issuance of the decision at the previous level.

Incomplete Policy

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

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

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

University Examinations/Culture of Assessment

South University seeks to provide an optimal learning experience for each of its students. To provide evidence of learning achievement in the classroom, students are required to participate in university-level assessment activities
(e.g., Standardized Assessment of Information Literacy Skills, course embedded assessment and portfolios) on an ongoing basis throughout their academic studies. Current university level assessment activities are focused on general education learning outcomes (skills in the areas of mathematics, communications, critical thinking, etc.) in the undergraduate programs, in addition to the learning assessment, which takes place

in each academic program. The final formal examinations of general education skills occur before graduation, usually after students enter their final two quarters of their program. Students' scores will not be factored into their GPA or entered on their transcript. Completion of these exams is an official University requirement for graduation.

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
6. Students will be dismissed from the OTA Program if they receive more than one D or F in any quarter in any course with an OTA prefix. The Program Director will notify students in writing. Students dismissed from the OTA Program may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.
7. Any student who violates the College of Health Professions Background Check or Drug and Alcohol Screening Policy while enrolled in the OTA Program will be referred to the OTA Committee on Progressions and may be dismissed from the program.
8. A student may withdraw from any course with an OTA prefix only once. If a student withdraws from an OTA course more than once, that student will be dismissed from the OTA Program. Students dismissed from the OTA Program must apply for readmission.
   - Level II Fieldwork experiences A and B must be completed within 24 months of the first day of the cohort's originally scheduled Level II Fieldwork A placement.
   - Level II Fieldwork A and B are completed meeting competency standards mandated by the most current American Occupational Therapy Association's Fieldwork Performance Evaluation Form. All Level II Fieldwork is Pass/Fail. *NOTE: It is strongly recommended that students not work during the quarters in which they are placed on*

corequisites OTA2380 Level II Fieldwork A and OTA2385 Fieldwork Seminar A and corequisite OTA2390 Level II Fieldwork B and OTA2395 Fieldwork Seminar B.

- ◦ During these last two quarters, of fieldwork, students must achieve entry level competency by demonstrating professionalism, knowledge, skills and abilities sufficient to achieve a passing score on the AOTA Fieldwork Performance Evaluation Form. To do this, students must be physically, emotionally and cognitively able to fully engage at each fieldwork site.

9. Students who fail either Level II Fieldwork A or B due to outside work demands will be dismissed from the Professional OTA Curriculum.

10. Students may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.

11. The following situations may occur in the last didactic quarter of the Professional OTA Curriculum, the quarter before Level II Fieldwork A begins:

   - ◦ If a student achieves a CGPA below 2.50 in the last didactic quarter before Level II Fieldwork A and if it is mathematically possible for the student to achieve a minimum CGPA of 2.50 in the Professional OTA Curriculum, that student may decelerate, receiving remediation to achieve necessary competencies and the minimum required CGPA of 2.50 before progressing in the Professional OTA Curriculum. Remediation may include, but be not limited to, sitting out a quarter, retaking a course or courses, completing remedial assignments, demonstrating skills or taking exams. Remediation will be documented using a performance improvement plan to include the issue(s), expected outcomes, activities, timeline and supervising faculty member(s). The decision as to whether the student may progress or not rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals.
   - ◦ If, however, it is not mathematically possible for the student to achieve the minimum required CGPA of 2.50 within one quarter of being placed on programmatic academic warning, the student will be dismissed from

the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.

- ◦ If the issue is unprofessional behavior and/or attitude, a performance improvement plan will be put in place to modify those behaviors and/or attitudes; this plan will include, but be not limited to, the issue(s), expected outcomes, activities, timeline and supervising faculty member(s). Student competency during remediation will be documented in accordance with the performance improvement plan by supervising faculty and/or the Program Director.
A student's failure to adhere to the performance improvement plan may result in a delayed fieldwork placement and up to dismissal from the OTA Program.
The decision as to whether the student may progress with the next logical cohort rests with the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals.
Students dismissed may appeal their dismissal to the Dean of Student Affairs, as described in the OTA Student Handbook.

12. A student is permitted only one opportunity to repeat a Level I or Level II Fieldwork A or B placement upon approval of the OTA Program Director, based on the advisory capacity of the OTA Committee on Progression and Appeals. A student who fails a second Level I or Level II Fieldwork A or B placement will be dismissed from the Professional OTA Curriculum. Students dismissed may appeal their dismissal to the OTA Committee on Progression and Appeals, as described in the OTA Student Handbook.

13. Students dismissed from a Level I, Level II A or Level II B Fieldwork placement by the Fieldwork Educator or by the Academic Fieldwork Coordinator prior to completing the placement will be required to sit out from the fieldwork experience while the Program Director and OTA Committee on Progression and Appeals investigates the reasons for the dismissal.

   - ◦ If the Program Director and/or committee determine that the dismissal is an indicator

that the student will not succeed in the profession, the student will be dismissed from the OTA Program.

- If the Program Director and/or committee determine the student has a high probability of entering the profession as a safe, proficient practitioner despite the dismissal from a fieldwork placement, the student may be permitted to repeat the Level I, Level II A or Level II B Fieldwork placement when placements are available.

14. If a student withdraws from a Level I or Level II Fieldwork A or B placement, the student can be provided with a remediation plan and a directive to sit out until the course is next offered. The student can be dismissed from the Professional OTA Curriculum, depending on the reason for the withdrawal.

15. Students may be dismissed from the Professional OTA Curriculum for nonacademic issues including, but not limited to, unprofessional conduct, insubordination, violation of the College of Health Professions Background Check or Substance Abuse Screening policy, university's Code of Conduct Policy and noncompliance with other university or program policies and procedures.

- Infractions may result in progressive disciplinary action that includes, but is not limited to, feedback on continuing student review forms, counseling, verbal warning, written warning or dismissal from the OTA Program.
- If a student receives two or more written warnings, the case will be considered by the OTA Progressions Committee in an advisory capacity to the OTA Program Director, who will make the final decision.
- If an infraction from unprofessional behavior places the well-being of any individual at risk or violates the ethical code of the occupational therapy profession, the student will be dismissed immediately from the OTA Program. Students dismissed from the OTA Program because of a nonacademic issue may appeal their dismissal to the Campus Dean of Student Affairs, as described in the South University Campus Handbook.

16. If a student is eligible for re-entry into the OTA Program, that student has up to one year from the date of last attendance to re-enter the OTA Program without having to reapply as a new student.

17. If a student is eligible for re-entry into the OTA Program and it is more than one year from date of last attendance, the student must reapply for admission to the university and into the Professional Curriculum of the OTA Program as a new student, regardless of grades obtained during prior enrollment.

18. OTA students wishing to appeal a Satisfactory Academic Progress dismissal can submit an appeal request to the OTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the Department Chair, the student may appeal further to the Assistant Dean of the College, within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, the student may appeal to the Dean of the College of Health Professions within five business days of receiving the decision. The decision of the Dean of the College of Health Professions is final. If a student is dismissed a second time while in the professional phase of the OTA program, the student will be permanently dismissed from the program and will not be eligible for readmission into any South University OTA program.

Reinstatement

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

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

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

The reinstatement letter must include the following:

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

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

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

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

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

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

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

1. Maintain the minimum cumulative grade point average (CGPA) of 2.50 for all technical PTA designated courses during each quarter of the professional phase. (Note: PTA1001 will be included in GPA calculations for the first quarter of the professional phase even if the student takes the course prior to entry into the professional phase.)
2. Successfully complete academic coursework by achieving a minimum grade of "C" (70%) in all

PTA designated courses. If a course has a lab element, the evaluation requirements are divided into lecture and laboratory components. In order for a final grade to be calculated, student must achieve a minimum average of 70% in EACH individual component. Averages below 70% in either the lecture or laboratory component will result in a "D" or "F" grade. If BOTH components meet the minimum 70%, they will be averaged together and then professional behavior points will be added to assign the final course grade.

   a. Students who do not achieve a minimum grade of "C" in any PTA course are unable to continue in the curriculum and will be immediately dismissed. Please refer to the PTA Dismissal and Withdrawal Process below.

   b. Remediation While in Good Standing:

      i. Remediation is mandatory if a student scores less than 75% on a written exam or if the student fails to demonstrate all designated critical elements in a practical examination. Failure to remediate via the format prescribed by the instructor (or PC) will result in an incomplete grade. Refer to the University catalog for the requirements for resolution of an incomplete grade.

      ii. A written remediation plan (e.g., Student Counseling Report, Student Learning Contract, etc.) is initiated when a student's average is nearing or below a failing grade for the course. Failure to comply with a remediation plan is likely to result in a failing grade.

3. Successfully complete clinical coursework with a grade of pass (P). To receive a passing grade (P), students must meet minimal competency standards and successfully complete all course requirements as published in clinical course syllabi.

   a. If the student fails to receive a passing grade in any clinical course or if they are removed or withdraw from a clinical affiliation, they will proceed to Level Two: Suspension.

4. Student Code of Conduct/Professional Behavior

   a. Students will abide by the University Code of Conduct (see Campus Student Handbook), College of Health Professions policies, and PTA Professional Conduct Code below.

PTA Professional Conduct Code

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

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

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

PTA Dismissal and Withdrawal Process

1. Level One: "Warning" Failure to maintain the minimum CGPA of 2.50 will result in the student being placed on programmatic warning. The student will be permitted to remain on warning for a maximum of one quarter (but no later than the first full-time externship). If this requirement is not met, the student will be dismissed from the program (see Level Three: Immediate Dismissal).

2. Level Two: "Suspension" Withdrawal or removal from a clinical course or receipt of a failing grade in a clinical course will result in suspension while the PC investigates the situation. The PC will choose one of the following actions within 14 calendar days of the occurrence:

- If the committee determines that the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. The PC will outline requirements for completion of the course in conjunction with the Program Director

and Academic Coordinator for Clinical Education (ACCE). The option to repeat a clinical course will be offered only once for any student while in the professional phase of the program.

- If the committee deems the withdrawal/removal or failing grade a substantial indicator that the student will not succeed in the profession, the student will proceed to Level Three: Immediate Dismissal. Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status. Failure to achieve a CGPA of 2.5 prior to the first full-time externship. Receipt of "D" or "F" grades in one or more academic courses. The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course. The PC recommends dismissal in the case of a significant policy, Code of Conduct, or PTA Professional Conduct Code violation. Level Three: "Immediate Dismissal"

3. Level Three: "Immediate Dismissal" Students are immediately dismissed when any of the following occur:

   ◦ Failure to achieve a CGPA of 2.5 within one quarter of being placed on warning status.

   ◦ Failure to achieve a CGPA of 2.5 prior to the first full-time externship.

   ◦ Receipt of "D" or "F" grades in one or more academic courses.

   ◦ The PC recommends dismissal in the case of an incomplete clinical course or failed clinical course.

