



2011-2012 CATALOG ADDENDUM IV

Effective May 25, 2012

See suprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

Pages 131-135

Revised Satisfactory Academic Progress Policy. Changes highlighted.

**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 Warning/Financial Aid Warning and Academic Probation/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).

a.) All Undergraduate programs for Campus Based Students (Except Occupational Therapy Assistant)

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 academic year:

- After attempting his/her first academic year (an academic year is three (3) quarters in which courses are attempted in each quarter), a student must achieve a CGPA of 1.00 and an ICR of 33.33%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be academically dismissed from the University.

- After attempting his/her second academic year, a student must achieve a CGPA of 2.0 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be academically dismissed from the University.
- Starting the quarter after the second academic year, and every subsequent quarter, a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

Campus based students enrolled in a developmental course (ENG0099 and MAT0099) must successfully complete the course within their first three attempts or the student will be academically dismissed from the University.

Maximum Time Frame (MTF): An undergraduate 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.

Students who have not met the minimum standards of SAP will be notified in writing by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

~~An undergraduate student may only be placed on academic warning/financial aid warning one time during his/her academic program. If a student is placed on academic warning/financial aid warning, successfully achieves the required CGPA and ICR standards at the end of the next evaluation quarter or payment period (i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA or ICR standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University.~~

An undergraduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

b). Associate of Science in Occupational Therapy Assistant

For undergraduate students in the Associate of Science in Occupational Therapy Assistant program, the following evaluation points and minimum standards are used to assess each student's academic performance.

- After attempting his/her first quarter (for on-campus students) or first payment period (for online students), a student must achieve a CGPA of 2.40 and an ICR of 33.33%. A student not achieving these minimum standards of satisfactory academic progress (SAP)

will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.

- After attempting his/her second quarter (for on-campus students) or second payment period (for online students), a student must achieve a CGPA of 2.85 and an ICR of 50%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard of 50%. 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.

- After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students), a student must achieve a CGPA of 2.85 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

Campus based students enrolled in a developmental course (ENG0099 and MAT0099) must successfully complete the course within their first three attempts or the student will be academically dismissed from the University.

Maximum Time Frame (MTF): An undergraduate 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.

Students who have not met the minimum standards of SAP will be notified in writing by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

~~An undergraduate student may only be placed on academic warning/financial aid warning one time during his/her academic program. If a student is placed on academic warning/financial aid warning, successfully achieves the required CGPA and ICR standards at the end of the next evaluation quarter or payment period (i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA or ICR standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University.~~

An undergraduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University

b.) All Undergraduate programs for students in online programs (Except Occupational Therapy Assistant)

The following evaluation points and minimum standards are used to assess each undergraduate student's academic performance. The evaluation points are at the successful conclusion of every payment period.

- After attempting his/her first payment period, a student must achieve a CGPA of 1.25 and an ICR of 33.33%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting his/her second payment period, a student must achieve a CGPA of 1.50 and an ICR of 50%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a ~~quarter of~~ payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.
- After attempting his/her third payment period, a student must achieve a CGPA of 1.75 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a ~~quarter of~~ payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.
- After attempting his/her fourth payment period, a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a ~~quarter of~~ payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard 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.

- After attempting each subsequent payment period, a student must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of

SAP following a ~~quarter or~~ payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

Students in online programs enrolled in an undergraduate course (including the developmental courses of ENG0099 and MAT0099) must successfully complete the course within their first three attempts or the student will be academically dismissed from the University.

Maximum Time Frame (MTF): An undergraduate 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.

Students who have not met the minimum standards of SAP will be notified in writing by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

~~An undergraduate student may only be placed on academic warning/financial aid warning one time during his/her academic program. If a student is placed on academic warning/financial aid warning, successfully achieves the required CGPA and ICR standards at the end of the next evaluation quarter or payment period (i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA or ICR standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University.~~

An undergraduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

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.

a). All Graduate Programs (Except for the Master of Medical Science in Anesthesia Sciences, Master of Science in Physician Assistant Studies, and Doctor of Pharmacy Programs)

