



# **2011-2012 CATALOG ADDENDUM V**

**Effective June 25, 2012**

*See [suprograms.info](http://suprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.*

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**Columbia Campus**  
**Addition of new programs**

**Master's Degrees**  
Clinical Mental Health Counseling (MA)  
Leadership (MS)

**Associate's Degrees**  
Criminal Justice (AS)

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**Columbia Campus**  
**Removal of programs**

**Master's Degrees**  
Professional Counseling (MA)

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**Savannah Campus**  
**Addition of new programs**

**Master's Degrees**  
Public Administration (MPA)

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**Online Programs**  
**Addition of new programs**

**Master's Degrees**  
RN to MSN (BSN/MSN)

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**Tampa Campus**  
**Addition of new programs**

**Bachelor's Degrees**  
Criminal Justice (BS)

**Associate's Degrees**  
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**Virginia Beach Campus**  
**Addition of new programs**

**Master's Degrees**  
Leadership (MS)

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**West Palm Beach Campus**  
**Addition of new programs**

**Associate's Degrees**  
Occupational Therapy Assistant (AS)

**Page 39**  
**Addition of Arkansas State General Education Requirements.**

Arkansas Residents are required to take the following general education courses.

General Education – 76 quarter credit hours

ENG1001 Composition I

ENG1002 Composition II/Literature

ENG2001 Composition III

SPC1026 Public Speaking

Mathematics

MAT2058 Statistics

*Choose two from the following:*

MAT1001 Intermediate Algebra

MAT1005 College Algebra

MAT 1500 College Mathematics

MAT 2000 Pre-Calculus

MAT 2101 Calculus I

MAT 2102 Calculus II

Science

BIO1011 Anatomy and Physiology I

BIO1012 Anatomy and Physiology I Lab

BIO1013 Anatomy and Physiology II

BIO1014 Anatomy and Physiology II Lab

Fine Arts/Humanities

*Choose three courses from following:*

ENG2002 World Literature I

ENG2003 World Literature II

HUM1001 History of Art through the Middle Ages

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**Addition of Arkansas State General Education Requirements.**

HUM1002 History of Art from the Middle Ages to Modern Times  
HUM2101 World Civilization I  
HUM2102 World Civilization II  
PHI2301 Introduction to Philosophy

Social Sciences

*Bachelor of Science in Nursing and Bachelor of Arts in Psychology students must take the following:*

POL2076 American Government  
PSY1001 General Psychology  
SOC1001 Introduction to Sociology  
*Select one from the following:*  
HIS1101 US History I  
HIS1102 US History II

*All other Bachelor program students must take the following:*

POL2076 American Government  
*Choose one from the following:*  
HIS1101 US History I  
HIS1102 US History II  
*Choose two from the following:*  
PSY1001 General Psychology  
SOC1001 Introduction to Sociology  
ECO2071 Principles of Microeconomics  
SOC2010 Social Problems

Institutional Requirements

ITS1000 Computer and Internet Literacy  
UVC1000 Strategies for Success

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**Master of Arts in Professional Counseling**

**Remove course listing for Master of Arts in Professional Counseling for Columbia and Savannah. 77 and 72 credit hour program is no longer offered.**

**Master of Arts in Clinical Mental Health Counseling program  
Addition of Columbia to the curriculum list.**

**Master of Arts in Clinical Mental Health Counseling Program Course Listing  
(Curriculum for **Columbia**, Richmond, Savannah, and Virginia Beach campuses only)  
91 Credit Hours**

