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Change in curriculum

Associate of Science in Paralegal Studies

Replace current curriculum with the information listed below

Associate of Science in Paralegal Studies	Hours Required
	92
Area I General Education Requirements	Hours 40
Professional Development	8
ITS1000 Computer and Internet Literacy (4)	
UVC1000 Strategies for Success (4)	
Basic Communications	16
ENG1001 Composition I (4)	
ENG1002 Composition II/Literature (4)	
ENG2001 Composition III (4)	
SPC1026 Public Speaking (4)	
Mathematics and Statistics <i>Choose one:</i>	4
MAT1001 Intermediate Algebra (4)	
MAT1005 College Algebra (4)	
MAT1500 College Mathematics (4)	
MAT2000 Pre-Calculus (4)	
MAT2058 Statistics (4)	
MAT2101 Calculus I (4)	
MAT2102 Calculus II (4)	
Natural Sciences <i>Choose one:</i>	4
BIO1020 Biology I (4)	
BIO1021 Biology II (4)	
CHM1010 General Chemistry (4)	
Arts and Humanities <i>Choose one:</i>	4
ENG2002 World Literature I (4)	
ENG2003 World Literature II (4)	
HIS1101 US History I (4)	
HIS1102 US History II (4)	
HUM1001 History of Art through the Middle Ages (4)	
HUM1002 History of Art from the Middle Ages to Modern Times (4)	
HUM2101 World Civilization I (4)	
HUM2102 World Civilization II (4)	
PHI2301 Introduction to Philosophy (4)	
Social and Behavioral Sciences <i>Choose one:</i>	4
ECO2071 Principles of Microeconomics (4)	
ECO2072 Principles of Macroeconomics (4)	
POL2076 American Government (4)	
PSY1001 General Psychology (4)	
SOC1001 Introduction to Sociology (4)	
SOC2010 Social Problems (4)	

Area II Foundation Requirements**Hours 8**

BUS1038 Business Law I (4)
 BUS2038 Business Law II (4)

Area III Major Requirements**Hours 44****Core****24**

** Only the Savannah campus is approved to offer Paralegal Studies courses in the partially online format. All partially online Paralegal Studies students must complete the courses marked with asterisks (*) above in a traditional classroom format (not online). Students in Savannah's partially online Paralegal Studies programs should contact their academic advisor for information on completing these requirements.*

LGS1001 Introduction to Paralegalism* (4)
 LGS1004 Torts and Remedies (4)
 LGS1005 Legal Research and Writing I* (4)
 LGS1006 Legal Research and Writing II* (4)
 LGS2001 Civil Litigation* (4)
 LGS2007 Computers in the Legal Office (4)

Electives Choose four:**16**

LGS2002 Family Law (4)
LGS2003 Estate Planning and Probate (4)
LGS2004 Criminal Law (4)
LGS2005 Real Estate Law (4)
LGS2008 Worker's Compensation Law (4)
LGS2010 Bankruptcy Law (4)
LGS2030 Administrative Law (4)
Capstone:
LGS2099 Paralegal Externship (4)

4**Page 59****General Admissions Application Procedure****Revision to #2**

Submit acceptable transcripts (including verifiable faxed transcripts) from all high schools and colleges attended within **ten** weeks of the class start date.

Page 59**General Admissions Requirements****Delete the current version and replace with the information listed below****General Admission Requirements**

To be admitted to any of the programs at South University, including online programs, the prospective student must be a high school graduate or the equivalent (e.g., GED) and submit a minimum combined SAT I score of 900, a combined ACT score of 19, or a satisfactory score on the University administered admissions examination (see the Admissions Office) or meet the criteria established for acceptance as a transfer student. South University accepts the International Baccalaureate Program diploma as meeting the requirement for high school graduation.

Students who fail to provide proof of high school graduation within 10 weeks of their start date will:

- Be removed from class.

- Have their enrollment cancelled.
- Not receive final course grades.
- Not receive a transcript.
- Not be responsible for any tuition and related fees.

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Financial Information

Revision to Payment of Tuition and Fees

Replace current information with the revised listed below

Payment of Tuition and Fees

All charges are due and payable on or before the registration date for each quarter. For students in online programs all charges are due and payable on or before the start date for each course. Circumstances which prevent a student from adhering to these dates should be discussed with the business office. Students attending school under a grant or loan should confer with the director of financial aid concerning the payment of fees; students attending school under the G.I. Bill can discuss payment of school fees with the director of financial aid. Failure to make proper payments, unless otherwise cleared with the business office, will result in dismissal from the University. Grades will not be issued, degrees granted, or academic transcripts furnished until all financial obligations have been satisfied and all University property returned.