For all graduate students (except for those graduate students in the Master of Medical Science in Anesthesia Sciences, Master of Science in Physician Assistant Studies, and Doctor of Pharmacy programs described in b)., c)., and d). below), the following evaluation points and minimum

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

- After attempting his/her first quarter (for on-campus students) or first payment period (for online students), a student must achieve a CGPA of 3.00 and an ICR of 50.00%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on one quarter of academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting his/her second quarter (for on-campus students) or second payment period (for online students), a student must achieve a CGPA of 3.00 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.
- After attempting each subsequent quarter (for on-campus students) or subsequent payment period (for online students), a student must achieve a CGPA of 3.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter or payment period of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard 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.

b). Master of Medical Science in Anesthesia Sciences

For graduate students in the Master of Medical Science in Anesthesia Sciences program, the following evaluation points and minimum standards are used to assess each student's academic performance:

- After attempting his/her first quarter, a student in the Master of Medical Science in Anesthesia Sciences program must achieve a CGPA of 2.00, achieve an academic quarter GPA of 2.00, not receive a final grade of "F" for any course taken during the current quarter, not receive a final grade of "D" for any two courses taken during the current quarter, achieve satisfactory clinical performance, and receive an ICR of 50.00%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.

- After attempting his/her second quarter, a student in the Master of Medical Science in Anesthesia Sciences program must achieve a CGPA of 2.00, achieve an academic quarter GPA of 2.00, not receive a final grade of “F” for any course taken during the quarter, not receive a final grade of “D” for any two courses taken during the quarter, achieve satisfactory clinical performance, and receive an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.
- After attempting each subsequent quarter, a student in the Master of Medical Science in Anesthesia Sciences program must achieve a CGPA of 2.00, achieve an academic quarter GPA of 2.00, not receive a final grade of “F” for any course taken during the quarter, not receive a final grade of “D” for any two courses taken during the quarter, achieve satisfactory clinical performance, and receive an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student in the Master of Medical Science in Anesthesia Sciences program is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard 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). Master of Science in Physician Assistant Studies

For graduate students in the Master of Science in Physician Assistant Studies program, the following evaluation points and minimum standards are used to assess each student’s academic performance:

- After attempting his/her first quarter, a student in the Master of Science in Physician Assistant Studies program must achieve a CGPA of 2.50 and an ICR of 50.00%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting his/her second quarter, a student in the Master of Science in Physician Assistant Studies program must achieve a CGPA of 2.50 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

- After attempting each subsequent quarter, a student in the Master of Science in Physician Assistant Studies program must achieve a CGPA of 2.50 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student in the Master of Science in Physician Assistant Studies program is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard 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.

d). Doctor of Pharmacy

For graduate students in the Doctor of Pharmacy program, the following evaluation points and minimum standards are used to assess each student's academic performance:

- After attempting his/her first quarter, a student in the Doctor of Pharmacy program must achieve a CGPA of 2.00 and an ICR of 50.00%. A student not achieving these minimum standards of satisfactory academic progress (SAP) will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid.
- After attempting his/her second quarter, a student in the Doctor of Pharmacy program must achieve a CGPA of 2.00 and an ICR of 50.00%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.
- After attempting each subsequent quarter, a student in the Doctor of Pharmacy program must achieve a CGPA of 2.00 and an ICR of 66.67%. A student not achieving these minimum standards of SAP will be placed on academic warning/financial aid warning and will continue to be eligible for financial aid. If a student who is already on academic warning/financial aid warning fails to achieve these minimum standards of SAP following a quarter of academic warning/financial aid warning, s/he will be academically dismissed from the University.

NOTE: If a student in the Doctor of Pharmacy program is on academic warning/financial aid warning for failing to meet the ICR requirement, it will be very difficult for him/her to meet the ICR standard 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). All Graduate Programs

Maximum Time Frame (MTF): A graduate 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 graduate student who has not met the minimum standards of SAP will be notified in writing by the University. Students on academic warning/financial aid warning are considered to be making progress towards meeting SAP and, if otherwise eligible, can be eligible for financial aid.