<b>Quarter</b>	<b>Code</b>	<b>Course Names</b>	<b>Credit</b>
Q1	CNS6002	Counseling Theory	4.5
	CNS6313	Professional Orientation & Ethics	4.5
	CNS6050	Lifespan Development	4.5
	CNS7900	Clinical and Professional Development Seminar	0-P/F
Q1-total			13.5
Q2	CNS6018	Psychopathology	4.5
	CNS6161	Counseling Techniques	4
	CNS6565	Multicultural Foundations	4.5
	CNS7901	Clinical and Professional Development Seminar	0-P/F
Q2-total			13
Q3	CNS6051	Diagnostics of Psychopathology and Treatment	4.5
	CNS6535	Clinical Mental Health Appraisal I	4.5
	CNS6425	Clinical Mental Health Counseling	4
	CNS7902	Clinical and Professional Development Seminar	0-P/F
	CNS8100	Preliminary Clinical Evaluation	0-P/F
Q3-Total			13
Q4	CNS6529	Research and Statistical Evaluation	4.5
	CNS6509	Group Dynamics	4.5
	CNS7010	Practicum IA (100 hours)	1
	CNS7903	Clinical and Professional Development Seminar	0-P/F
	CNS8101	Preliminary Didactic Evaluation	0-P/F
Q4-total			10
Q5	CNS6901	Diagnosis and Treatment of Addictive Disorders	4
	CNS6602	Lifestyle and Career Development	4.5
	CNS7011	Practicum IB (100 hours)	1
	CNS7904	Clinical and Professional Development Seminar	0-P/F
	CNS8201	Clinical Evaluation	0-P/F
Q5-total			9.5
Q6	CNS7950	Child/Adolescent Psychopathology & Treatment	4
	CNS7510	Internship IA (200 hours)	4
	CNS7905	Clinical and Professional Development Seminar	0-P/F
	CNS8202	Didactic Evaluation	0-P/F
Q6-total			8

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**New Program Master of Arts in Clinical Mental Health Counseling program  
Course Listing (Curriculum for **Columbia**, Richmond, Savannah, and Virginia Beach  
campuses only)**

Q7	CNS7970	Clinical Mental Health Appraisal and Treatment II	4
	CNS6850	Psychopharmacology	4
	CNS7610	Internship IIA (200 hours)	4
	CNS7906	Clinical and Professional Development Seminar	0-P/F
Q7-total			12
Q8	CNS6709	Couples, Marital, and Family Dynamics	4
	CNS6775	Counseling Administration, Advocacy, and Policy	4
	CNS7611	Internship IIB (200 hours)	4
	CNS7907	Clinical and Professional Development Seminar	0-P/F
Q8-total			12

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**Addition to the BA Psychology General Education requirements for Arkansas State Residents. Add at the end of the General Education requirements.**

*Arkansas Residents are required to take the following general education courses for a total of 76 quarter credit hours. Basic Communications: ENG1001 Composition I; ENG1002 Composition II/Literature; ENG2001 Composition III; SPC1026 Public Speaking. Mathematics: MAT2058 Statistics; Choose two from the following: MAT1001 Intermediate Algebra; MAT1005 College Algebra; MAT1500 College Mathematics; MAT2000 Pre-Calculus; MAT2101 Calculus I; MAT2102 Calculus II. Science: BIO1011 Anatomy and Physiology I; BIO1012 Anatomy and Physiology I Lab; BIO1013 Anatomy and Physiology II; BIO1014 Anatomy and Physiology II Lab. Fine Arts/Humanities, Choose three courses from following: ENG2002 World Literature I; ENG2003 World Literature II; HUM1001 History of Art through the Middle Ages; HUM1002 History of Art from the Middle Ages to Modern Times; HUM2101 World Civilization I; HUM2102 World Civilization II; PHI2301 Introduction to Philosophy. Social Sciences: Bachelor of Science in Nursing and Bachelor of Arts in Psychology students must take the following: POL2076 American Government; PSY1001 General Psychology; SOC1001 Introduction to Sociology; Select one from the following: HIS1101 US History I; HIS1102 US History II. All other Bachelor program students must take the following Social Sciences: POL2076 American Government; Choose one from the following: HIS1101 US History I; HIS1102 US History II; Choose two from the following: PSY1001 General Psychology; SOC1001 Introduction to Sociology; ECO2071 Principles of Microeconomics; SOC2010 Social Problems. Institutional Requirements: ITS1000 Computer and Internet Literacy; UVC1000 Strategies for Success.*

