

CATALOG ADDENDUM

Catalog 2010-2011

CATALOG REVISIONS

Coursework Taken Outside a Student's Degree Program

Students enroll in a degree program and the courses taken must all apply to that program. The requirements for the program are defined in this Academic Catalog. A degree program may include elective courses which apply to that program. Any course that is defined as a possible elective is acceptable for student enrollment, as long as the elective requirement has not already been satisfied by another course.

If a student takes a course not required by his/her degree program, that course does not qualify for financial aid and does not qualify for computing the student's load for financial aid purposes. The student is responsible for payment of the course's tuition and any associated fees. The student must complete, sign, and submit the Coursework Intent Form (which must also be signed by the appropriate Financial Aid and Registrar staff members or their designees) to confirm the student's financial responsibility for course's tuition and any associated fees and that the tuition and associated fees will not be covered by financial aid.

A student who needs to complete one course to complete an associate's degree and then intends to proceed directly into a bachelor's degree program cannot take the bachelor's program courses during the final quarter (for students enrolled in on-campus programs) or the final payment period (for students enrolled in online programs) of the associate's program and receive financial aid for those bachelor's program courses.

Credit Hour and Outside Classwork Expectations

South University operates on a quarter system with each quarter having approximately 10 to 12 weeks.

Students can expect ten (10) hours of instructional engagement for every one (1) quarter credit hour of a course. Instructional engagement activities include lectures, presentations, discussions, group-work, and other activities that would normally occur during class time. Instructional engagement activities may occur in a face-to-face meeting or in the e-classroom.

In addition to instructional engagement, students can expect to complete at least twenty (20) hours of outside work for every one (1) quarter credit hour of a course. Outside work includes preparing for and completing readings and assignments. Such outside work also includes, but is not limited to, all research associated with completing assignments, work with others to complete a group project, participation in tutorials, labs, simulations, and other electronic activities that are not a part of the instructional engagement, as well as any activities related to preparation for instructional engagement.

Other academic work leading to the awarding of credit hours requires at least an equivalent amount of work as listed in the paragraph above and shall be applied to other academic activities as established by the institution, including laboratory work, internships, practica, and studio work. For example, one quarter credit hour is also equivalent to at least 20 hours of lab work, 30 hours of externship or clinical practicum, or a combination of the equivalencies.

Satisfactory Progress Standards

Satisfactory Academic Progress Policy

Summary

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

The following criteria are used to determine whether or not a student is making academic/financial aid progress, where a student must be able to:

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

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

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

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

The Satisfactory Academic Progress Policy contains the following sections:

- I. Criteria for Honor Designations
- II. Minimum Standards for Undergraduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards
- III. Minimum Standards for Graduate Academic/Financial Aid Progress and Consequences for Failing to Meet Minimum Standards
- IV. Procedures for Appealing Academic/Financial Aid Dismissal
- V. Procedures for Readmission after Academic/Financial Aid Dismissal
- VI. Explanations of Related Issues

The University has the right to modify the academic/financial aid progress policy at any time.

I. Criteria for Honor Designations

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

University will be considered in evaluating and computing honors.

a). Honors during a Student's Academic Program

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

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

For undergraduate students in online programs, eligibility for the President's or Dean's List is considered after attempting the applicable credit hours at the following evaluation points:

- 18 to 35 credit hours
- 36 to 53 credit hours
- 54 to 71 credit hours
- 72 to 89 credit hours
- 90 to 107 credit hours
- 108 to 120 credit hours
- 126 to 143 credit hours
- 144 to 161 credit hours
- 162 to 179 credit hours

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

b). Honors at Graduation

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

For students in undergraduate programs, honors at graduation include:

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

For students in graduate programs, honors at graduation include:

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

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

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

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

Students in on-campus programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for satisfactory academic/financial aid purposes.

The following evaluation points and minimum standards are used to assess each undergraduate student's academic performance. The evaluation points are at every quarter (for students in on-campus programs) or every payment period (for students in online programs):

- a. After attempting his/her first quarter (for on-campus students) or first payment period (for online students, which represents successful completion of 18 credit hours), a student must achieve a CGPA of 1.25 and an ICR of 33.33%. A student not achieving these minimum standards is placed on academic/financial aid warning.
- b. After attempting his/her second quarter (for on-campus students) or second payment period (for online students, which represents successful completion of 36 credit hours), a student must achieve a CGPA of 1.50 and an ICR of 50%. A student not achieving these minimum standards is placed on progress/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.
- c. After attempting his/her third quarter (for on-campus students) or third payment period (for online students, which represents successful completion of 54 credit hours), a student must achieve a CGPA of 1.75 and an ICR of 50.00%. A student not achieving these minimum standards is placed on academic/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.
- d. After attempting his/her fourth quarter (for on-campus students) or fourth payment period (for online students, which represents successful completion of 72 credit hours), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards is placed on academic/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.

