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CATALOG ADDENDUM

Catalog 2013-2014

1. **Addition of The Art Institutes Notifying The VA of Students No Longer Pursuing a Course Policy**

The following Art Institutes Notifying the VA of Students No Longer Pursuing a Course Policy is added to the current campus catalog:

**THE ART INSTITUTES
NOTIFYING THE VA OF STUDENTS NO LONGER PURSUING A COURSE POLICY
POLICY IS EFFECTIVE AS OF SEPTEMBER 30, 2013**

Purpose and Scope

The Art Institute of Charlotte, a campus of South University, The Art Institute of Dallas, a campus of South University, The Art Institute of Fort Worth, a campus of South University, and The Art Institute of Raleigh-Durham, a campus of South University (collectively, “The Art Institute”) maintains and enforces an attendance policy for all its students. Participation in classroom activities is vital to a student’s successful completion of each course and is an important facet of each student’s professional development. All students including students who receive Veterans Administration educational benefits are expected to attend all classes as scheduled, to be on time, and to remain in the classes for their full duration. The VA requires the school to notify them when students receiving Veterans Affairs educational benefits cease to pursue any of their courses. Additionally, multiple absences in a course could result in loss of VA educational benefits.

I. Definitions.

Attendance: Attendance must be recorded by the instructor, facilitator, other designee, or by an automated system for all classes in which a student is registered.

Absence: Absence is defined as being not in attendance for the total number of class hours that are scheduled for the class during a particular day. This includes the final exam and/or the last scheduled session of the quarter. Absence for an online course is defined as a student not making at least one academically-related post in an approved learning management system during a particular week. Absences are recorded from the first day of the term regardless of the reason for absence. Holidays and official class cancellations are not considered as absences.

Student: For the purposes of this policy, a student is someone who is enrolled in the institute and is receiving VA educational benefits.

VA Course Attendance, Campus: Students who receive VA educational benefits are required to pursue each of their courses to be eligible for benefits. In order to receive the full benefit allowance the student must attend all classes in which the student is registered throughout the academic term at the campus.

- A student who is absent from a particular course for a period of 21 consecutive calendar days will be considered not pursuing the course.
- At the end of a quarter, a student must complete their final assignment or take their final exam (these dates must be documented) or not receive a grade of W, WF or an unearned F, or their last date of attendance will be provided to the VA.

VA Course Attendance, Online: Students who receive VA educational benefits are required to meet attendance requirements to be eligible for benefits. In order to receive the full benefit allowance the student must make at least one academically-related post for each online course in an approved learning management system during a particular week.

- A student who does not make at least one academically-related post in an approved learning management system during a 2 week period will be considered not pursuing the course.

Pursuit (Title 38 law of the VA Certifying Official handbook): “The term ‘pursuit’ means to complete coursework, while enrolled, toward the objective of a program of education. This coursework must be in accordance with approved institutional policy and regulations, and applicable criteria of title 38, United States Code; must be necessary to reach the program's objective; and must be accomplished through resident courses (including teacher training courses and similar courses which the VA considers to be resident training), independent study courses, a graduate program of research in absentia, or medical/dental internships and residencies, nursing courses and other medical/dental specialty courses. The VA considers a person who qualifies for payment during an interval between terms or school closing, or who qualifies for payment during a holiday vacation to be in pursuit of a program of education during the interval, school closing, or holiday vacation.”

Reinstatement: Reinstatement is the process of returning the student to active pursuit status after the VA has been notified that the student is no longer pursuing a course. This may occur when a student is erroneously withdrawn from school due to the posting of erroneous attendance or when a student appeals the withdrawal with mitigating circumstances.

II. Policy Conditions and Guidelines.

COURSE ATTENDANCE

- The Art Institutes maintain an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. We will notify the VA if a student is no longer pursuing the course, as defined above.
- For students enrolled in campus-based courses – Students missing 21 consecutive calendar days of class in *any* course in which they are enrolled during an academic term could lose their VA educational benefits. **If a class session during the course falls on a holiday or the class is**

cancelled by the faculty member, the student is not considered to be absent.

- For students enrolled in online courses – Students not making at least one academically-related post for each online course in an approved learning management system during a 2 week period will be considered absent.
- The VA will be notified about students who do not meet these pursuit criteria. The last date of attendance (LDA) will be determined and reported to the VA within 30 days of the change in enrollment. A notice of Change in Student Status with an “Adjust” action will be placed in the student file.

COURSE OFFICIAL WITHDRAWAL POLICY

A student can officially withdraw from any class through the ninth week of an 11-week course (or through the 4th week of a 5.5-week course or the 8th week of a 10-week course) and receive a grade of “W” (Withdrawal, with no grade penalty). Course withdrawal forms must be submitted to the Registrar’s Office by the close of business on Friday of week nine (week 4 of a 5.5-week course) in order to receive a “W” grade. Students receiving VA educational benefits who withdraw from a course(s) or interrupt their training will have their enrollment status for VA purposes changed and their last day of attendance reported to the VA, which will result in a loss or reduction of VA educational benefits.

A change in enrollment status will result in a loss or reduction of VA educational benefits. Benefits loss or reduction may include VA payments for tuition, fees, monthly housing allowance (MHA), and the books and supplies stipend. As a result of these benefit losses, the student may have their future eligibility for VA educational benefits reduced or may be liable for a debt to the VA.

Please note that withdrawing from courses or ceasing to pursue a course will negatively impact a student’s Satisfactory Academic Progress as well as the Standards of Progress and ability to graduate. In most cases, the student will have to retake the course(s) and be charged again for the course(s). We strongly advise that the student meets with his or her academic advisor and Veterans Affairs School Certifying Official on campus before withdrawing or before the student stops attending a course(s).

Students will have their VA educational benefits reduced or terminated when they expressly request to be withdrawn from a course(s) or their training is interrupted. Please note that the Institute does withdraw both VA and non-VA students from school, if the student does not attend all of his or her registered courses for 21 consecutive days for on-ground campus classes. Online students, both VA and non-VA, who do not make at least one academically-related post in any of their online classes in a 2 week period will be withdrawn from school. In both cases, the VA will also be notified of a VA student’s last day of attendance when the student is administratively withdrawn, which will result in a loss or reduction of VA educational benefits.

If the student submits the final project and/or sits for the final examination does not pass a course(s) and receives an F (sometimes referred to as an earned F), the student will be deemed to

have earned the F and to be in compliance with the pursuit requirements. If the student fails but did not submit the final project and/or sit for the final exam, the student will receive an F (sometimes referred to as an unearned F) and will be deemed not to be in pursuit of the course. In situations where the student is deemed not to be in pursuit (has an unearned F), the VA will be notified of the student's last date of attendance in that course(s), which will result in a loss or reduction of VA educational benefits.

If a student receives a W or WF, the VA will be notified that the student is no longer pursuing the course(s) and the Last Day of Attendance for each course will be provided to the VA, which will result in a loss or reduction of VA educational benefits.