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**Change to the state approval language at the end of the program listing for Bachelor of Arts in Psychology. Changes highlighted.**

State approval policies require residents of the states of Arkansas, Kansas, Kentucky, **Minnesota**, Ohio, and Washington to enroll in specific courses within the Bachelor of Arts in Psychology program rather than the five (5) elective courses specified in the program description above. The total amount of credits required to complete the program remains the same as specified in the program description above. Residents of the states of Arkansas, Kansas, Kentucky, **Minnesota**, Ohio, and Washington should contact their admissions representative for specific courses required within the Bachelor of Arts in Psychology program. **Students who enroll and reside in the state of Minnesota should work with their Academic Counselors and Faculty Members to locate the appropriate field placement sites.**

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**Remove current Bachelor of Science in Legal Studies program listing and replace with the following.**

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<b>Bachelor of Science in Legal Studies</b>	<b>180 Credit Hours</b>
<b>Area I General Education Requirements</b>	<b>64 Credit Hours</b>
<b>Professional Development</b>	
ITS1000 Computer and Internet Literacy	4
UVC1000 Strategies for Success	4
<b>Basic Communications</b>	
ENG1001 Composition I	4
ENG1002 Composition II/Literature	4
ENG2001 Composition III	4
SPC1026 Public Speaking	4
<b>Mathematics and Statistics Choose three:</b>	
MAT1001 Intermediate Algebra	4
MAT1005 College Algebra	4
MAT1500 College Mathematics	4
MAT2000 Pre-Calculus	4
MAT2101 Calculus I	4
MAT2102 Calculus II	4
MAT2058 Statistics	4
<b>Natural Sciences Choose two:</b>	
BIO1020 Biology I	4
BIO1021 Biology II	4
CHM1010 General Chemistry	4
<b>Arts and Humanities Choose two:</b>	
ENG2002 World Literature I	4
ENG2003 World Literature II	4
HIS1101 US History I	4

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**Remove current Bachelor of Science in Legal Studies program listing and replace with the following.**

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 Choose three:**

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** **32 Credits**

BUS1038 Business Law I	4
BUS2038 Business Law II	4

***Choose two of the following or an additional advisor approved Business elective***

ACC1001 Accounting I	4
BUS1101 Introduction to Business	4
MGT2037 Principles of Management	4
MKT2010 Principles of Marketing	4
BUS2023 Business Communication	4

**Elective Pool** (four (4) courses or 16 credit hours)

*Non-transfer students will select courses from the elective pool of program related courses, but with their advisor's consultation and approval may take courses outside this elective pool. The number of courses taken outside the elective pool can be no greater than the number of courses within the elective pool.*

*A course can be used to meet only one requirement in Area I, Area II, or Area III, but not simultaneously in two areas. Students should work with their academic advisor or counselor to be sure they are making appropriate course choices.*

**Area III Major Requirements** **84 Credit Hours**

<b>Core</b>	
LGS1001 Introduction to Paralegalism*	4
LGS1004 Torts and Remedies	4
LGS1005 Legal Research and Writing I**	4



**Page 48 cont'd**

**Remove current Bachelor of Science in Legal Studies program listing and replace with the following.**

LGS1006 Legal Research and Writing II*	4
LGS2001 Civil Litigation*	4
LGS2007 Computers in the Legal Office	4
LGS2099 Paralegal Externship	4
LGS4005 Advanced Legal Research and Writing	4
LGS4008 Litigation Support Management	4
LGS4010 Evidence	4
LGS4030 Employment Law	4
LGS4075 Legal Topics Seminar	4