   ◦ The PC recommends dismissal in the case of a significate policy, Code of Conduct, or PTA Professional Conduct Code violation.

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

Students wishing to appeal an academic/financial aid dismissal can submit an appeal request to the PTA Department Chair within five business days of receipt. If the student is not satisfied with the decision of the

Department Chair, the student may appeal to the Assistant Dean of the College within five business days. If the student is not satisfied with the Assistant Dean of the College's decision, then the appeal may be sent to the Dean of the College of Health Professions, within five business days. The decision of the Dean of the College of Health Professions is final.

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

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

PTA Reinstatement Policy

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

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

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

Reinstatement Procedure

1. If the student withdrew or was dismissed during the first quarter of the professional phase, the PC may elect to have the student enter the ranking process to gain admission to the next cohort. The student will be required to follow the same application process as all other applicants. If the student gains admission to the professional phase, the student will repeat all previously attempted PTA coursework.
2. If the student withdrew or was dismissed after completing one or more quarters of the professional phase, the PC will determine what coursework, if any, must be repeated upon reinstatement. The student must repeat any course in which the student did not achieve a minimum grade of "C" (70%), however the PC may also require a student to repeat coursework that was completed successfully if it is deemed to be critical to the success of the student (see financial aid for costs associated with retaking coursework). The PC may also require actions including, but not limited to, remediation, competency checks, and/or written or didactic exams to determine if the student is suitable to return to the program and to help ensure student success.
   a. When a student repeats a course the student must achieve a minimum grade of B (80%) to continue in the curriculum. If the course has a lab element, students must achieve a minimum average of 80% in EACH individual component (i.e., lecture and lab). If the student fails to achieve a minimum grade of B in repeated coursework, the student will be dismissed from the program and is not eligible for reinstatement.

3. Students who are eligible for reinstatement and who have been out of the program for longer than one year must reapply for admission to the university and meet the current admissions requirements of the professional phase of the PTA program.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during his/her absence from the program.
5. If a student is dismissed a second time while in the professional phase, the dismissal is permanent and the student is not eligible for reinstatement into any South University PTA program.

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

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.

Student 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 pracitcum 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 Chari. 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

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

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

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

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

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

1. Students are required to meet the academic progression standards as stated in the Satisfactory Academic Progress Policy for the Professional phase of undergraduate nursing. Failure to meet the SAP standards may result in dismissal from the nursing program.
2. Students who earn less than a C in undergraduate nursing course(s) will not be allowed to progress in the program. Students may be allowed to apply for a one time reinstatement. If approved the students will be permitted to repeat the course(s) in which they scored lower than the required letter grade of C the next quarter the course is offered.
3. Students enrolled in the professional phase of the BSN program must maintain a minimum

cumulative GPA (CGPA) of 2.5 in nursing courses every quarter. A student whom does not achieve the required minimum CGPA of 2.5 in nursing courses will be placed on academic probation. A student will only be allowed to remain on academic probation for two consecutive quarters to increase the minimum CGPA. Students unable to meet the minimum CGPA will be permanently dismissed from the program.
4. Students are required to apply knowledge learned in the classroom to the care and treatment of patients. Laboratory or clinical experience courses will have grades reported as pass (P) or fail (F). Grades for practicum/laboratory courses are calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of "P" (pass) in the laboratory/clinical course as well as the classroom courses. For purposes of progression, failure of practicum/laboratory courses carries the same consequences as those courses with letter grades.
5. Remediation is mandatory if a student scores less than the stated percentage on any ATI assessment as outlined in the course syllabi. Please refer to the nursing student handbook for details or course syllabi for detailed explanation. Students are required to apply knowledge learned in the classroom to the care and treatment of patients. Laboratory or clinical experience courses will have grades reported as pass (P) or fail (F). Grades for practicum/laboratory courses are calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of "P" (pass) in the laboratory/clinical course as well as the classroom courses. For purposes of progression, failure of practicum/laboratory courses carries the same consequences as those courses with letter grades.

Removal/Dismissal from a Clinical Site

1. Students who are removed/dismissed from a clinical site prior to completing the rotation cannot engage in a practicum assignment while the clinical team investigates the reasons for the removal/dismissal. If the clinical team deems the removal/dismissal was not warranted, the team

will work with the student to locate a new clinical site. The student will continue in the program while a new site is obtained.

2. If the clinical team deems the removal/dismissal is warranted (falsification of documents, misconduct, theft, non-attendance, etc.), the student will receive a grade of "F" for the practicum.

3. The student may appeal the decision in succession to the Program Director, then the nursing Chair, and then the Dean of the College. The decision of the College Dean is final. The student must appeal each level within 7 days of the decision.

BSN Professional Phase Progression Policy Appeals

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

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

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

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

1. The student must apply in writing to the Program Director requesting reinstatement in the program. The student must include a plan of action, to address the reason(s) for failure to progress in the program that is approved by the Program Director.

2. The Program Director will determine the appropriateness of reinstatement into the program. If not satisfied with the decision of the Program Director, the student may appeal to the Nursing Chair. Upon receipt of the appeal, the Chair will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. If not satisfied with the Chair's decision, the student can appeal to the College Dean. Upon receipt of the appeal, the College Dean will notify the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled. The decision of the College Dean is final. The decision rendered at each stage must be documented in accordance with the appeals decision template. The written appeal decision must be received by the person to whom the appeal is made within seven calendar days of the issuance of the decision at the previous level. The Assistant Dean of the College and the Campus Director & Dean of Academic Affairs and Operations must be copied on the written appeal decision. At the end of the appeals process, the College Dean will provide a copy of the final decision to the Program Director and the Campus Director & Dean of Academic Affairs and Operations where the student is enrolled and to the Nursing Chair, and Assistant Dean of the College.

3. The reinstated student will be required to comply with the curriculum and requirements in force at

the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program. The student must also comply with all reinstatement conditions outlined by the Program Director.

4. Students who are eligible for reinstatement, who have been out of the program for any reason longer than one year must reapply for admission to the university and the Nursing program.

RN to BSN Program Progression Standards

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

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

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

Students Removed from Clinical Affiliation

1. Students who are removed/dismissed from a clinical site prior to completing the rotation cannot engage in a practicum assignment while the clinical team investigates the reasons for the removal/dismissal. If the clinical team deems the removal/dismissal was not warranted, the team will work with the student to locate a new clinical site. The student will continue in the program while a new site is obtained.
2. If the clinical team deems the removal/dismissal is warranted (falsification of documents,

misconduct, theft, non-attendance, etc.), the student will receive a grade of "F" for the practicum.

3. The student may appeal the decision in succession to the Program Director, then the nursing Chair, and then the Dean of the College. The decision of the College Dean is final. The student must appeal each level within 7 days of the decision.

Progression Policy Appeals

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

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

Nursing Program (RN to BSN) Reinstatement Policy

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

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

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

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:

A. 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:

A. Earning one course grade of WF' or 'F' (0.00) in any single quarter
B. 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:

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

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

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

Procedures for Appealing Dismissal by the Progressions Committee

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

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

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

- Nursing (RN to BSN) updates to general education elective pools and nursing core.
- Occupational Therapy Assistant (AAS & AS) program overview and hybrid updates.
- Information Systems (MS) deletion of prior curriculum.
- Medical Assistant program overviews updated.
- Clinical Mental Health Counseling curriculum change.
- Ministry program overview and program student learning outcomes update.

Nursing (RN to BSN)

Degree Type
Bachelor of Science in Nursing (BSN)

Admission Requirements

Procedure for Admission to the RN to BSN Program

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

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

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

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

Offered at Online Programs.

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

The RN to BSN degree program at South University is designed to enhance the professional knowledge and employment scope for the licensed registered nurse. Concepts of nursing research and community health are key components of the curriculum. These educational experiences are designed to prepare professional nurses for practice today and well into the future. Graduates of the RN to BSN degree completion program meet the same program student learning outcomes whether in the campus-based BSN degree program or the online RN to BSN degree program.

Potential students must be comfortable with technology, self-motivated, able to solve problems independently, have good organizational skills, good writing skills, and are prepared to invest time to their studies in both the campus-based and online nursing programs. Forty-five credit hours of nursing credit will be accepted toward the BSN degree based upon graduation from an accredited school of nursing.

Program Student Learning Outcomes

Students graduating from the RN to Bachelor of Science in Nursing degree program will have demonstrated their acquisition of competencies and proficiencies related to the following:

1. Synthesize current scientific research, theories, and concepts from nursing and other disciplines in the practice of professional nursing practice.
2. Collaborates directly with other healthcare professionals using various resources and technologies in various aspects of the advanced nursing leadership role.
3. Apply critical thinking skills in establishing priorities, delegating responsibility, formulating decisions, and maintaining accountability in the practice of professional nursing through the application of nursing standards.
4. Demonstrate proficiency using the nursing process and systematic inquiry to deliver evidenced based, comprehensive, and holistic nursing care which promotes health and quality of life for diverse populations.
5. Demonstrate professionalism using ethical and legal standards of practice in the decision-making process to assist with the development of quality improvement in the healthcare setting(s).

RN to BSN: 180 Credits

A block transfer will apply per the General Education Course Transfer Credit RN to Bachelor of Science in Nursing (BSN and RN to Master of Science in Nursing (MSN) policy.

General Education Requirements: 78 general education credits transferred from transfer of credit policy

Area I: General Education: 86 Credits
Natural Sciences/Mathematics and Statistics

Included in Transfer of Credit from Associate of Nursing Degree or Bachelor's Degree

Arts and Humanities: Choose one 4.0 credit course.

Course Code	Title	Quarter Credits
	Arts and Humanities Elective Pool	

Arts and Humanities Electives

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
HUM1003	Appreciation of the Arts	4.0
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0
HUM2101	World Civilization I: Prehistory to 1500 C.E.	4.0
HUM2102	World Civilization II: 1500 to Present	4.0
PHI1001	Introduction to Ethics	4.0
PHI2301	Introduction to Philosophy	4.0
REL1001	World Religions	4.0

Social and Behavioral Sciences: Choose one 4.0 credit course.