Refund of Tuition

Tuition charges are based on the total number of credit hours for which a student is enrolled on the first day of classes (as listed in the University calendar), regardless of program. Refunds or tuition adjustments will be awarded according to the following guidelines:

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application.
2. A tuition adjustment results when a student officially changes enrollment status (fulltime to part time, part time to less than part time or part time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.
3. Savannah campus: Refunds for students withdrawing from all classes will be based on the following guidelines: [a] students completing no more than five (5) percent of instructional time will receive a ninety-five (95) percent of tuition refund; [b] students completing more than five (5) but no more than ten (10) percent of instructional time will receive a ninety (90) percent of tuition refund; [c] students completing more than ten (10) percent but no more than twenty-five (25) percent of instructional time will receive a seventy-five (75) percent of tuition refund; [d] students completing more than twenty-five (25) percent but no more than fifty (50) percent of instructional time will receive a fifty (50) percent of tuition refund; [e] students completing more than fifty (50) percent of instructional time will receive no refund of tuition.

Students in South University's online programs who drop before the start date of the course will receive a 100% refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance.

- Students who withdraw from their course after attending week 1 will receive a 75% tuition refund.
- Students who withdraw from their course after attending week 2 will receive a 50% tuition refund.
- Students who withdraw from their course after attending week 3 will receive a 25% tuition refund.

- Students who withdraw from their course during or after the 4th week will receive 0% tuition refund.

4. West Palm Beach, Tampa, Montgomery, and Columbia** campuses: Students who withdraw from all attended classes during the first week of the quarter are entitled to a refund of 75 percent of the tuition paid for the quarter. A refund of 50 percent will be made if withdrawal occurs during the second week after the scheduled date classes are to begin. Students who withdraw during the third week will be refunded 25 percent. Students who withdraw after three weeks have elapsed from the scheduled beginning of classes will be entitled to no refund of any part of the tuition paid that quarter.

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** Columbia campus: For students attending the University for the first time and who withdraw from the institution, a prorated refund calculation shall be applied up to 60 percent point in time of that initial term. Prorated refund is a refund for a student of not less than that portion of tuition, fees and other charges assessed the student equal to the portion of the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed the lesser of five percent or one hundred dollars.

Return of Title IV Funds (On-campus Programs)

For Title IV (federal financial aid) recipients who withdraw from attendance, the college is mandated by federal regulation to determine the amount of Title IV funds the student has earned at the time the student ceases attendance. The amount earned is based on the amount of calendar days in the term completed by the student, divided by the number of calendar days in the same term, excluding any scheduled breaks of at least five (5) consecutive days. The amount earned is based on the amount of time the student has spent in attendance and is not related to the student's institutional charges. The amount of Title IV funds earned is based upon a proportional calculation through sixty (60) percent of the term attended. The college will use the following steps in order to determine the amount of Title IV a student who withdraws has earned:

1. Determine the date of withdrawal and determine the percentage of payment period (term) attended by the student.
2. Determine the amount of Title IV aid earned by the student by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
3. Compare the amount earned to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement can be made if the student is eligible for a "late disbursement." If the amount disbursed exceeds the amount earned, the excess Title IV aid must be returned.
4. Allocate the responsibility for returning unearned aid between the college and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
5. Distribute the unearned Title IV aid back to the Title IV programs. Examples of Return to Title IV and refund calculations may be obtained through the office of financial aid.

Allocation Order of Refunds:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Perkins Loans
4. Federal PLUS Loans
5. Federal Pell Grants

6. Federal Academic Competitiveness Grant
7. Federal SMART
8. Federal SEOG
9. Federal Teach Grants
10. Other assistance awarded to the student under programs authorized by Title IV
11. Required refunds to other Federal, State, private, or institutional student financial assistance received by the student
12. To the student

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Return of Title IV Funds (Online Programs)

When a student withdraws from the payment period, the amount of federal financial aid assistance the student earned is determined by a specific formula. Generally, a payment period consists of 18 credits. If the student received less assistance than the amount the student earned, the student may be able to receive those additional funds as a post-withdrawal disbursement. If the student received more assistance than the amount the student earned, the excess funds must be returned by the University and/or the student. The excess funds could result in an overpayment. The amount of assistance the student earned is determined on a rate-of-progression basis. When the student completes more than 60% of the payment period, the student earns all the assistance scheduled for that payment period.

Allocation Order of Refunds:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
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12. To the student

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Loan Disbursement Information (Online Programs)

The first payment period will be delivered on or after the start date of the course, depending upon completion of the financial aid paperwork.

The second payment period will be delivered once a student has successfully completed the first payment period and the student has begun the second payment period of the Academic Year which is defined at the time of certification of Title IV funds.