A graduate student may only be placed on academic warning/financial aid warning one time during his/her academic program (except as noted below for graduate students in the Master of Medical Science in Anesthesia Sciences or Doctor of Pharmacy programs). If a student is placed on academic warning/financial aid warning, successfully achieves the required CGPA, ICR, or other applicable SAP standards at the end of the next evaluation quarter or payment period (i.e., comes off academic warning/financial aid warning), and subsequently does not achieve the required CGPA, ICR, or other applicable SAP standards at the end of any subsequent evaluation quarter or payment period, the student will be dismissed from the University. A graduate student in the Master of Medical Science in Anesthesia Sciences program may be placed on academic warning/financial aid warning not more than two separate times (but not for two consecutive quarters) during his/her academic program. A graduate student in the Doctor of Pharmacy program may be placed on academic warning/financial aid warning not more than three separate times (but not for two consecutive quarters) during his/her academic program.

A graduate student may be academically dismissed for academic/financial aid reasons without a previous academic warning/financial aid warning. Students will be notified in writing if they are dismissed from the University.

IV. Procedures for Appealing Academic/Financial Aid Dismissal

Undergraduate and graduate students in on-campus programs wishing to appeal an academic dismissal/financial aid 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/financial aid dismissal must do so in writing to their Academic Counselor. Graduate students in the Master of Medical Science in Anesthesia Sciences program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Progress and Promotions Committee within the Department of Anesthesiologist Assistant Studies. Graduate students in the Master of Science in Physician Assistant Studies program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Student Progress Committee within the Department of Physician Assistant Studies. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

The 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.
- **Military deployment.**

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

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), the Appeals Committee (for students in online programs), the Progress and Promotions Committee (for students in the Master of Medical Science in Anesthesia Sciences program), the Student Progress Committee (for students in the Master of Science in Physician Assistant Studies program), or the Professional Performance Committee (for students in the Doctor of Pharmacy program) will review the student's appeal and related written documentation to determine whether the circumstances and academic status warrant consideration for granting the appeal. Any consideration of mitigating circumstances not specified above should be discussed with 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 probation/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, ICR, and other applicable SAP standards associated with the appropriate evaluation points.

If a student is able to meet the minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period (i.e., at the end of the next quarter, the subsequent quarter [if granted], or the next payment period), the student would no longer be on probation. If a student is not able to meet minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period, 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 additional specific procedures for appealing an academic dismissal/financial aid dismissal which are more stringent than the above Procedures for Appealing Academic/Financial Aid Dismissal.

A student is not allowed to appeal an academic dismissal/financial aid 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, undergraduate and graduate students can submit an additional written appeal for reinstatement. Undergraduate or graduate students in on-campus programs wishing to appeal an academic dismissal/financial aid 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/financial aid dismissal must do so in writing to their Academic Counselor. Graduate students in the Master of Medical Science in Anesthesia Sciences program and the Master of Science in Physician Assistant Studies programs cannot submit such an appeal for reinstatement. Graduate students in the Doctor of Pharmacy program wishing to appeal an academic dismissal/financial aid dismissal must do so in writing to the Professional Performance Committee within the School of Pharmacy.

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

A student who submits a second written appeal and is granted the appeal will be placed on academic probation/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, ICR, and other applicable SAP standards associated with the appropriate evaluation points.

If a student is able to meet the minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period (i.e., at the end of the next quarter, the subsequent quarter [if granted], or the next payment period), the student would no longer be on probation. If a student is not able to meet minimum CGPA, ICR, and other applicable SAP standards at the end of the appropriate evaluation points during the probationary period, 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 "^" 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 and symbols of "A", "B", "C", "D", "F", "TR", "W", "WP", "WF", "P", "I" and ^ in c) below are included in a student's ICR.
- Grades of "EX", "PR", "AU", and "WX", 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”, a withdrawal while failing the course of “WF”, and a withdrawal with no grade penalty of “W”. Courses for which a student enrolls but then drops during the 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 not 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 campus based student enrolled in developmental coursework (ENG0099 and MAT0099) must be able to pass the courses within three attempts or the student will be academically dismissed. A student in online program enrolled in all undergraduate coursework must be able to pass the course within three attempts or be academically dismissed. Note that graduate students enrolled in the Doctor of Pharmacy program will have all course grades (including repeated courses) included in the calculation of the CGPA.

h). Remediation of Academic Deficiencies

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