Course Code	Title	Quarter Credits
	Social and Behavioral Sciences Elective Pool	

Social and Behavioral Sciences Electives

ECO2071	Principles of Microeconomics	4.0
ECO2072	Principles of Macroeconomics	4.0
POL1150	Contemporary Issues	4.0
POL2076	American Government	4.0
PSY1001	General Psychology	4.0
SOC1001	Introduction to Sociology	4.0
SOC2010	Social Problems	4.0

Nursing (45 transfer credits + 49 credits from South University): 94 Credits

Course Code	Title	Quarter Credits
NSG3007	Foundations for Professional Nursing	4.0
NSG3012	Principles of Assessment for RNs	4.0
NSG3029	Foundations of Nursing Research	4.0
NSG3039	Information Management and Technology	4.0
NSG4028	Concepts of Teaching and Learning	4.0
NSG4029	Leadership in a Diverse Society	4.0
NSG4068	Trends in Healthcare Policy	4.0
NSG4074	Health Promotion and Clinical Prevention	4.0
NSG4076	RN to BSN Capstone Synthesis	5.0

Elective Pool: (12 credits) Choose 3 courses below:

Course Code	Title	Quarter Credits
HSC2010	Medical Sociology	4.0
HSC3002	Environmental Health	4.0
HSC3004	Complementary and Alternative Health	4.0
HSC4010	Epidemiology and Disease Control	4.0
HSC4030	Women and Minority Health Issues	4.0
NSG4055	Illness and Disease Management Across the Life Span	4.0
NSG4067	Gerontological Nursing	4.0
PHE4015	Introduction to Global Health	4.0
PHE4030	Foundation of Health Communication	4.0
	Total Credits	180

Occupational Therapy Assistant

Degree Type
Associate of Science (AS)

Admission Requirements

Procedure for Admission into the Professional Phase of the Associate of Science or Associate of Applied Science in Occupational Therapy Assistant Program

Admission into the Occupational Therapy Assistant (OTA) program is a two-step process:

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

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

Transfer credit will not be accepted for South University courses with an OTA prefix.

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

Admission Requirements for the Professional Phase of the Occupational Therapy Assistant Program

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

The criteria to determine admission to the OTA program include:

1. Application must be submitted seven (7) weeks prior to the start of the professional phase of the program.
2. Applicants must meet the Essential Functions of the OTA program.
3. Applicants must have a minimum grade of 'C' or above in all prerequisites, except for the following course, in which students must achieve a minimum grade of 'B' or above: OTA1003 Introduction to Occupational Therapy Assistant. (OTA1001 Introduction to Occupational Therapy is an acceptable substitution.)
4. Applicants must achieve a minimum CGPA of 2.85 or greater in prerequisite coursework. All prerequisite coursework must be successfully completed prior to entry into the Professional Phase of the OTA program.

Applicants must have successfully completed the following courses in the past seven years from the intended start date of the Professional Phase of the

OTA program: Medical Terminology, Anatomy and Physiology I (lecture and lab) and Anatomy and Physiology II (lecture and lab). Applicants must have successfully completed OTA1003 Introduction to Occupational Therapy Assistant in the past two years from the intended start of the Professional Phase of the OTA Program. (OTA1001 Introduction to Occupational Therapy is an acceptable substitution.)

Ranking of Applicants for Admission into the Professional OTA Curriculum will be based upon the following criteria:

1. Cumulative GPA in required prerequisite coursework (2.85 or greater required).
2. Science GPA (2.0 or greater required). Science coursework will not be accepted if greater than 7 years old.
   a. AHS1001 Medical Terminology
   b. BIO1011 Anatomy and Physiology I
   c. BIO1012 Anatomy and Physiology I Lab
   d. BIO1013 Anatomy and Physiology II
   e. BIO1014 Anatomy and Physiology II Lab

NOTE: If a qualified student is not accepted or if a student is unable to matriculate into the Professional OTA Curriculum, they may use that same application to apply into the next cohort on that same campus within one year from the date of application submission. After that time, the student must apply as a new student.

Essential Functions for the OTA Program

The following are considered to be essential functions related to the profession of occupational therapy to be successful in the Occupational Therapy Assistant (OTA) program and in future employment as a Certified Occupational Therapy Assistant (COTA).

It is the responsibility of the OTA Program at South University to inform students considering a career as a COTA about the essential functions required both in the academic program and in the workforce. Factors and requirements will vary, depending on the specific area of practice and work setting.

Students must demonstrate safe and continuous application of these essential functions or of any and all others that are integral to the success of the OTA student and future occupational therapy practitioner. Students will display professional behaviors, assess their own performance with respect to the behaviors, and be ready to make behavioral changes as directed by academic and clinical faculty.

In addition, the OTA Progressions Committee may become involved in issues related to a student's performance of the essential functions. The OTA Progressions Committee may make recommendations to the OTA Program Director that result in, but are not limited to, a lower course grade, the creation of a remediation plan, exclusion from a course, dismissal from a Level I or Level II Fieldwork experience, professional behavior probation or dismissal from the OTA program and/or South University.

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against "otherwise qualified" persons with a disability. South University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations.

All students must demonstrate competency in the following essential functions related to the profession of occupational therapy:

Behavioral/Emotional Functions

Adaptation: The ability to respond with flexibility to change or difference.

Emotional Stability: The ability to control one's own emotions, differentiate between different emotions and identify each appropriately; use emotions to guide thinking and direct behavior.

Interpersonal Skills: The ability to interact effectively with others.

Safety: Maintain the well-being of others in compliance with policies and procedures.

Ethics: The ability to distinguish between right and wrong, to comply with authority and with policies and procedures.

Professional Behavior and Appearance: The ability to adjust behavior and appearance in response to given circumstances.

Cognitive Functions

Critical Thinking: The ability to define and resolve issues by asking questions, gathering and analyzing information.

Time Management: The ability to identify and prioritize tasks to be accomplished and maintain work pace appropriate to given work load.

Math, Reading Comprehension: The ability to apply basic math functions, calculate time and simple measurements; comprehend written words.

Perception: The ability to be aware of things in relation to others and to discriminate between those relationships.

Communication Functions

Verbal: The ability to speak using the English language, clearly communicating and clarifying information.

Written: The ability to communicate legibly and concisely in English, using proper grammar, punctuation, spelling, style and formatting.

Listening, Comprehending, Responding: The ability to hear, understand and respond appropriately to what was communicated.

Sensory Functions

Hearing: The auditory ability to detect sound within 10 feet away, sufficient to monitor clients and interact with others.

Touch: The ability to come into physical contact with something and perceive that it is there.

Vision: The ability to look at and see something or someone close-up and from a distance greater than 20 feet, noting verbal and nonverbal postures or behaviors.

Physical Functions

Fine motor dexterity: The ability to coordinate small muscle groups during movement, usually involving coordination between the hands, fingers and eyes to manipulate small objects.

Gross motor skills: The ability to coordinate large muscle groups to move and to stabilize the head, trunk, arms and legs to reach, lift, push, pull, stand, balance, walk, run, bend, kneel and crouch; possess minimum grip strength of 30 pounds in one or both hands, and the ability to stand up to 30 minutes at a time, push up to 250 pounds and lift/transfer up to 250 pounds.

Mobility: The ability to independently move easily from point A to point B.

Endurance: The ability to exert self and remain active for a long period of time (e.g., 45 minutes); stamina.

Environmental Functions

Working conditions: The ability to recognize, avoid and prevent safety and health hazards in the work setting.

For additional admissions information please see the admissions section here.

The Occupational Therapy Assistant program at South University, Richmond, Virginia Beach, and Tampa are accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-6211, and its web address is http://www.acoteonline.org.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. More information on ACOTE may be obtained at http://www.acoteonline.org.

Program Overview and Outcomes

The occupational therapy assistant works under the supervision of the occupational therapist to help individuals regain or accommodate to decreased range

of motion, muscle strength, coordination, perception and activities of daily living, which includes dressing, eating, toileting, hygiene and home management.

The Associate of Applied Science and the Associate of Science degrees in the Occupational Therapy Assistant (OTA) degree program are dedicated to providing educational opportunities of the intellectual, social and professional development of a diverse student population. Through its carefully balanced and sequenced curricular design over eight quarters, the Occupational Therapy Assistant program is designed to prepare qualified graduates to seek entry-level employment as occupational therapy practitioners. The program prepares students with knowledge and skills for competent entry-level practice in a variety of contexts for an ever-changing world. The Occupational Therapy Assistant program further seeks to lead the profession and community through its contributions in educational leadership, community and professional service, lifelong learning, and scholarship.

Graduates of the program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. More information on ACOTE may be obtained at http://www.acoteonline.org. Graduates are required to pass the national certification exam and be licensed within the state to work as an OTA. Please refer to the Professional Licensure section of the University catalog.

The Professional Phase of the Occupational Therapy Assistant program is delivered on campus at each of the campuses where the program is offered. It is offered on the Richmond and Tampa campuses as a hybrid modality. Students enrolled in the hybrid modality meet both face-to-face in the classroom and asynchronously online over the 11-week term. Please refer to the program curriculum in the academic catalog for further details.

Program Student Learning Outcomes

The OTA program goals address student competency in the following areas

1. Prepare occupational therapy assistants who appreciate and adapt to diverse and alternative cultures, settings, systems, processes, and ideas. (adaptation thread)
2. Foster student skill in accessing relevant literature and information, using research-based evidence to make informed decisions in occupational therapy practice. (information literacy thread)
3. Cultivate student skill in effective critical thinking, problem-solving, and clinical reasoning with clients across the lifespan in diverse practice settings. (critical thinking thread)
4. Foster development of student's communication skills to promote effective, appropriate interaction with all stakeholders. (professionalism thread)
5. Instill in the student the values, attitudes and behaviors consistent with the occupational therapy profession's philosophy, standards and ethics. (professionalism thread)
6. Provide the student with opportunities to acquire skills in advocacy for the profession of occupational therapy to other professionals, service providers, consumers, third-party payers, regulatory bodies, professional associations and the public. (professionalism thread)
7. Provide the student with a challenging curriculum is designed to prepare graduates to deliver occupational therapy assistant services with entry-level competency under the supervision of an occupational therapist in a variety of practice settings. (professionalism and critical thinking threads)
8. Impart to the student a passion for lifelong professional development to meet changing societal needs. (lifelong learning thread)
9. Provide ongoing opportunities for stakeholders in the OTA program to have input into the development and evaluation of the OTA program to ensure the program remains true to its mission and philosophy. (information literacy thread)

Accreditation

The Occupational Therapy Assistant program at South University, Richmond, Virginia Beach, and Tampa are accredited by the Accreditation Council for

Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number c/o AOTA is (301) 652-6211, and its web address is http://www.acoteonline.org.

Associate of Science in Occupational Therapy Assistant: 109 Credits

Offered at Tampa.