Grades of W, WF, I, or F do not count toward successfully completed courses. Grades of D that do not count towards successful completion of required major course and thus must be repeated, also do not count toward successfully completed courses. In addition, students who are required or choose to repeat courses in which they earned a grade of C, will not have the repeated course counted toward successfully completed courses.

A student may receive subsequent loans once the conditions of the current loan have been met.

Note: Once a grade of I is successfully completed for a permanent grade as outlined above, the course will count towards successful completion. However, no subsequent Title IV certifications can occur until a grade other than I is posted.

Approved Tuition Waiver (Online Programs)

Students receiving a W for a course will be granted an Approved Tuition Waiver upon return. Any student retaking a course within 90 days of receiving a W, will be granted an Approved Tuition Waiver. Any tuition for the course already paid by the student will be credited toward the student's account. Students must re-take the entire course.

Revision to the Credit for Transfer Work

Renamed as Transcribed and Non-transcribed Credit Policy

Credit for Transcribed and Non-transcribed Work

Acceptance of Transcribed (Transfer) Credit

Credit for undergraduate transfer work will be considered if the potential course meets all of the following conditions:

- The course was taken at an acceptable accredited collegiate institution.
- The course carries a grade of C or better.
 - A grade of C- from colleges that award plus and minus grades is not transferable.
- The course is directly equivalent to a course required by the South University program in which the student is enrolled.

The award of transfer credit may also be considered in the following cases:

- In an area requirement that a South University program does not specify a particular course, a student may submit for transfer of credit consideration a course not offered by South University but directly related in its content to the area requirement.
 - For example, if a South University program allows a student to select coursework from an approved list of Arts and Humanities courses to fulfill the Arts and Humanities requirement within General Education, a student may submit for transfer of credit consideration an Arts and Humanities course not offered by South University.
 - In all cases, the course submitted must also be taken at an acceptable accredited collegiate institution and carry a grade of C or better in order to consider for transfer of credit.
- For a specific course requirement in a South University program, a student may submit for transfer of credit consideration a course directly related to the course requirement but at a higher content and course level than the specific course requirement.

All coursework will be evaluated for its current relevance and may not transfer if the material in the coursework is deemed to be significantly noncurrent in the subject area. Individual Colleges/Schools and/or programs within South University may place limits on the age of courses eligible for transfer of credit.

In the case of courses evaluated for General Education transfer credit, the submitted courses must meet the criteria established by the Commission on Colleges of the Southern Association of Colleges and Schools for General Education credit (as stated in the current *Principles of Accreditation* dated 2.10.10). The course must also be specifically classified as General Education (i.e., a survey or introductory course) at the transferring institution to be considered for General Education transfer of credit.

Transfer credit will not be given by South University for developmental courses such as basic Mathematics or basic English. Transfer of credit will not be given for English as a Second Language (ESL) coursework. If both a separate laboratory course and the related lecture/didactic course are evaluated for transfer of credit, credit will only be considered for the separate laboratory course if the related lecture/didactic course also received a grade of C or better. Students should consult with the Registrar about questions related to acceptance of transfer credit. Credits earned at an accredited technical college may not transfer unless the credit earned is equivalent to courses offered in degree programs including the associate's degree.

Acceptance of credits earned at other institutions, through examination, and/or other means described in this catalog is limited to 60% of the total hours required for an undergraduate degree. No more than half the major area course requirements (i.e., those requirements beyond General Education) can be earned through transfer credit, through examination, and/or other means described in this catalog.

Revision to the Credit for Transfer Work

Renamed as Transcribed and Non-transcribed Credit Policy

Acceptance of Graduate Transfer Credit

Transfer credit may be allowed in some graduate or post baccalaureate degree programs at the discretion of the College/School Dean or Department Chair. However, the majority of credits toward any graduate or post baccalaureate degree program must be earned at South University.

The University reserves the right to reject any or all undergraduate or graduate credits from other institutions, regardless of their accreditation status, when it determines through investigation or otherwise that the quality of instruction at such institutions is for any reason deficient or unsatisfactory. The judgment of the University on this question shall be final. The University reserves the right to disallow transfer credit for courses if the student's subsequent grades in required courses in the same subject fall below average.

Credits Earned at a South University Campus

Credits earned at any South University campus will be accepted at all campuses. These credits will not be considered transfer credit; they will be included as credits earned at South University. If a campus should close a program in any state, students in good standing will be accepted at any South University campus having the same or a similar authorized degree program. The credits earned in the students' original degree program will be applied to the degree program at the new location.

Acceptance of Non-transcribed Credit

South University offers students an opportunity to obtain course credit in areas of competency through several non-transcribed means, including AP Examinations, university-administered proficiency examinations, education training, and military experience and training. South University does not award credit for life experience.