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

- e. After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students, which represents successful completion of an additional 18 credit hours), a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards is placed on academic/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.

A student enrolled in an undergraduate course (including the developmental courses of ENG0099 and MAT0099) must successfully complete the course after three attempts or the student will be academically dismissed from the University.

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 MTF.

A student may be academically dismissed for academic/financial aid reasons without a previous academic/financial aid warning.

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

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

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

Students in on-campus programs who start or re-enter at mid-quarter will have that mid-quarter count as an entire quarter for satisfactory academic/financial aid purposes.

The following evaluation points and minimum standards are used to assess each graduate student's academic performance. The evaluation points are at every quarter (for students in on-campus programs) or every payment period (for students in online programs):

- a. After attempting his/her first quarter (for on-campus students) or first payment period (for online students, which represents successful completion of 16 credit hours), a student must achieve a CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards is placed on academic/financial aid warning.
- b. After attempting his/her second quarter (for on-campus students) or second payment period (for online students, which represents successful completion of 32 credit hours), a student must achieve a CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards is placed on academic/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.

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

- c. After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students, which represents successful completion of an additional 16 credit hours), a student must achieve a CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards is placed on academic/financial aid warning. If a student who is already on academic/financial aid warning fails to achieve these milestones, s/he will be academically dismissed from the University.

An individual graduate program may have specific academic/financial aid progress policies (which are more stringent than the above Graduate Academic/Financial Aid Progress requirements) as to the CGPA, ICR, and/or other program requirements.

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 MTF.

A student may be academically dismissed for academic/financial aid reasons without a previous academic/financial aid warning.

IV. Procedures for Appealing Academic/Financial Aid Dismissal

Undergraduate and graduate students in on-campus programs wishing to appeal an academic dismissal must do so in writing to their campus Dean of Academic Affairs and Operations. Undergraduate and graduate students in online programs wishing to appeal an academic dismissal must do so in writing to their Academic Counselor.

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

- Death of an immediate family member.
- Student illness requiring hospitalization (this includes mental health issues).
- Illness of an immediate family member where the student is a primary caretaker.
- Illness of an immediate family member where the family member is the primary financial support.
- Abusive relationships.
- Divorce proceedings.
- Previously undocumented disability.
- Work-related transfer prior to the evaluation point.
- Change in work schedule prior to the evaluation point.
- Natural disaster.
- Financial hardship such as foreclosure or eviction.
- Loss of transportation where there are no alternative means of transportation.
- Documentation from the Academic Advisor, Academic Counselor, and/or a Professional Counselor.

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

Documentation from a school or Professional Counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a Professional Counselor's opinion that student issues are contrary to academic/financial aid progress can be offered as proof of mitigating circumstances.

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

A student who submits a written appeal and is granted the appeal will be placed on academic/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. During the probationary period (which lasts up to two quarters for a student in an on-campus program or one payment period for a student in an online program), a student may receive (if otherwise eligible) financial aid. Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA and ICR standards associated with the evaluation point at the end of the next quarter or next payment period, and the student must meet the required minimum CGPA and ICR standards associated with the subsequent evaluation point at the end of the second quarter or second payment period. If a student is not able to meet minimum CGPA and ICR standards at the first, second, or subsequent evaluation points, the student will be permanently dismissed from the University.

A student who submits a written appeal and is denied the appeal cannot reappeal for one year after the quarter or course session in which the appeal was denied.

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

A student is not allowed to appeal an academic dismissal for violating the 150% MTF.

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

V. Procedures for Readmission After Academic/Financial Aid Dismissal

After one year of remaining out of the University, an undergraduate or graduate student can submit an additional written appeal for reinstatement. Students in on-campus programs must submit their second appeal of their academic dismissal to the campus Dean of Academic Affairs and Operations. Students in online programs must submit their second appeal of their academic dismissal to their Academic Counselor.

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

A student who submits a second written appeal and is granted the appeal will be placed on academic/financial aid probation at the start of the quarter or course session in which s/he resumes coursework. During the probationary period (which lasts up to two quarters for a student in an on-campus program or one payment period for a student in an online program), a student may receive (if otherwise eligible) financial aid. Prior to and during the probationary period, the student must agree with and sign a written academic plan developed by the University on how the student will achieve specific minimum CGPA and ICR standards associated with the evaluation point at the end of the next quarter or next payment period, and the student must meet the required minimum CGPA and ICR standards associated with the subsequent evaluation point at the end of the second quarter or second payment period. If a student is not able to meet minimum CGPA and ICR standards at the first, second, or subsequent evaluation points, the student will be permanently dismissed from the University.