*\*All students enrolling in the partially online program offered through the Savannah campus must document that at least four legal specialty courses comprising at least 16 quarter hours of credit were completed in a traditional classroom format. Legal specialty courses commonly presented to satisfy this requirement are marked with an asterisk (\*). Other legal specialty courses completed in a traditional classroom format but not listed here may be presented to meet this requirement at the discretion of the Program Director in consultation with the Registrar.*

*\*\*The program requires that LGS1005 Legal Research and Writing I (4) be completed in a traditional classroom format.*

**Electives**

Choose five (5) additional courses from the following:

LGS2002 Family Law*	4
LGS2003 Estate Planning and Probate*	4
LGS2004 Criminal Law*	4
LGS2005 Real Estate Law*	4
LGS2008 Worker's Compensation	4
LGS2010 Bankruptcy Law	4
LGS2030 Administrative Law	4

**Choose four (4) additional courses from the following:**

LGS3009 International Law	4
LGS3040 Constitutional Law	4
LGS3050 Immigration Law	4
LGS3060 Contracts Law for Paralegals	4
LGS3065 Criminal Procedure	4
LGS4020 Advanced Real Estate	4
LGS4045 Advanced Technology for Paralegals	4
LGS4050 Environmental Law	4
LGS4051 Cyberlaw	4
LGS4055 Intellectual Property	4
LGS4060 Legal Externship II	4

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**Remove current Bachelor of Science in Legal Studies program listing and replace with the following.**

*Only the Bachelor of Science in Legal Studies programs at the following four South University campuses are approved by the American Bar Association (ABA): West Palm Beach, Montgomery, Columbia, and Savannah. Only the Savannah campus is approved by the ABA to offer the program in a partially online format.*

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**Change to course codes for Master of Business Administration Accounting Specialization. New course codes listed below.**

<b>Accounting Specialization</b>	<b>16 Credit Hours</b>
(available online only)	
ACC5348 Advanced Financial Accounting*	4
ACC5360 External Auditing and Assurance*	4
ACC6311 Advanced Accounting Information Systems	4
ACC6315 Accounting Services Consulting	4
ACC6330 Advanced Financial Reporting*	4
ACC6342 Corporate Controllership	4
ACC6362 Forensic and Fraud Auditing	4
ACC6374 Advanced Taxation*	4

\*Courses within the Accounting Specialization that help prepare students for the content covered by the CPA examination.

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**Addition to the Bachelor of Business Administration General Education requirements for Arkansas State Residents. Add at the end of the General Education requirements.**

*Arkansas Residents are required to take the following general education courses for a total of 76 quarter credit hours. Basic Communications: ENG1001 Composition I; ENG1002 Composition II/Literature; ENG2001 Composition III; SPC1026 Public Speaking. Mathematics: MAT2058 Statistics; Choose two from the following: MAT1001 Intermediate Algebra; MAT1005 College Algebra; MAT1500 College Mathematics; MAT2000 Pre-Calculus; MAT2101 Calculus I; MAT2102 Calculus II. Science: BIO1011 Anatomy and Physiology I; BIO1012 Anatomy and Physiology I Lab; BIO1013 Anatomy and Physiology II; BIO1014 Anatomy and Physiology II Lab. Fine Arts/Humanities, Choose three courses from following: ENG2002 World Literature I; ENG2003 World Literature II; HUM1001 History of Art through the Middle Ages; HUM1002 History of Art from the Middle Ages to Modern Times; HUM2101 World Civilization I; HUM2102 World Civilization II; PHI2301 Introduction to Philosophy. Social Sciences: Bachelor of Science in Nursing and Bachelor of Arts in Psychology students must take the following: POL2076 American Government; PSY1001 General Psychology; SOC1001 Introduction to Sociology; Select one from the following: HIS1101 US History I; HIS1102 US History II. All other Bachelor program students must take the following Social Sciences:*

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**Addition to the Bachelor of Business Administration General Education requirements for Arkansas State Residents. Add at the end of the General Education requirements.**

*POL2076 American Government; Choose one from the following: HIS1101 US History I; HIS1102 US History II; Choose two from the following: PSY1001 General Psychology; SOC1001 Introduction to Sociology; ECO2071 Principles of Microeconomics; SOC2010 Social Problems. Institutional Requirements: ITS1000 Computer and Internet Literacy; UVC1000 Strategies for Success*

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**Correction to the Associate of Science in Business Administration General Education requirements.**

Remove ACC1001 Accounting I from the list of Professional Development courses. This course was included in error.