Acceptance of credits earned at other institutions, through examination, and/or other means described in this catalog is limited to 60% of the total hours required for an undergraduate degree. No more than half the major area course requirements (i.e., those requirements beyond General Education) can be earned through transfer credit, through examination, and/or other means described in this catalog.

College Board Advanced Placement (AP) Examinations

South University supports the College Board's Advanced Placement Program, which allows high school students the opportunity to pursue college level courses in their own schools and to be taught the material by their own teachers. After completion of the AP courses, students take the appropriate AP test to determine their level of achievement. For college credit to be awarded, a student must have official score reports from the College Board sent directly to the Office of Registrar at South University.

Since there is major overlap in course content between the two English AP exams, the awarding of AP credit in English will be treated separately from that of other disciplines as follows:

1. If a student receives a score of "3" or "4" on either English AP exam, credit will be awarded for ENG1001 Composition I (four credit hours);
2. If a student receives a score of "3" or "4" on both English AP exams, or a "3" on one and a "4" on the other, credit will be awarded for ENG1001 Composition I and ENG1002 Composition II/Literature (eight credit hours);
3. If a student receives a score of "5" on either or on both English AP exams, credit will be awarded for ENG1001 Composition I and ENG1002 Composition II/Literature (eight credit hours).

For additional information concerning the awarding of AP credit, contact the Registrar at the appropriate campus.

Revision to the Credit for Transfer Work

Renamed as Transcribed and Non-transcribed Credit Policy

Credit by Examination

CLEP and DANTES certification exams can be submitted for evaluation for course credit. The guidelines for awarding credit are available from the Registrar at the appropriate campus. In general, no score less than 50 on the CLEP test will be considered for course credit.

If CLEP or DANTES examinations do not exist for the course, the Vice Chancellor for Academic Affairs, in consultation with the Dean of the College/School overseeing the course, is the final authority on whether or not a course may be exempted through the examination process. The Department Chair creates the examination to be used from previously administered final examinations in the course. To be eligible to earn credit the student must:

1. Submit a written request to his/her campus Dean of Academic Affairs and Operations or Director of Online Instruction.
2. Verify that s/he has not previously taken the course at South University.
3. Verify that s/he is not currently enrolled in the course at South University.
4. Pay the applicable examination fee (this does not apply to examinations to exempt the keyboarding or word processing course).

Students can attempt to earn credit by examination for a course only once and must receive a passing score that is greater than or equal to the average passing score for the last five administrations of the final examination for the course. Students scoring below the average passing score must take the course in question as required in the curriculum. Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's cumulative grade point average.

Credit by Education Training

College credit may also be awarded for education training completed through business and industry, the armed services, or government organizations. South University is guided by the principles and recommendations of the American Council on Education (ACE) guidebooks when assessing requests for credit earned in this manner. Students must have their ACE transcripts sent directly from the Center for Adult Learning and Educational Credentials to the appropriate campus Registrar at South University.

University Credit for Military Experience and Training

Students who wish to have their military experience and training evaluated for university credit should submit copies of appropriate forms to the appropriate campus Registrar. Veterans should submit DD Form 214, and active duty military personnel should submit DD Form 295. Active duty Army personnel and soldiers discharged since October 1, 1986, should also provide the appropriate campus Registrar with copies of their Army/American Council on Education Registry Transcripts.

The University may also accept as transfer credit completion of formal military courses as recommended by the American Council on Education (ACE) when verified through official transcripts (Army/ACE registry Transcript System, Community College of the Air Force, Sailor/Marine/ACE Registry Transcript, Registry of Credit Recommendations, or National Registry for Training Programs). Additionally, credit may also be awarded through review of a student's certified Department of Defense (DD) Form 214 (Armed forces of the United States Report of Transfer or Discharge) in conjunction with the ACE Handbook, Evaluation of Educational Experiences in the Armed Forces.

Credit will be applied to a degree program upon the approval of the Department Chair from which the degree is to be awarded.

Timing of Transcribed and Non-transcribed Credit Consideration and Acceptance

South University will accept transcripts for transcribed (transfer) and documentation of non-transcribed 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. During a student's first quarter enrolled 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 transcribed (transfer) or non-transcribed credit during a student's final quarter or within two courses (for students in online programs) prior to graduation.

Students are encouraged to submit all transcripts for transfer of credit evaluation or documentation for non-transcribed credit as soon as possible upon admission to their program of study to enable accurate scheduling of coursework. Students are also strongly encouraged to discuss with their advisors or registrars the potential transferability of outside coursework being considered.

Transferability of Credits to Other Universities

South University is accredited by an accrediting agency recognized by the United States Department of Education. However the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing. For this reason South University does not imply, promise, or guarantee that credits earned at South University will be accepted by another college or university. Students planning to transfer to other colleges or universities are responsible for consulting with the registrar at those institutions as early as possible concerning the acceptance of credits earned at South University.