Area I General Education Requirements: 32 Credits

Basic Communications

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

Mathematics and Statistics

Course Code	Title	Quarter Credits
MAT1001	College Algebra I	4.0

Natural Sciences

Course Code	Title	Quarter Credits
	BIO1011 and BIO1012	**6**
BIO1011	Anatomy and Physiology I	4.0
BIO1012	Anatomy and Physiology I Lab	2.0
	BIO1013 and BIO1014	**6**
BIO1013	Anatomy and Physiology II	4.0
BIO1014	Anatomy and Physiology II Lab	2.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0

Area II: Foundation Requirements: 11 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
OTA1003	Introduction to Occupational Therapy Assistant	3.0
PSY2022	Human Growth and Development	4.0

Area III Professional Curriculum Requirements Hybrid: 66 Credits

Course Code	Title	Quarter Credits
OTA1011	Medical Conditions	3.0
OTA1020	Occupational Analysis I	4.0
OTA1031	Occupational Therapy in Mental Health	5.0
OTA1039	Level I Fieldwork in Mental Health	1.0
OTA1045	Professional Documentation	1.0
OTA2020	Occupational Analysis II	4.0
OTA2031	Occupational Therapy for Children and Adolescents	5.0
OTA2039	Level I Fieldwork for Children and Adolescents	1.0
OTA2041	Movement for Human Occupation	4.0
OTA2051	Occupational Therapy for Adults and the Elderly	5.0
OTA2059	Level I Fieldwork for Adults and the Elderly	1.0
OTA2060	Occupational Therapy Management	4.0
OTA2071	Community Practice	2.0
OTA2080	Professional Issues	2.0
OTA2380	Level II Fieldwork A	8.0
OTA2385	Fieldwork Seminar A	4.0
OTA2390	Level II Fieldwork B	8.0
OTA2395	Fieldwork Seminar B	4.0
	Total Credits	109

Occupational Therapy Assistant

Degree Type
Associate of Applied Science (AAS)

Admission Requirements

Procedure for Admission into the Professional Phase of the Associate of Science or Associate of Applied Science in Occupational Therapy Assistant Program

Admission into the Occupational Therapy Assistant (OTA) program is a two-step process:

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

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

Transfer credit will not be accepted for South University courses with an OTA prefix.

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

Admission Requirements for the Professional Phase of the Occupational Therapy Assistant Program

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

The criteria to determine admission to the OTA program include:

1. Application must be submitted seven (7) weeks prior to the start of the professional phase of the program.
2. Applicants must meet the Essential Functions of the OTA program.
3. Applicants must have a minimum grade of 'C' or above in all prerequisites, except for the following course, in which students must achieve a minimum grade of 'B' or above: OTA1003 Introduction to Occupational Therapy Assistant. (OTA1001 Introduction to Occupational Therapy is an acceptable substitution.)
4. Applicants must achieve a minimum CGPA of 2.85 or greater in prerequisite coursework. All prerequisite coursework must be successfully completed prior to entry into the Professional Phase of the OTA program.

Applicants must have successfully completed the following courses in the past seven years from the intended start date of the Professional Phase of the OTA program: Medical Terminology, Anatomy and Physiology I (lecture and lab) and Anatomy and Physiology II (lecture and lab). Applicants must have successfully completed OTA1003 Introduction to Occupational Therapy Assistant in the past two years from the intended start of the Professional Phase of the OTA Program. (OTA1001 Introduction to Occupational Therapy is an acceptable substitution.)

Ranking of Applicants for Admission into the Professional OTA Curriculum will be based upon the following criteria:

1. Cumulative GPA in required prerequisite coursework (2.85 or greater required).
2. Science GPA (2.0 or greater required). Science coursework will not be accepted if greater than 7 years old.
   a. AHS1001 Medical Terminology
   b. BIO1011 Anatomy and Physiology I
   c. BIO1012 Anatomy and Physiology I Lab
   d. BIO1013 Anatomy and Physiology II

e. BIO1014 Anatomy and Physiology II Lab

NOTE: If a qualified student is not accepted or if a student is unable to matriculate into the Professional OTA Curriculum, they may use that same application to apply into the next cohort on that same campus within one year from the date of application submission. After that time, the student must apply as a new student.

Essential Functions for the OTA Program

The following are considered to be essential functions related to the profession of occupational therapy to be successful in the Occupational Therapy Assistant (OTA) program and in future employment as a Certified Occupational Therapy Assistant (COTA).

It is the responsibility of the OTA Program at South University to inform students considering a career as a COTA about the essential functions required both in the academic program and in the workforce. Factors and requirements will vary, depending on the specific area of practice and work setting.

Students must demonstrate safe and continuous application of these essential functions or of any and all others that are integral to the success of the OTA student and future occupational therapy practitioner. Students will display professional behaviors, assess their own performance with respect to the behaviors, and be ready to make behavioral changes as directed by academic and clinical faculty.

In addition, the OTA Progressions Committee may become involved in issues related to a student's performance of the essential functions. The OTA Progressions Committee may make recommendations to the OTA Program Director that result in, but are not limited to, a lower course grade, the creation of a remediation plan, exclusion from a course, dismissal from a Level I or Level II Fieldwork experience, professional behavior probation or dismissal from the OTA program and/or South University.

Both Section 504 of the Rehabilitation Act, 29 U.S.C.A. Section 794, and the Americans with Disabilities Act prohibit discrimination against "otherwise qualified" persons with a disability. South University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations.

All students must demonstrate competency in the following essential functions related to the profession of occupational therapy:

Behavioral/Emotional Functions

Adaptation: The ability to respond with flexibility to change or difference.

Emotional Stability: The ability to control one's own emotions, differentiate between different emotions and identify each appropriately; use emotions to guide thinking and direct behavior.

Interpersonal Skills: The ability to interact effectively with others.

Safety: Maintain the well-being of others in compliance with policies and procedures.

Ethics: The ability to distinguish between right and wrong, to comply with authority and with policies and procedures.

Professional Behavior and Appearance: The ability to adjust behavior and appearance in response to given circumstances.

Cognitive Functions

Critical Thinking: The ability to define and resolve issues by asking questions, gathering and analyzing information.

Time Management: The ability to identify and prioritize tasks to be accomplished and maintain work pace appropriate to given work load.

Math, Reading Comprehension: The ability to apply basic math functions, calculate time and simple measurements; comprehend written words.

Perception: The ability to be aware of things in relation to others and to discriminate between those relationships.

Communication Functions

Verbal: The ability to speak using the English language, clearly communicating and clarifying information.

Written: The ability to communicate legibly and concisely in English, using proper grammar, punctuation, spelling, style and formatting.

Listening, Comprehending, Responding: The ability to hear, understand and respond appropriately to what was communicated.

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Program Overview and Outcomes

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The Associate of Applied Science and the Associate of Science degrees in the Occupational Therapy Assistant (OTA) degree program are dedicated to providing educational opportunities of the intellectual, social and professional development of a diverse student population. Through its carefully balanced and sequenced curricular design over eight quarters, the Occupational Therapy Assistant program is designed to prepare qualified graduates to seek entry-level employment as occupational therapy practitioners. The program prepares students with knowledge and skills for competent entry-level practice in a variety of contexts for an ever-changing world. The Occupational Therapy Assistant program further seeks to lead the profession and community through its contributions in educational leadership, community and professional service, lifelong learning, and scholarship.

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The Professional Phase of the Occupational Therapy Assistant program is delivered on campus at each of the campuses where the program is offered. It is offered on the Richmond and Tampa campuses as a hybrid modality. Students enrolled in the hybrid modality meet both face-to-face in the classroom and asynchronously online over the 11-week term. Please refer to the program curriculum in the academic catalog for further details.

Program Student Learning Outcomes

The OTA program goals address student competency in the following areas

1. Prepare occupational therapy assistants who appreciate and adapt to diverse and alternative cultures, settings, systems, processes, and ideas. (adaptation thread)
2. Foster student skill in accessing relevant literature and information, using research-based evidence to make informed decisions in occupational therapy practice. (information literacy thread)
3. Cultivate student skill in effective critical thinking, problem-solving, and clinical reasoning with clients across the lifespan in diverse practice settings. (critical thinking thread)
4. Foster development of student's communication skills to promote effective, appropriate interaction with all stakeholders. (professionalism thread)
5. Instill in the student the values, attitudes and behaviors consistent with the occupational therapy profession's philosophy, standards and ethics. (professionalism thread)
6. Provide the student with opportunities to acquire skills in advocacy for the profession of occupational therapy to other professionals, service providers, consumers, third-party payers, regulatory bodies, professional associations and the public. (professionalism thread)
7. Provide the student with a challenging curriculum is designed to prepare graduates to deliver occupational therapy assistant services with entry-level competency under the supervision of an occupational therapist in a variety of practice settings. (professionalism and critical thinking threads)
8. Impart to the student a passion for lifelong professional development to meet changing societal needs. (lifelong learning thread)
9. Provide ongoing opportunities for stakeholders in the OTA program to have input into the development and evaluation of the OTA program to ensure the program remains true to its mission and philosophy. (information literacy thread)

Accreditation

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Associate of Applied Science in Occupational Therapy Assistant: 109 Credits

Offered in the eight-quarter sequence at South University, Richmond only.

This program is a technical program, and credits generally earned in this program are not applicable to other degrees.

Area I General Education Requirements: 32 Credits

Basic Communications

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

Mathematics and Statistics

Course Code	Title	Quarter Credits
MAT1001	College Algebra I	4.0

Natural Sciences

Course Code	Title	Quarter Credits
	BIO1011 and BIO1012	**6**
BIO1011	Anatomy and Physiology I	4.0
BIO1012	Anatomy and Physiology I Lab	2.0
	BIO1013 and BIO1014	**6**
BIO1013	Anatomy and Physiology II	4.0
BIO1014	Anatomy and Physiology II Lab	2.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0

Area II Foundation Requirements: 11 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
OTA1003	Introduction to Occupational Therapy Assistant	3.0
PSY2022	Human Growth and Development	4.0

Area III Professional Curriculum Requirements Hybrid: 66 Credits

Course Code	Title	Quarter Credits
OTA1011	Medical Conditions	3.0
OTA1020	Occupational Analysis I	4.0
OTA1031	Occupational Therapy in Mental Health	5.0
OTA1039	Level I Fieldwork in Mental Health	1.0
OTA1045	Professional Documentation	1.0
OTA2020	Occupational Analysis II	4.0
OTA2031	Occupational Therapy for Children and Adolescents	5.0
OTA2039	Level I Fieldwork for Children and Adolescents	1.0
OTA2041	Movement for Human Occupation	4.0
OTA2051	Occupational Therapy for Adults and the Elderly	5.0
OTA2059	Level I Fieldwork for Adults and the Elderly	1.0
OTA2060	Occupational Therapy Management	4.0
OTA2071	Community Practice	2.0
OTA2080	Professional Issues	2.0
OTA2380	Level II Fieldwork A	8.0
OTA2385	Fieldwork Seminar A	4.0
OTA2390	Level II Fieldwork B	8.0
OTA2395	Fieldwork Seminar B	4.0
	Total Credits	109

Information Systems

Degree Type
Master of Science (MS)

Admission Requirements

Admissions criteria for Master of Science in Information Systems (MSIS)

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, Online Programs, Orlando, Richmond, Tampa, and Virginia 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 Master of Science in Information Systems (MSIS) program prepares students for a career or advancement within the Information Systems (IS) profession, or related fields. The program is designed for professionals and continuing students with diverse backgrounds. The MSIS program curriculum focuses on merging business and IS theories while emphasizing practical applications.