Should the student have his/her second appeal denied, the student will be permanently dismissed from the University.

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

VI. Explanations of Related Issues

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

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

- Multiplying credits for each course by grade points associated with the grade earned;
- Totaling the grade points earned for all the courses; and
- Dividing total grade points earned by the total number of quality credits.
- Grades of "A", "B", "C", "D", "F", and "WF" in c) below are included in a student's CGPA.
- Grades and symbols of "EX", "PR", "TR", "P", "AU", "W", "WP", "WX", "I", and "Λ" in c) below are not included in a student's CGPA.

b). Calculation of Incremental Completion Rate (ICR)

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

- Totaling the number of credit hours attempted;
- Totaling the number of credit hours successfully completed; and
- Dividing the total number of credit hours successfully completed by the total number of credit hours attempted.
- Grades of "A", "B", "C", "D", "F", "TR", "W", "WP", "WF", "P", and "I" in c) below are included in a student's ICR.
- Grades and symbols of "EX", "PR", "AU", "WX", and "A" in c) below are not included in a student's ICR.

c) Grading System

Grade A

Quality Points 4.0

Range 90-100

Interpretation: Excellent

Grade B

Quality Points 3.0

Range 80-89

Interpretation: Above Average

Grade C

Quality Points 2.0

Range 70-79

Interpretation: Average

Grade D

Quality Points 1.0

Range 60-69

Interpretation: Minimum Passing

Grade F

Quality Points 0.0

Range 0-59

Interpretation: Failure

Grade WF

Quality Points 0.0

Range 0

Interpretation: Withdraw/Failure

The following symbols are used on grade reports, but are not used in the determination of a student's grade point average:

EX

Interpretation: Course exempted

PR

Interpretation: Course credit earned through credit by examination

TR

Interpretation: Course credit earned through transfer

P
Interpretation: Pass

AU
Interpretation: Audit

W
Interpretation: Withdrawal, no grade penalty

WP
Interpretation: Withdraw/Passing

WX
Interpretation: Withdrawal, never attended
(no course credit or residence credit)

I
Interpretation: Incomplete

^
Interpretation: Caret symbol, which denotes a developmental course grade

d) Course Attempts

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

e) Maximum Allowable Timeframe (MTF)

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 the student's academic dismissal from the University. Students are allowed to appeal academic dismissals for violating the 150% completion rate. The appeal process and related procedures are the same as those described in sections III., IV., and V. above.

f). Developmental Courses

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

g). Repeated Courses and Grades

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

h). Remediation of Academic Deficiencies

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

i). **Transfer Credits**

Credits from transfer courses are calculated in the maximum allowable credits or ICR requirements.

Grades for credits transferred from any postsecondary institution will be recorded as “TR” and will not affect the student’s CGPA. Grades from courses taken in a program within the same school group, if applicable to a transfer program, will be recorded as earned credit and will affect the student’s CGPA. In cases in which a student has graduated from one program then subsequently begins work in a different program, grades earned in the first program will be recorded as transfer credit (“TR”) and will not be applied to the student’s new program CGPA calculation.

Change of Program

Students will be allowed one change of program. Changing from a day offering to an evening offering of the same program is not considered a change of program. Changing from an associate’s degree to a bachelor’s degree in the same program is not considered a change of program. Changing from one specialization or concentration within a program to another specialization or concentration within the same program is not considered a change of program. A student may change his or her program at any point of his or her enrollment provided that s/he is in good satisfactory academic standing. Only then will a student be allowed the opportunity of changing from one program to another.

Courses that apply to the second program will be recorded as earned credit and will affect the student’ CGPA. Students who change programs and students who change session times within the same program must sign a new program enrollment form (or the like), which must be filed in the student’s academic file.

Transfers

A student must be in good satisfactory academic standing in order to be allowed the opportunity of transferring from one South University campus to another, from one campus to an online (or partially online) program, or from an EDMC school to a South University campus, online program, or partially online program.

A student who has been terminated from a South University campus, online program, or partially online program and wishes to transfer to another South University campus, online program, or partially online program must appeal his/her dismissal at the originating campus or program and receive reinstatement prior to the transfer.

Timing of Transfer Credit Consideration and Acceptance

South University will accept transcripts for transfer credit evaluation at most points during a student’s program of study, provided that limits placed on the total number of credits for the program and components of the program will not be exceeded. Note that transfer credits affect a student’s incremental completion rate (ICR) calculation for purposes of satisfactory academic progress. Within 10 weeks of a student’s enrollment at South University, all official transcripts must be received and evaluated for those courses related to establishing basis of admission. No courses will be evaluated for transfer of credit during a student’s final quarter (for students in on-campus programs) or final payment period (for students in online programs) prior to graduation.