Definition of a Credit Hour

South University operations on a quarter system, with each quarter having approximately 10 to 12 weeks. Course credit is awarded on the basis of the number of hours spent in lecture and/or lab situations. One quarter credit hour is equivalent to at least 10 hours of lecture, 20 hours of lab work, 30 hours of externship or clinical practicum, or a combination of these 3 equivalencies.

Credit Hour Conversions

Semester credit hours are converted to quarter credit hours by multiplying the number of semester credits by 3 and then dividing the result by 2. For example, a 3 semester credit hour course equals a 4.5 quarter credit hour course (3 semester hours multiplied by 3, with the result divided by 2) while a 2 semester credit hour course equals a 3 quarter credit hour course (2 semester hours multiplied by 3, with the result divided by 2). Credits will be rounded up or down as appropriate (i.e., 2.0 to 2.49 will be rounded down to 2 credit hours, 2.50 to 2.99 will be rounded up to 3 credit hours).

Grade Level Classification

Replace current version with the information listed below

Grade Level Classification

Grade Level Classification

Undergraduate students are classified according to the number of credit hours earned toward completion of the program. Students with fewer than 36 credits are considered freshmen; with as many as 36 but fewer than 72, a sophomore; with as many as 73 but fewer than 108, a junior; and with 109 or more, a senior, as illustrated in the following table:

Freshman: 0-36 credits

Sophomore: 37-72 credits

Junior: 73-108 credits

Senior: 109+ credits

Undergraduate Academic Year (Online Programs)

- Week: 7 consecutive calendar days.
- Course: 5 weeks and 3 days of instructional time (some courses may be 11 weeks of instructional time).
- Academic Year: Minimum of 30 weeks of instructional time; 36 earned credits.
- Full-Time Enrollment: All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- Instructional Week: Defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

Graduate Academic Year (Online Programs)

- Week: 7 consecutive calendar days.
- Course: 5 weeks and 3 days of instructional time (some courses may be 11 weeks of instructional time).
- Academic Year: Minimum of 30 weeks of instructional time; 32 earned credits.
- Full-Time Enrollment: All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- Instructional weeks are defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

University Holidays

A South University course may begin, end, or include an official campus holiday. If such a holiday occurs, the class meeting would not occur on that date and course assignments due on that date would shift as follows:

- The holiday occurs on the first day of the course term: Assignments shift to the following day.
- The holiday occurs during the course term: Assignments shift to the following day.
- The holiday occurs on the last day of the course term: Assignments shift to the previous day.

Students in online programs follow the official Savannah campus holiday schedule. Individual on-campus programs may have specific policies as to effect of holidays on class meetings, course assignments, and program requirements.

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Revision to Grade level classification

Official Withdrawals from the Institution (On-campus Programs)

To withdraw officially from the institution, students must contact the office of the registrar to provide notification of their intention to withdraw. New students who withdraw from the institution prior to the end of the first week of class will have no attempted courses shown on their record. Students officially withdrawing prior to the end of the ninth week of the quarter will receive a grade of W. Students officially withdrawing after the ninth week of the quarter will receive a grade of WF.

Official Withdrawals from the Institution (Online Programs)

Students enrolled in online programs who wish to officially withdraw from school must contact their Academic Counselor. If a student officially withdraws before the 31st day of 5 ½ week class, the student will receive a W grade (if after the 31st day of the class, a WF grade is assigned). Students who officially withdraw before the 58th day of an 11 week class will receive a W grade (if after the 58th day, a WF grade is assigned).

New students who officially withdraw from the institution prior to the end of the first week of class will have no attempted courses shown on their record, their enrollment will be cancelled, and all tuition and related fees removed.

A student, who is out-of-attendance more than 29 consecutive calendar days, will be administratively withdrawn from the University.

Veterans in either on-ground or online programs should be aware that the Veterans Administration will not pay for a course that a student drops after the first week of class unless extreme circumstances justify course withdrawal. Veterans should consult their Financial Counselor before withdrawing from any class after the first week of the session. Students who are veterans should also contact the Veterans Administration before withdrawing from school.

Administrative Withdrawals (Online Programs)

A student who is out-of-attendance more than 29 consecutive calendar days will be administratively withdrawn from the University.

Adding and Dropping a Course

Drop/Add (On-campus Programs)

Students may adjust their schedules without penalty by dropping and/or adding courses during the first week of classes. Specific dates are reflected on the academic calendar or can be obtained through the Registrar's office. Students are encouraged to consult the professor and/or department chair before dropping any course. All schedule revisions must be made through the registrar's office, where an official Drop/Add Form must be completed. Students should consult with financial aid to ascertain implications of schedule changes. Courses cannot be added after the late registration period indicated on the University calendar.

Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, or equivalent percentage, will result in a grade of W. Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, Week 4.5 or 31st day of 5.5 week terms (Mid-quarter terms on ground), or equivalent percentage will also result in a grade of W. Courses dropped after this point will result in the grade of a WF.

Add/Drop (Online Programs)

To add or drop from a course, students must contact their Academic Counselor. Students who officially drop from a course during the add/drop period will have that course removed from their academic

transcripts.

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Add/Drop period:

- 5 ½ week course: Days 1, 2, and 3 of the course.
- 11 week course: Days 1, 2, and 3 of the course.

Students wishing to add a course to their schedule should contact their Academic Counselor. Students may not be added to a current course after the defined add/drop period. However, students may add a course that begins in a future session.

Students who officially drop or are administratively dropped from a course after the add/drop period and before the 31st day of 5 ½ week will receive a W grade. Students who officially drop after the 31st day of a 5 ½ week course will receive a WF grade. Students who officially drop or are administratively dropped from an 11 week course after the add/drop period and before the 58th day of an 11 week class will receive a W grade. Students who official drop after the 58th day of an 11 week class will receive a WF grade.

Students should consult with their Financial Counselor to determine the implications of adding or dropping a course.

Change of Major

Students will be allowed one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. A student may change his or her program at any point of his or her enrollment. Note that a course required in a student's initial program may not be required in the student's subsequent program. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA (Cumulative Grade Point Average). For ICR (Incremental Completion Rate) purposes, earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credits are one and one-half times the number of credits remaining to complete for graduation. Students who change programs and students who change session times within the same program must sign a new program enrollment form, which must be filed in the student's academic file.

Students in online programs must contact their Academic Counselor to change their major.

A course required in a student's initial program that is not required in the student's subsequent program may have a negative impact on a student's financial aid. Therefore, students should consult with their Financial Counselor before changing their major.

Associate's and Bachelor's Degrees Graduation Requirements

To receive an associate's or bachelor's degree or certificate, a student must satisfy these four requirements:

1. The student normally must complete the course requirements described in the catalog in effect when the student enrolled. However, academic programs are subject to change at the discretion of the institution. Students who leave the University longer than one calendar year will be required to meet catalog requirements in effect at the time of their return. Students may request department chair/coordinator approval for a course substitution or waiver. The registrar or dean of academic affairs must approve deviation from any program requirements.
2. The student must receive a C or better in all courses in the student's major.
3. The student must have a cumulative grade point average of 2.0 or higher for all course work taken at the University. Students in the bachelor's PA program must have a cumulative grade point average of

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2.50. To graduate with the baccalaureate nursing degree, the student must have a cumulative grade point average of 2.0 or higher for all nursing prerequisite course work taken at the University, a cumulative grade point average of 2.5 or higher for all didactic course work in the nursing program, and a passing grade in all lab or practice courses.

4. The student must abide by all University rules and regulations and settle any financial obligations to the University prior to graduation. Students in the baccalaureate degree nursing program must be able to meet the physical and mental demands per the statutory requirements of the State of Florida.

5. Students in online programs will have their graduation date and degree conferred date as the last day of the course in which all program requirements were completed.

Grade Reporting and Challenges

Grade reports are made available to students at the end of each class. Students in online programs may request a grade report four days after the completion of each course from the Student Support center at studentsupport@southuniversity.edu.

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 week for on ground 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 appeal is not resolved to the student's satisfaction by the faculty member it must be appealed to the Department Chair/Program Director (whomever is located on the student's campus) and then the Dean of Academic Affairs and Operations on that campus. If still not resolved to the student's satisfaction the student must appeal to the Dean of the College offering the course.

Students in online programs who have an appeal not resolved to the student's satisfaction by the faculty member should contact their Academic Counselor to complete an appeal form that will be forwarded to the Director of Online Instruction. If still not resolved to the student's satisfaction the student must appeal to the Dean of the College/School offering the course, through the Director of Online Instruction.

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 course work.

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 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.

Revision to Course Load Information

Renamed as Student Course Load Policy

Course Load

To complete program requirements in a timely manner, most on-campus students choose to attend classes full-time and enroll in 4 quarters per year. Course load designations for on-campus students are as follows:

Undergraduate

Half-Time: 6-8 credit hours.

Three-Quarter Time: 9-11 credit hours.

Full-Time: 12 or more credit hours.

Graduate

Half-Time: 4 credit hours.

Three-Quarter Time: 6 credit hours.

Full-Time: 8 or more credit hours.