The core competencies of the MSIS program covers a wide range of topics, including business intelligence, data management, knowledge acquisition, information technology (IT) governance, service management, IS development and auditing, systems analysis and design, object-oriented enterprise modeling, information security, and risk management.

The program aims to equip students with analytical and critical-thinking skills to identify and solve problems within an interrelated systems context. Students learn to define problems and communicate solutions effectively by using oral, visual, and analytical means, as well as utilizing frameworks such as business cases, service level agreements, use cases, and corporate dashboards.

The MSIS program draws on recognized industry frameworks, best practices, and standards through alignment with certifications established by the Information Systems Audit and Control Association (ISACA®), the Information Technology Infrastructure Library (ITIL®), and the Project Management Institute (PMI®).

The program emphasizes project-based learning and students perform an IT/IS industry analysis of skills, certifications, technologies, and methodologies required in their targeted careers. This leads to the development of a portfolio of projects, which is vetted by industry experts. This approach is also supported by an elective internship course.

Program Student Learning Outcomes

After completion of the Master of Science in Information Systems, graduates will be able to:

1. Utilize Information Systems (IS) resources (people, processes, technology, and data) to support enterprise strategy.
2. Communicate effectively in a variety of IS professional contexts.
3. Evaluate IS professional decisions and actions based on legal and ethical principles
4. Analyze IS problems through enterprise architecture methodologies.

Master of Science in Information Systems: 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 of Business Courses (Choose 1): 4 Credits

Course Code	Title	Quarter Credits
LEA5125	Leadership Ethics, Culture, and Politics	4.0
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

Foundation Information Systems and Technology: 12 Credits

Course Code	Title	Quarter Credits
MIS5010	Information Technology Infrastructure	4.0
MIS5020	Information Systems Fundamentals	4.0
MIS5030	Emerging Technologies	4.0

Core: 28 Credits

Course Code	Title	Quarter Credits
MIS6000	Principles of System Development	4.0
MIS6010	Project Management	4.0
MIS6020	Corporate Information Systems Management	4.0
MIS6210	Decision Support Systems	4.0
MIS6211	Data Management	4.0
MIS6230	IT Audit, Control, and Compliance	4.0
MIS6250	Organizational Information Security	4.0

Capstone: 4 Credits

Course Code	Title	Quarter Credits
MIS6995	Information Systems Capstone	4.0
	Total Credits	48

Medical Assisting (Columbia, Montgomery, and Savannah)

Degree Type
Associate of Science (AS)

Admission Requirements

Procedure for Admission to the Associate of Science in Medical Assisting Program

In addition to general admission to the University, students should be able to meet the following technical standards for the Medical Assisting Program.

1. Background Check:
   Students must complete a background check at their own expense using the agency identified by the MA Program Director. No other background checks will be accepted. The background check must be completed at least three weeks prior to the intended start date of the first MA Practicum clinical placement. Students with a positive background check will not be allowed to start AHS2098 Medical Assisting Practicum and will be referred to the MA Progression Committee. The MA program follows the College of Health Professions Background Check Policy and Substance Abuse and Screening Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants are not eligible for admittance into any portion of the MA program if they have a felony conviction, plea, or adjudication withheld, or any disqualifying misdemeanor, for which a pardon or exemption for disqualification has not been received, including but not limited to rape or sexual abuse or molestation, and abuse, endangerment, or neglect of a child, disabled person, or elderly person.

2. Drug Screen:
   Students must complete drug screen at their own expense using the agency identified by the MA Program Director. No other drug screens will be accepted. The screen must be completed at least three weeks prior to the intended start date of the

first MA Practicum clinical placement. Students with a positive drug screen will not be allowed to start the MA Practicum and will be referred to the MA Progression Committee. The MA program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog (http://www.southuniversity.edu/admissions/academic-catalog).

3. Technical Standards:
   Students must meet the technical standards, which describe the physical abilities and behavioral characteristics required of students for full participation and successful completion of the MA program, as well as to function as a fully qualified medical assistant after graduation. Prospective MA students should review these standards and determine if they have any limitations that may interfere with their ability to satisfy any of these requirements.

The technical standards are:

- **Sensory**
  Medical Assisting students must be able to read charts, graphs, instrument scales and medication orders, prepare and maintain medical records, and use their senses of hearing and touch to recognize emergencies and to assess the patient's physical condition.
- **Communication**
  The Medical Assisting student must be able to read and write effectively in order to transmit information to all members of the healthcare team. The student must also be able to assess nonverbal communication and respond appropriately.
  Additional requirements include the ability to interview and record patient histories, provide patient care instructions, use correct telephone technique, collect, prioritize and convey information.
- **Fine Motor Skills**
  The Medical Assisting student must manifest all the fine motor skills necessary to safely and accurately use medical instruments and perform diagnostic and clinical procedures (e.g. obtaining the patient's blood pressure, heart rate and temperature, drawing blood and administering non-intravenous injections). The student must be

able to perform basic secretarial skills, including using a keyboard and the operation of common office equipment.
- **Gross Motor Skills**
  The Medical Assisting student must be able to support patients when ambulating, assist patients in and out of a wheelchair, and on and off an examination table. Students must be able to reach equipment and supplies and respond appropriately to emergency situations in a timely manner.
- **Psychological Stability**
  The Medical Assisting student must demonstrate the ability to handle difficult interpersonal situations in a calm and tactful manner. The student must also be able to maintain a composed, competent, and confident demeanor during emergency situations.

MA Clinical Practicum Policies

1. Proof of Immunization:
   MA students are required to provide evidence of the initiation or completion of the Hepatitis B immunization series and current flu shot. The student must upload all original lab results and evidence of immunization through the background screening and compliance tracking agency identified by the MA Program at least three weeks prior to the intended start date of AHS2098 Medical Assisting Practicum. Additional vaccinations may be required by clinical sites. All associated fees are the responsibility of the student.
2. CPR/ First Aid and Physical Exam:
   Students must provide verification of a health care provider level CPR/First Aid certification at their own expense prior to the start of the AHS2098 Medical Assisting Practicum clinical courses in the technical phase of the MA program. A Physical Exam and tuberculosis assessment may be required by some clinical sites prior to the MA Practicum. All associated fees are the responsibility of the student.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes
Offered at Columbia, Montgomery, and Savannah.

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

Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians' offices, clinics, and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team.

The medical assisting program is devoted to a competency-based education with emphasis on the students' mastery of clinical and administrative competencies. These competencies are validated through performance on tests, terminal performance objectives, and a clinical externship. Their training culminates in a required 160-hour, supervised practicum at a local medical practice during their last quarter of study.

Program Student Learning Outcomes

The Program minimum expectation is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as follows:

- Demonstrate the effective utilization of communication and inter-personal relationship skills.
- Demonstrate knowledge of basic math and science skills.
- Identify skills required to develop and maintain professionalism.
- Demonstrate knowledge of medical assisting administration procedures.
- Demonstrate knowledge of medical assisting clinical procedures.
- Demonstrate knowledge of anatomy, physiology, and pathophysiology principles.
- Demonstrate knowledge of medical terminology and its application.
- Demonstrate application of psychology principles.
- Demonstrate knowledge of medical law and ethics.

Associate of Science in Medical Assisting: 92 Credits

Curriculum for Columbia and Savannah.

Area I General Education Requirements: 32 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
COM2006	Interpersonal Communication	4.0
SPC1026	Public Speaking	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0

Mathematics

Course Code	Title	Quarter Credits
MAT1500	College Mathematics	4.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Area II Foundation Requirements: 28 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
AHS1085	Musculoskeletal, Nervous, and Integumentary Systems	4.0
AHS1086	Cardiovascular and Respiratory Systems	4.0
AHS1087	Endocrine, Urinary, and Reproductive Systems	4.0
AHS1088	Lymphatic, Immune, and Digestive Systems	4.0
AHS1089	Introduction to Healthcare Documentation, Law, and Ethics	4.0
AHS1090	Professional Development for Healthcare Professionals	4.0

Area III Major Program Requirements: 32 Credits

Course Code	Title	Quarter Credits
AHS2005	Clinical Competencies I	4.0
AHS2006	Clinical Competencies II	4.0
AHS2007	Clinical Laboratory Competencies	4.0
AHS2087	Medical Office Procedures	4.0
AHS2090	Medical Insurance and Coding	4.0
AHS2092	Computers in the Medical Office	4.0

Capstone

Course Code	Title	Quarter Credits
AHS2095	Medical Assisting Certification Review	2.0
AHS2098	Medical Assisting Practicum	6.0

Associate of Science in Medical Assisting: 92 Credits

Curriculum for Montgomery.

Area I General Education Requirements: 28 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
COM2006	Interpersonal Communication	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Mathematics

Course Code	Title	Quarter Credits
MAT1500	College Mathematics	4.0

Area II Foundation Requirements Online: 32 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
AHS1085	Musculoskeletal, Nervous, and Integumentary Systems	4.0
AHS1086	Cardiovascular and Respiratory Systems	4.0
AHS1087	Endocrine, Urinary, and Reproductive Systems	4.0
AHS1088	Lymphatic, Immune, and Digestive Systems	4.0
AHS1089	Introduction to Healthcare Documentation, Law, and Ethics	4.0
AHS1090	Professional Development for Healthcare Professionals	4.0
AHS1091	Medical Asepsis and Electrocardiography	4.0

Area III Major Program Requirements Hybrid: 32 Credits

Course Code	Title	Quarter Credits
AHS2005	Clinical Competencies I	4.0
AHS2006	Clinical Competencies II	4.0
AHS2007	Clinical Laboratory Competencies	4.0
AHS2087	Medical Office Procedures	4.0
AHS2090	Medical Insurance and Coding	4.0
AHS2092	Computers in the Medical Office	4.0
AHS2095	Medical Assisting Certification Review	2.0
AHS2098	Medical Assisting Practicum	6.0
	Total Credits	92

Medical Assisting (Online)

Degree Type
Associate of Science (AS)

Admission Requirements

Procedure for Admission to the Associate of Science in Medical Assisting Program

In addition to general admission to the University, students should be able to meet the following technical standards for the Medical Assisting Program.

1. Background Check:
   Students must complete a background check at their own expense using the agency identified by the MA Program Director. No other background checks will be accepted. The background check must be completed at least three weeks prior to the intended start date of the first MA Practicum clinical placement. Students with a positive background check will not be allowed to start AHS2098 Medical Assisting Practicum and will be referred to the MA Progression Committee. The MA program follows the College of Health Professions Background Check Policy and Substance Abuse and Screening Policy located in the South University Catalog (www.southuniversity.edu/admissions/academic-catalog). Applicants are not eligible for admittance into any portion of the MA program if they have a felony conviction, plea, or adjudication withheld, or any disqualifying misdemeanor, for which a pardon or exemption for disqualification has not been received, including but not limited to rape or sexual abuse or molestation, and abuse, endangerment, or neglect of a child, disabled person, or elderly person.