Students in online programs participate in a minimum of 30 weeks of instructional time, with a full-time status of 36 (undergraduate) or 32 (graduate) earned credits. All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.

Course Overloads

Students may wish to enroll in greater than the full-time number of courses in a particular quarter or academic year. Overloads will only be approved for students who exhibit outstanding academic performance.

On-campus students wishing to enroll in more than 16 credit hours (undergraduate) or more than 8 credit hours (graduate) must have the permission of their Program Director or the campus Dean of Academic Affairs and Operations to receive a course overload.

Students in online programs may wish to enroll in more than one course at a time. Online students may not take more than two courses at any one time. In all cases, online students cannot complete 36 credits in less than 30 weeks of instructional time. Online students must have the permission of their Academic Counselor or Program Director to receive a course overload.

Individual programs may designate the specific courses to be taken each quarter (thus specifying the total number of hours to be taken) or the specific course sequence to be scheduled. In such cases a student need not obtain permission for his/her enrollment unless s/he wishes to enroll in more than the designated number of quarter hours, enroll in a non-specified sequence of courses, or must deviate due to other circumstances.

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Revision to the Undergraduate Satisfactory Academic Progress Policy and Procedures

Delete current policy and replace with information listed below

Summary

A student must demonstrate academic progress by successfully completing courses attempted. Completing courses with “C” or better grades indicates academic progress. Receiving “D” or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to academic probation and/or dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student’s responsibility to immediately contact the school or campus.

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

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

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 dismissal, a student may appeal the dismissal. If the appeal is denied, the student will be dismissed from the University.

Regardless of a student’s status in relation to satisfactory academic 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 Academic Progress and Consequences for Failing to Meet Minimum Standards
- III. Procedures for Appealing Academic Dismissal
- IV. Procedures for Reentry/Readmission after Academic Dismissal
- V. Explanations of Related Issues

The University has the right to modify the satisfactory academic progress policy at any time.

I. Criteria for Honor Designations

To promote academic excellence and to recognize exemplary academic achievement, the following system is recommended for honor designations on a term basis and upon graduation.

a). Term Honor Designation

Any student who enrolls for and completes 8 credits or more is eligible for the following designations: Honors, Dean’s List, and President’s List.

b). Honor Designation at Graduation

Any student who achieves a Cumulative Grade Point Average of 3.50 or better will be is designated as an Honor Graduate. The Cumulative Grade Point Average is calculated on the basis of all grades received at South University. Original grades and repeated grades will be included in the calculation of the cumulative GPA.

Revision to the Undergraduate Satisfactory Academic Progress Policy and Procedures

II. Minimum Standards for Academic Progress and Consequences for Failing to Meet Minimum Standards

To maintain academic progress, each 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 time frame.

The following evaluation points and minimum standards are used to assess each student's academic performance:

- a. After attempting 12 to 20 credit hours, a student must achieve a CGPA of 1.2 and an ICR of 33.33%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 12 to 20 credit hour category, with the next evaluation taking place in the following evaluation point.
- b. After attempting 32 to 40 credit hours, a student must achieve a CGPA of 1.4 and an ICR of 33.33%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 32 to 40 credit hour category, with the next evaluation taking place in the following evaluation point.
- c. After attempting 52 to 60 credit hours, a student must achieve a CGPA of 1.6 and an ICR of 33.33%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 52 to 60 credit hour category, with the next evaluation taking place in the following evaluation point.
- d. After attempting 72 to 80 credit hours, a student must achieve a CGPA of 1.8 and an ICR of 66.67%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 72 to 80 credit hour category, with the next evaluation taking place in the following evaluation point.

NOTE: If a student is on probation 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 hours attempted. A student should consult with his/her academic advisor on the exact requirements.

- e. After attempting 92 to 100 credit hours, a student must achieve a CGPA of 2.0 and an ICR of 66.67%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 92 to 100 credit hour category, with the next evaluation taking place in the following evaluation point.
- f. After attempting 112 to 120 credit hours, a student must achieve a CGPA of 2.0 and an ICR of 66.67%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University. A student is only evaluated once in this 112 to 120 credit hour category, with the next evaluation taking place in the following evaluation point.

- g. After attempting 120 or more credit hours, a student must achieve a CGPA of 2.0 and an ICR of 66.67%. If a student who is not on probation fails to achieve these milestones, s/he will be placed on probation and will be reevaluated after completing each additional 8 quarter hours. If a student who is already on probation fails to achieve these milestones, s/he will be dismissed from the University.

A student enrolled in all undergraduate coursework, including developmental courses (i.e., ENG0099 and MAT0099), must be able to pass the course after three attempts or the student will be academically dismissed.

Please note that a student may be terminated for academic reasons without previous academic action.

III. Procedures for Appealing Academic Dismissal

Any student wishing to appeal an academic dismissal may do so in writing to the campus Dean of Academic Affairs and Operations. Fully online students must send appeals to their Academic Counselor. Appeals will be forwarded to the Appeals Committee. The written appeal must state the mitigating circumstances that contributed to the dismissal. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed. 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 which has negatively impacted academic 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 during the term.
- Change in work schedule during the term.
- Natural disaster.
- Financial hardship such as foreclosure or eviction.
- Loss of transportation where there are no alternative means of transportation.
- Documentation from the Academic Counselor, Advisor, and/or a Professional Counselor.

The campus Dean of Academic Affairs and Operations or the Appeals Committee will review the student's appeal and will determine whether the circumstances and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the campus Dean of Academic Affairs and Operations or the Appeals Committee. The appeal process ends with the Campus President on each campus.

A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid. The student will be placed on probation at the start of the academic term and may be required to meet certain additional academic conditions as specified by the campus Dean of Academic Affairs and Operations or the Appeals Committee in order to grant the appeal. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

IV. Procedures for Reentry/Readmission After Academic Dismissal

A student denied an appeal must sit out one year before being eligible for reentry to the University. A student terminated for violating satisfactory academic progress must appeal in writing to the campus

Revision to the Undergraduate Satisfactory Academic Progress Policy and Procedures

Dean of Academic Affairs and Operations for reentry (if within one year) or readmission (if one year or longer) before the start of the term in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last term of attendance caused him or her to not meet the standards for satisfactory academic progress must go through the same appeal process. The appeal procedure described in the preceding section applies. The student must demonstrate resolution to any mitigating circumstances.

A reentry/readmission student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid. The student will be placed on probation at the start of the academic term and may be required to meet certain additional academic conditions as specified by the campus Dean of Academic Affairs and Operations or the Appeals Committee in order to grant the appeal. The above minimum standards for satisfactory academic progress will continue to be applied to assess the student's academic performance.

A student is allowed one and only one reentry/readmission appeal after being academically terminated.

V. 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.

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.

c) 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," 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 session is not counted as a course attempt.

d) Maximum Allowable Timeframe

A student may not attempt more than 150% of the credits in his/her program (or remaining credits in his/her program in cases where the student brings in transfer credits); anything in excess of 150% of the credits will result in the student's dismissal from the University.

e). Developmental Courses

South University requires academic placement tests. Depending on test scores, students may be required to take developmental courses (i.e., ENG0099 and MAT0099). If so required, a student must successfully complete such courses in order to progress in the program. Developmental course credits do not count

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Revision to the Undergraduate Satisfactory Academic Progress Policy and Procedures

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.

f). 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 an 'F' for CGPA and ICR purposes until it is changed to another grade. A student may also retake a class in which he/she 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.

g). 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 term to improve his/her academic performance.

h). Transfer Credits

Credits from transfer courses are not calculated in the maximum allowable credits or ICR requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credits are one and one-half times the number of credits remaining to complete the program.

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 program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major 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.

Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA. For ICR purposes earned credit applied to the new program will reduce the total number of credits that must be attempted within the program. Therefore, the maximum allowable credit is one and one-half times the number of credits remaining to complete for graduation. 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 on order to be allowed the opportunity of transferring from one program to another, from one school or campus to another, or from one campus to an online (or partially online) program.

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Revision to the Undergraduate Satisfactory Academic Progress Policy and Procedures

A student who has been terminated and wishes to transfer to another EDMC school must appeal his/her dismissal at the originating school and receive reinstatement prior to the transfer.

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Graduate Student Satisfactory Academic Progress Policy and Procedures

Revision to Schedule for Removal from Academic Probation

Replace the current information with the revised version listed below

Schedule for Removal from Academic Probation

After being placed on academic probation, students in on-campus programs will have a maximum of two terms to meet the requirements for satisfactory academic progress. Students in online programs must meet the requirements for satisfactory academic programs within the completion of their next two courses.

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Add the following section:

**Satisfactory Progress Standards for the College of Business and Graduate Programs
Criteria and Schedule for Removal from Academic Probation**

A student will be removed from academic probation when s/he meets the requirements for satisfactory academic progress. After being placed on academic probation, an on-campus student will have a maximum of two terms to meet the requirements for satisfactory academic progress. If at the end of two terms an on-campus student has not met the requirements for satisfactory academic progress, s/he will be dismissed from the program.

After being placed on academic probation, an online student must meet the requirements for satisfactory academic progress within the completion of their next two courses. If at the end of two courses an online student has not met the requirements for satisfactory academic progress, s/he will be dismissed from the program.

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Description of Courses

Change in prerequisite information

MAT2058 Statistics

Prerequisites: MAT1005, or MAT1001 and MAT1500