2. Drug Screen:
   Students must complete drug screen at their own expense using the agency identified by the MA Program Director. No other drug screens will be accepted. The screen must be completed at least three weeks prior to the intended start date of the first MA Practicum clinical placement. Students with a positive drug screen will not be allowed to start the MA Practicum and will be referred to the MA Progression Committee. The MA program follows the College of Health Professions Substance Abuse and Screening Policy located in the South University Catalog (http://www.southuniversity.edu/admissions/academic-catalog).

3. Technical Standards:
   Students must meet the technical standards, which describe the physical abilities and

behavioral characteristics required of students for full participation and successful completion of the MA program, as well as to function as a fully qualified medical assistant after graduation. Prospective MA students should review these standards and determine if they have any limitations that may interfere with their ability to satisfy any of these requirements.

The technical standards are:

- **Sensory**
  Medical Assisting students must be able to read charts, graphs, instrument scales and medication orders, prepare and maintain medical records, and use their senses of hearing and touch to recognize emergencies and to assess the patient's physical condition.
- **Communication**
  The Medical Assisting student must be able to read and write effectively in order to transmit information to all members of the healthcare team. The student must also be able to assess nonverbal communication and respond appropriately.
  Additional requirements include the ability to interview and record patient histories, provide patient care instructions, use correct telephone technique, collect, prioritize and convey information.
- **Fine Motor Skills**
  The Medical Assisting student must manifest all the fine motor skills necessary to safely and accurately use medical instruments and perform diagnostic and clinical procedures (e.g. obtaining the patient's blood pressure, heart rate and temperature, drawing blood and administering non-intravenous injections). The student must be able to perform basic secretarial skills, including using a keyboard and the operation of common office equipment.
- **Gross Motor Skills**
  The Medical Assisting student must be able to support patients when ambulating, assist patients in and out of a wheelchair, and on and off an examination table. Students must be able to reach equipment and supplies and respond appropriately to emergency situations in a timely manner.
- **Psychological Stability**
  The Medical Assisting student must demonstrate

the ability to handle difficult interpersonal situations in a calm and tactful manner. The student must also be able to maintain a composed, competent, and confident demeanor during emergency situations.

MA Clinical Practicum Policies

1. Proof of Immunization:
   MA students are required to provide evidence of the initiation or completion of the Hepatitis B immunization series and current flu shot. The student must upload all original lab results and evidence of immunization through the background screening and compliance tracking agency identified by the MA Program at least three weeks prior to the intended start date of AHS2098 Medical Assisting Practicum. Additional vaccinations may be required by clinical sites. All associated fees are the responsibility of the student.
2. CPR/ First Aid and Physical Exam:
   Students must provide verification of a health care provider level CPR/First Aid certification at their own expense prior to the start of the AHS2098 Medical Assisting Practicum clinical courses in the technical phase of the MA program. A Physical Exam and tuberculosis assessment may be required by some clinical sites prior to the MA Practicum. All associated fees are the responsibility of the student.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

Offered at Online Programs.

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

The online Associate of Science in Medical Assisting program is not accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org).

Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians' offices, clinics, and other healthcare settings. They are proficient in a multitude of clinical

and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team.

The medical assisting program is devoted to a competency-based education with emphasis on the students' mastery of clinical and administrative competencies. These competencies are validated through performance on tests, terminal performance objectives, and a clinical externship. Their training culminates in a required 160-hour, supervised practicum at a local medical practice during their last quarter of study.

Program Student Learning Outcomes

The Program minimum expectation is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains as follows:

- Demonstrate the effective utilization of communication and inter-personal relationship skills.
- Demonstrate knowledge of basic math and science skills.
- Identify skills required to develop and maintain professionalism.
- Demonstrate knowledge of medical assisting administration procedures.
- Demonstrate knowledge of medical assisting clinical procedures.
- Demonstrate knowledge of anatomy, physiology, and pathophysiology principles.
- Demonstrate knowledge of medical terminology and its application.
- Demonstrate application of psychology principles.
- Demonstrate knowledge of medical law and ethics.

Associate of Science in Medical Assisting: 92 Credits

Curriculum for Online Programs only

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

Area I General Education Requirements: 28 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
COM2006	Interpersonal Communication	4.0

Social and Behavioral Sciences

Course Code	Title	Quarter Credits
PSY1001	General Psychology	4.0

Arts and Humanities

Course Code	Title	Quarter Credits
HUM1200	Introduction to Diversity, Equity and Inclusion	4.0

Mathematics

Course Code	Title	Quarter Credits
MAT1500	College Mathematics	4.0

Area II Foundation Requirements: 32 Credits

Course Code	Title	Quarter Credits
AHS1001	Medical Terminology	4.0
AHS1085	Musculoskeletal, Nervous, and Integumentary Systems	4.0
AHS1086	Cardiovascular and Respiratory Systems	4.0
AHS1087	Endocrine, Urinary, and Reproductive Systems	4.0
AHS1088	Lymphatic, Immune, and Digestive Systems	4.0
AHS1089	Introduction to Healthcare Documentation, Law, and Ethics	4.0
AHS1090	Professional Development for Healthcare Professionals	4.0
AHS1091	Medical Asepsis and Electrocardiography	4.0

Area III Major Requirements: 32 Credits

Course Code	Title	Quarter Credits
AHS2005	Clinical Competencies I	4.0
AHS2006	Clinical Competencies II	4.0
AHS2007	Clinical Laboratory Competencies	4.0
AHS2087	Medical Office Procedures	4.0
AHS2090	Medical Insurance and Coding	4.0
AHS2092	Computers in the Medical Office	4.0

Capstone

Course Code	Title	Quarter Credits
AHS2095	Medical Assisting Certification Review	2.0
AHS2098	Medical Assisting Practicum	6.0
	Total Credits	92

Clinical Mental Health Counseling (Columbia, Richmond, and Savannah)

Degree Type
Master of Arts (MA)

Admission Requirements

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

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

1. Completion of a bachelor's degree from an accredited institution.
2. A grade point average of at least 2.3 (on an Admissions scale of 4.0) for the last 60 semester hours/90 quarter hours of coursework (including relevant graduate work), or, a bachelor's degree with an overall CGPA of 2.3, or, an earned graduate degree from an accredited institution with a CGPA of 3.0 or higher.
3. A minimum score on a South University preapproved English language proficiency test is required for all applicants whose "first" language is not English as specified in the English Language Proficiency Policy.
4. Interview with the Clinical Mental Health Counseling department chair/program director or designated faculty member.
5. Approval of the campus program admissions committee.
6. Completion of an application for admission.
7. Submission of a personal/professional statement addressing the applicant's interest in counseling, professional goals, along with a self-appraisal of academic and professional qualifications.
8. Submission (within 5 weeks of class start dates) of official transcripts from all postsecondary institutions attended (refer to Conditional Acceptance).
9. Current résumé (or career summary).
10. Background Check

All required admissions documentation and criteria will be reviewed and evaluated. Applicants will be notified regarding acceptance. Applicants should review the

published general graduate requirements listed in the South University catalog. Students who are citizens of countries other than the United States should also refer to the section in the South University catalog entitled International Student Admissions Policy.

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

Offered at Columbia, Richmond, and Savannah.

Program Overview

The Master of Arts program in Clinical Mental Health Counseling at South University is intended to train professional counselors for evidence-based practice to meet the needs of a diverse population. This program highlights advanced theories, principles, and evidence-based practice within the counseling field. Students cultivate necessary skills for effective assessment and treatment, but also attain competence in navigating ethical, legal, and professional nuances.

The primary goals of the program are as follows:

1. Equip graduates with the clinical skills and knowledge for contemporary clinical mental health counseling assessment and treatment in a multicultural society.

2. Develop graduates to be critical thinkers who ground their counseling practice in theory and research related to a variety of clinical issues, populations, settings, and modalities.

3. Prepare graduates for the integration of technology in contemporary counseling practice and critical/analytical thinking regarding concepts and applications in the field.

4. Empower graduates to embody a strong professional counseling identity and commitment to ethical practice.

The program is designed to provide an opportunity for its graduates to achieve initial eligibility criteria to become licensed in their state and certified as a National Certified Counselor (NCC) by the National Board for Certified Counselors (NBCC). The length of the Clinical Mental Health Counseling program varies in accord with the licensing requirements of the states in which the program is offered. As a result, the program may not meet the licensing requirements of

all states. The student should contact the licensing board in the state in which they anticipate seeking licensure to determine the appropriate program.

Program Student Learning Outcomes

Graduates will be able to:

1. **Professional Identity and Ethics**: Apply aspects of professional functioning to include ethical standards, legal implications, advocacy and social justice, counselor roles, and professional credentialing.
2. **Social and Cultural Diversity**: Demonstrate the ability to apply multicultural research and core theory to issues and relationships in the context of culturally competent counseling.
3. **Human Growth and Development Through the Lifespan**: Apply research and core theory to the needs of diverse individuals across the lifespan, to include atypical personality and neurological development, addictive disorders, family and social relationships, and crisis response.
4. **Lifestyle and Career Development**: Demonstrate implementation of research and core theory related to the processes of decision-making in career development and planning in the context of the psychology of work.
5. **Counseling and Helping Relationship**: Apply the major theories of change, consultation practices, diagnostic impressions, and evidence-based interventions to a diverse clientele for the delivery of effective and ethical treatment.
6. **Group Dynamics and Group Work**: Apply culturally appropriate group skills, techniques, and theory-based interventions in the context of group counseling dynamics while exploring effective facilitation styles.
7. **Assessment and Appraisal**: Analyze historical and current testing and assessment methods for implementing ethical and accurate appraisal of diverse clients by individual or group methods.
8. **Research and Program Evaluation**: Apply needs assessment, program evaluation, and research methods to ethical and effective practice and to add to the body of literature in the counseling profession.
9. **CMHC Specialization:** Plan, implement, and evaluate evidence-based programs and counseling approaches that are designed to treat psychopathology and promote optimal mental health.

Master of Arts in Clinical Mental Health Counseling Program: 91 Credits, 10 quarter program

Curriculum for Columbia, Richmond, and Savannah campuses only

Quarter 1: 8.5 Credits

Course Code	Title	Quarter Credits
CNS6002	Counseling Theory	4.5
CNS6425	Clinical Mental Health Counseling	4.0

Quarter 2: 8.5 Credits

Course Code	Title	Quarter Credits
CNS6018	Psychopathology	4.5
CNS6161	Counseling Techniques	4.0

Quarter 3: 9 Credits

Course Code	Title	Quarter Credits
CNS6050	Lifespan Development	4.5
CNS6051	Diagnostics of Psychopathology and Treatment	4.5

Quarter 4: 9 Credits

Course Code	Title	Quarter Credits
CNS6313	Professional Orientation and Ethics	4.5
CNS6565	Multicultural Foundations	4.5

Quarter 5: 9.5 Credits

Course Code	Title	Quarter Credits
CNS6509	Group Dynamics	4.5
CNS7010	Pre-Practicum IA	1.0
CNS6901	Diagnosis and Treatment of Addictive Disorders	4.0

Quarter 6: 9 Credits

Course Code	Title	Quarter Credits
CNS6529	Research and Statistical Evaluation	4.5
CNS6535	Clinical Mental Health Appraisal I	4.5

Quarter 7: 9.5 Credits

Course Code	Title	Quarter Credits
CNS6602	Lifestyle and Career Development	4.5
CNS6850	Psychopharmacology	4.0
CNS7011	Practicum IB (100 clinical hours)	1.0

Quarter 8: 8 Credits

Course Code	Title	Quarter Credits
CNS7510	Internship IA (200 clinical hours)	4.0
CNS7950	Child/Adolescent Psychopathology and Treatment	4.0
CNS8202	Comprehensive Evaluation	0

Quarter 9: 8 Credits

Course Code	Title	Quarter Credits
CNS7610	Internship IIA (200 clinical hours)	4.0
CNS7970	Crisis and Trauma	4.0

Quarter 10: 12 Credits

Course Code	Title	Quarter Credits
CNS6709	Couples, Marital, and Family Dynamics	4.0
CNS6775	Counseling Administration, Advocacy, Supervision and Policy	4.0
CNS7611	Internship IIB (200 clinical hours)	4.0

Master of Arts in Clinical Mental Health Counseling Program: 91 Credits, 8 quarter program

Curriculum for Columbia; Richmond; Savannah and Virginia Beach campuses only

Quarter 1: 13 Credits

Course Code	Title	Quarter Credits
CNS6002	Counseling Theory	4.5
CNS6050	Lifespan Development	4.5
CNS6425	Clinical Mental Health Counseling	4.0

Quarter 2: 13 Credits

Course Code	Title	Quarter Credits
CNS6018	Psychopathology	4.5
CNS6161	Counseling Techniques	4.0
CNS6565	Multicultural Foundations	4.5

Quarter 3: 14.5 Credits

Course Code	Title	Quarter Credits
CNS6051	Diagnostics of Psychopathology and Treatment	4.5
CNS6313	Professional Orientation and Ethics	4.5
CNS6509	Group Dynamics	4.5
CNS7010	Pre-Practicum IA	1.0

Quarter 4: 13 Credits

Course Code	Title	Quarter Credits
CNS6529	Research and Statistical Evaluation	4.5
CNS6535	Clinical Mental Health Appraisal I	4.5
CNS6709	Couples, Marital, and Family Dynamics	4.0

Quarter 5: 9.5 Credits

Course Code	Title	Quarter Credits
CNS6602	Lifestyle and Career Development	4.5
CNS6901	Diagnosis and Treatment of Addictive Disorders	4.0
CNS7011	Practicum IB (100 clinical hours)	1.0

Quarter 6: 8 Credits

Course Code	Title	Quarter Credits
CNS7510	Internship IA (200 clinical hours)	4.0
CNS7950	Child/Adolescent Psychopathology and Treatment	4.0
CNS8202	Comprehensive Evaluation	0

Quarter 7: 12 Credits

Course Code	Title	Quarter Credits
CNS6850	Psychopharmacology	4.0
CNS7610	Internship IIA (200 clinical hours)	4.0
CNS7970	Crisis and Trauma	4.0

Quarter 8: 8 Credits

Course Code	Title	Quarter Credits
CNS6775	Counseling Administration, Advocacy, Supervision and Policy	4.0
CNS7611	Internship IIB (200 clinical hours)	4.0
	Total Credits	91

Clinical Mental Health Counseling (West Palm Beach)

Degree Type
Master of Arts (MA)

Admission Requirements

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

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

1. Completion of a bachelor's degree from an accredited institution.
2. A grade point average of at least 2.3 (on an Admissions scale of 4.0) for the last 60 semester hours/90 quarter hours of coursework (including relevant graduate work), or, a bachelor's degree with an overall CGPA of 2.3, or, an earned graduate degree from an accredited institution with a CGPA of 3.0 or higher.
3. A minimum score on a South University preapproved English language proficiency test is required for all applicants whose "first" language is not English as specified in the English Language Proficiency Policy.
4. Interview with the Clinical Mental Health Counseling department chair/program director or designated faculty member.
5. Approval of the campus program admissions committee.
6. Completion of an application for admission.
7. Submission of a personal/professional statement addressing the applicant's interest in counseling, professional goals, along with a self-appraisal of academic and professional qualifications.
8. Submission (within 5 weeks of class start dates) of official transcripts from all postsecondary institutions attended (refer to Conditional Acceptance).
9. Current résumé (or career summary).
10. Background Check

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

For additional admissions information please see the admissions section here.

Program Overview and Outcomes
Offered at West Palm Beach.

Program Overview
The Master of Arts program in Clinical Mental Health Counseling at South University is intended to train professional counselors for evidence-based practice to meet the needs of a diverse population. This program highlights advanced theories, principles, and evidence-based practice within the counseling field. Students cultivate necessary skills for effective assessment and treatment, but also attain competence in navigating ethical, legal, and professional nuances.

The primary goals of the program are as follows:

1. Equip graduates with the clinical skills and knowledge for contemporary clinical mental health counseling assessment and treatment in a multicultural society.
2. Develop graduates to be critical thinkers who ground their counseling practice in theory and research related to a variety of clinical issues, populations, settings, and modalities.
3. Prepare graduates for the integration of technology in contemporary counseling practice and critical/analytical thinking regarding concepts and applications in the field.
4. Empower graduates to embody a strong professional counseling identity and commitment to ethical practice.

The program is designed to provide an opportunity for its graduates to achieve initial eligibility criteria to become licensed in their state and certified as a National Certified Counselor (NCC) by the National Board for Certified Counselors (NBCC). The length of the Clinical Mental Health Counseling program varies in accord with the licensing requirements of the states in which the program is offered. As a result, the program may not meet the licensing requirements of

all states. The student should contact the licensing board in the state in which they anticipate seeking licensure to determine the appropriate program.

Program Student Learning Outcomes

Graduates will be able to:

1. **Professional Identity and Ethics**: Apply aspects of professional functioning, to include ethical standards, legal implications, advocacy and social justice, counselor roles, and professional credentialing.
2. **Social and Cultural Diversity**: Demonstrate the ability to apply multicultural research and core theory to issues and relationships in the context of culturally competent counseling.
3. **Human Growth and Development**: Apply research and core theory to the needs of diverse individuals across the lifespan, to include atypical personality and neurological development, addictive disorders, family and social relationships, and crisis response.
4. **Lifestyle and Career Development**: Demonstrate implementation of research and core theory related to the processes of decision-making in career development and planning in the context of the psychology of work.
5. **Counseling and Helping Relationship**: Demonstrate knowledge and skill application of the major theories of change, consultation practices, diagnostic impressions, and evidence-based interventions to a diverse clientele for the delivery of effective and ethical treatment.
6. **Group Dynamics and Group Work**: Apply culturally appropriate group skills, techniques, and theory-based interventions in the context of group counseling dynamics while exploring effective facilitation styles.
7. **Assessment and Testing**: Analyze historical and current testing and assessment methods for implementing ethical and accurate appraisal of diverse clients by individual or group methods.
8. **Research and Program Evaluation**: Apply needs assessment, program evaluation, and research methods to ethical and effective practice and to add to the body of literature in the counseling profession.
9. **CMHC Specialization**: Plan, implement, and evaluate evidence-based programs and

counseling approaches that are designed to treat psychopathology and promote optimal mental health.

Master of Arts in Clinical Mental Health Counseling Program: 95 Credits, 10 quarter program

Curriculum for West Palm Beach campus only

Quarter 1: 8.5 Credits

Course Code	Title	Quarter Credits
CNS6002	Counseling Theory	4.5
CNS6425	Clinical Mental Health Counseling	4.0

Quarter 2: 8.5 Credits

Course Code	Title	Quarter Credits
CNS6018	Psychopathology	4.5
CNS6161	Counseling Techniques	4.0

Quarter 3: 9 Credits

Course Code	Title	Quarter Credits
CNS6050	Lifespan Development	4.5
CNS6051	Diagnostics of Psychopathology and Treatment	4.5

Quarter 4: 9 Credits

Course Code	Title	Quarter Credits
CNS6313	Professional Orientation and Ethics	4.5
CNS6565	Multicultural Foundations	4.5

Quarter 5: 9.5 Credits

Course Code	Title	Quarter Credits
CNS6509	Group Dynamics	4.5
CNS6901	Diagnosis and Treatment of Addictive Disorders	4.0
CNS7010	Pre-Practicum IA	1.0

Quarter 6: 9 Credits

Course Code	Title	Quarter Credits
CNS6529	Research and Statistical Evaluation	4.5
CNS6535	Clinical Mental Health Appraisal I	4.5

Quarter 7: 9.5 Credits

Course Code	Title	Quarter Credits
CNS6602	Lifestyle and Career Development	4.5
CNS6850	Psychopharmacology	4.0
CNS7011	Practicum IB (100 clinical hours)	1.0

Quarter 8: 12 Credits

Course Code	Title	Quarter Credits
CNS6709	Couples, Marital, and Family Dynamics	4.0
CNS7510	Internship IA (200 clinical hours)	4.0
CNS7950	Child/Adolescent Psychopathology and Treatment	4.0
CNS8202	Comprehensive Evaluation	0

Quarter 9: 8 Credits

Course Code	Title	Quarter Credits
CNS7610	Internship IIA (200 clinical hours)	4.0
CNS7970	Crisis and Trauma	4.0

Quarter 10: 12 Credits

Course Code	Title	Quarter Credits
CNS6775	Counseling Administration, Advocacy, Supervision and Policy	4.0
CNS6800	Human Sexuality	4.0
CNS7611	Internship IIB (200 clinical hours)	4.0

Master of Arts in Clinical Mental Health Counseling Program: 95 Credits, 8 quarter program

Curriculum for West Palm Beach campus only

Quarter 1: 13 Credits

Course Code	Title	Quarter Credits
CNS6002	Counseling Theory	4.5
CNS6050	Lifespan Development	4.5
CNS6425	Clinical Mental Health Counseling	4.0

Quarter 2: 13 Credits

Course Code	Title	Quarter Credits
CNS6018	Psychopathology	4.5
CNS6161	Counseling Techniques	4.0
CNS6565	Multicultural Foundations	4.5

Quarter 3: 14.5 Credits

Course Code	Title	Quarter Credits
CNS6051	Diagnostics of Psychopathology and Treatment	4.5
CNS6313	Professional Orientation and Ethics	4.5
CNS6509	Group Dynamics	4.5
CNS7010	Pre-Practicum IA	1.0

Quarter 4: 8.5 Credits

Course Code	Title	Quarter Credits
CNS6529	Research and Statistical Evaluation	4.5
CNS6901	Diagnosis and Treatment of Addictive Disorders	4.0

Quarter 5: 10 Credits

Course Code	Title	Quarter Credits
CNS6535	Clinical Mental Health Appraisal I	4.5
CNS6602	Lifestyle and Career Development	4.5
CNS7011	Practicum IB (100 clinical hours)	1.0

Quarter 6: 12 Credits

Course Code	Title	Quarter Credits
CNS6709	Couples, Marital, and Family Dynamics	4.0
CNS7510	Internship IA (200 clinical hours)	4.0
CNS7950	Child/Adolescent Psychopathology and Treatment	4.0
CNS8202	Comprehensive Evaluation	0

Quarter 7: 12 Credits

Course Code	Title	Quarter Credits
CNS6850	Psychopharmacology	4.0
CNS7610	Internship IIA (200 clinical hours)	4.0
CNS7970	Crisis and Trauma	4.0

Quarter 8: 12 Credits

Course Code	Title	Quarter Credits
CNS6775	Counseling Administration, Advocacy, Supervision and Policy	4.0
CNS6800	Human Sexuality	4.0
CNS7611	Internship IIB (200 clinical hours)	4.0
	Total Credits	95

Ministry

Degree Type
Doctor of Ministry (DMin)

Admission Requirements

Procedures for Admission to the Doctor of Ministry Program

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

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

- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale OR
- An earned undergraduate degree from an accepted accredited institution with a CGPA of 2.7 or better on a 4.0 scale during the applicant's last 60 semester hours or 90 quarter hours earned on the bachelor's degree and/or subsequent graduate work OR
- An earned graduate degree from an accepted accredited institution with a CGPA of 3.0 or better on a 4.0 scale.
- Interview with the Program Director or Chair.
- Submission of official transcripts from all post-secondary institutions attended, with submission due within 5 weeks of the class start date (refer to Conditional Acceptance).
- Applicants for whom English is a Second Language (ESL) must submit a minimum paper-based TOEFL

(Test of English as a Foreign Language) score of 550 or the electronic-based score of 79-80 to be considered for the program.

- Completion of an application for admission.

Note: Applicants who are not citizens of the United States should refer to the section in the South University catalog entitled International Student Admissions Policy.

Exceptions to the Minimum GPA

Applications with CGPA lower than the stated program minimum (2.7 for the bachelor's degree and 3.0 for a graduate degree/coursework) may be considered for admission on the basis of evidence of academic and professional potential demonstrated by career and/or personal accomplishments indicated in a personal statement of academic and professional goals, a career resume or curriculum vita, and two letters of academic and/or professional recommendation. The Program Director/Chair in consultation with the Dean of the College or designee must approve exceptions.

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

For additional admissions information please see the admissions section here.

Program Overview and Outcomes

Offered at Online Programs.

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

The Doctor of Ministry degree at South University is a 96-credit hour program designed to be a first-professional degree to enhance ministry practitioners to seek or advance in vocational or bi-vocational ministry. The program further develops the student's understanding of the nature and purpose of ministry, advance the student's competencies in ministry skills, and promotes the student's growth in spiritual maturity.

The Doctor of Ministry (D.Min.) degree program at South University is designed to equip ministry practitioners to provide ministry leadership and spiritual care in the following roles:

- Pastors, ministry staff, and lay ministers in local churches/parishes
- Program staff leaders in parachurch organizations
- Chaplains and spiritual care coordinators in a variety of institutional settings
- Program staff leaders in non-profit service agencies, community development, advocacy and justice ministries
- Social entrepreneurs pursuing business as mission, and commercial and industrial chaplaincy

Program Student Learning Outcomes

Graduates will be able to:

1. Students will develop biblically informed and theologically reasoned ministry solutions that are consistent with the student's faith tradition and the needs of the student's chosen ministry setting.
2. Students will evaluate the ethical and professional expectations appropriate to the practice of ministry.
3. Students will develop strategies to resolve disputes and achieve resolution and reconciliation among parties in ministry settings.
4. Students will collaborate with individuals and communities who exhibit differences of religious beliefs (or none), denominational differences, racial and ethnic differences, and gender differences.
5. Students will communicate competently within their practice of ministry in a variety of settings.
6. Students will synthesize research to successfully overcome and/or resolve complex issues in ministry settings in a doctoral-level project.

The Standard Track of the D.Min. program is designed for students seeking to prepare for vocational or bi-vocational ministry. Foundational courses provide an introduction and overview to the various disciplines required for effective ministry leadership. Ministry skills courses, advanced ministry studies courses, and the final project further integrate biblical and theological perspectives into the practice of ministry.

Students can have the opportunity to gain lifelong learning skills that will enable them to continue their personal, intellectual and professional growth.

The Advanced Track of the D.Min. program is designed for students who have completed a graduate degree or a significant amount of coursework in biblical, theological, and ministry studies, and who are currently engaged in vocational ministry. Students in the Advanced Ministry Study can further develop their understanding of the nature and purpose of ministry, enhance their ministry skills, and continue their growth in spiritual maturity.

Doctor of Ministry Standard Track: 96 Credits

Orientation: 8 Credits

Course Code	Title	Quarter Credits
MIN7000	Learning Skills for Ministry	4.0
MIN7001	Academic Writing	4.0

Foundation: 28 Credits

Course Code	Title	Quarter Credits
MIN7010	Biblical Interpretation	4.0
MIN7011	Old Testament Context and Theology	4.0
MIN7012	New Testament Context and Theology	4.0
MIN7020	Theology Survey	4.0
MIN7040	World Religions	4.0
MIN7050	Christian Spiritual Formation	4.0
MIN7060	Diversity in Ministry	4.0

Ministry Skills: 28 Credits

Course Code	Title	Quarter Credits
MIN7051	Community and Discipleship	4.0
MIN7061	Leadership and Management in Ministry	4.0
MIN7062	Communication Skills for Ministry	4.0
MIN7063	Conflict Mediation and Reconciliation	4.0
MIN7080	Introduction to Pastoral Counseling	4.0
MIN7590	Ministry Practicum I	4.0
MIN7690	Ministry Practicum II	4.0

Advanced Ministry Study: 20 Credits

Course Code	Title	Quarter Credits
MIN7560	Person and Practice of Ministry	4.0

Choose four additional courses from the following:

Course Code	Title	Quarter Credits
MIN7160	Ministry in the Local Church	4.0
MIN7161	Ministry in Institutional Settings	4.0
MIN7561	Theology, Death and Dying	4.0
MIN7562	Homiletics	4.0
MIN7563	Ministry with Disabled Persons	4.0
MIN7565	Principles and Practice of Worship	4.0
MIN7580	Ministry with Families	4.0

Final Project 12 Credits

Course Code	Title	Quarter Credits
MIN7500	Theology and Research in Ministry	4.0

Choose one of the following sequences:

Course Code	Title	Quarter Credits
	Dissertation (8 credits)	**8**
MIN8000	Dissertation I	4.0
MIN8100	Dissertation I Extension A	0
MIN8200	Dissertation I Extension B	0
MIN8300	Dissertation I Extension C	0
MIN8010	Dissertation II	4.0
MIN8110	Dissertation II Extension A	0
MIN8210	Dissertation II Extension B	0
MIN8310	Dissertation II Extension C	0
	Ministry Project (8 credits)	**8**
MIN8001	Ministry Project I	4.0
MIN8101	Ministry Project I Extension A	0
MIN8201	Ministry Project I Extension B	0
MIN8301	Ministry Project I Extension C	0
MIN8011	Ministry Project II	4.0
MIN8111	Ministry Project II Extension A	0
MIN8211	Ministry Project II Extension B	0
MIN8311	Ministry Project II Extension C	0

Doctor of Ministry Advanced Track: 96 Credits

Advanced standing credit is determined based on student's previous college work providing 56 credit hours of transfer credit.

Advanced Standing Credit: 56 Credits

Orientation: 8 Credits

Course Code	Title	Quarter Credits
MIN7000	Learning Skills for Ministry	4.0
MIN7001	Academic Writing	4.0

Foundation: 4 Credits

Course Code	Title	Quarter Credits
MIN7060	Diversity in Ministry	4.0

Ministry Skills: 4 Credits

Course Code	Title	Quarter Credits
MIN7063	Conflict Mediation and Reconciliation	4.0

Advanced Ministry Study: 12 Credits

Course Code	Title	Quarter Credits
MIN7560	Person and Practice of Ministry	4.0

Electives

Choose two electives from the following:

Course Code	Title	Quarter Credits
MIN7160	Ministry in the Local Church	4.0
MIN7161	Ministry in Institutional Settings	4.0
MIN7561	Theology, Death and Dying	4.0
MIN7563	Ministry with Disabled Persons	4.0

Final Project: 12 Credits

Course Code	Title	Quarter Credits
MIN7500	Theology and Research in Ministry	4.0

Choose one of the following sequences:

Course Code	Title	Quarter Credits
	Dissertation (8 credits)	**8**
MIN8000	Dissertation I	4.0
MIN8100	Dissertation I Extension A	0
MIN8200	Dissertation I Extension B	0
MIN8300	Dissertation I Extension C	0
MIN8010	Dissertation II	4.0
MIN8110	Dissertation II Extension A	0
MIN8210	Dissertation II Extension B	0
MIN8310	Dissertation II Extension C	0
	Ministry Project (8 credits)	**8**
MIN8001	Ministry Project I	4.0
MIN8101	Ministry Project I Extension A	0
MIN8201	Ministry Project I Extension B	0
MIN8301	Ministry Project I Extension C	0
MIN8011	Ministry Project II	4.0
MIN8111	Ministry Project II Extension A	0
MIN8211	Ministry Project II Extension B	0
MIN8311	Ministry Project II Extension C	0
	Total Credits	96

Colleges and Schools

College of Arts and Sciences

Updates to the General Education Program Student Learning Outcomes and are viewable on the specific Colleges and Schools page.

Courses

Course revisions. AHS2098; BIO1011; BIO1012; BIO1013; BIO1014; CHM1010; COM1200; ENG1100; HUM1003; MAT1001; MIN8000; MIN8001; MIN8010; MIN8011; MIN8100; MIN8101; MIN8110; MIN8111; MIN8200; MIN8201; MIN8210; MIN8211; MIN8300; MIN8301; MIN8310; MIN8311; OTA1031; OTA1039; OTA1045; OTA2031; OTA2039; OTA2051; OTA2059; OTA2380; OTA2390;