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**Addition to the AS in Allied Health Sciences General Education requirements for Arkansas State Residents. Add at the end of the General Education requirements.**

*Arkansas Residents are required to take the following general education courses for a total of 76 quarter credit hours. Basic Communications: ENG1001 Composition I; ENG1002 Composition II/Literature; ENG2001 Composition III; SPC1026 Public Speaking. Mathematics: MAT2058 Statistics; Choose two from the following: MAT1001 Intermediate Algebra; MAT1005 College Algebra; MAT1500 College Mathematics; MAT2000 Pre-Calculus; MAT2101 Calculus I; MAT2102 Calculus II. Science: BIO1011 Anatomy and Physiology I; BIO1012 Anatomy and Physiology I Lab; BIO1013 Anatomy and Physiology II; BIO1014 Anatomy and Physiology II Lab. Fine Arts/Humanities, Choose three courses from following: ENG2002 World Literature I; ENG2003 World Literature II; HUM1001 History of Art through the Middle Ages; HUM1002 History of Art from the Middle Ages to Modern Times; HUM2101 World Civilization I; HUM2102 World Civilization II; PHI2301 Introduction to Philosophy. Social Sciences: Bachelor of Science in Nursing and Bachelor of Arts in Psychology students must take the following: POL2076 American Government; PSY1001 General Psychology; SOC1001 Introduction to Sociology; Select one from the following: HIS1101 US History I; HIS1102 US History II. All other Bachelor program students must take the following Social Sciences: POL2076 American Government; Choose one from the following: HIS1101 US History I; HIS1102 US History II; Choose two from the following: PSY1001 General Psychology; SOC1001 Introduction to Sociology; ECO2071 Principles of Microeconomics; SOC2010 Social Problems. Institutional Requirements: ITS1000 Computer and Internet Literacy; UVC1000 Strategies for Success*

**INSERT After Associate of Science in Medical Assisting Program information.  
New Program Associate of Science in Occupational Therapy Assistant**

**PROGRAM DESCRIPTION**

The Occupational Therapy Assistant works under the supervision of the Occupational Therapist to help individuals regain or accommodate to decreased range of motion, muscle strength, coordination, perception and activities of daily living, which includes dressing, eating, toileting, hygiene and home management.

The Associate of Science degree in the Occupational Therapy Assistant Program is dedicated to providing educational opportunities of the intellectual, social and professional development of a diverse student population. Through its carefully balanced and sequenced curricular design over eight quarters, the Occupational Therapy Assistant Program prepares qualified students to become successful occupational therapy practitioners. The program prepares students with knowledge and skills for competent entry-level practice in a variety of contexts for an ever-changing world. The Occupational Therapy Assistant Program further seeks to lead the profession and community through its contributions in educational leadership, community and professional service, life-long learning, and scholarship.

**PROGRAM VISION**

The following program vision has been developed to reflect the mission and philosophy of both South University and the occupational therapy profession, as outlined by the American Occupational Therapy Association:

- Provide a carefully designed curriculum that meets the demand of current best practice and prepares students to meet expectations of future practice.
- Facilitate the need in students for continued personal and professional growth and life-long learning.
- Create a safe learning environment that provides the atmosphere for exploration of personal and professional attitudes and behaviors.
- Promote the development of a value system that fosters the diversity, uniqueness, dignity, and rights of the individual and supports engagement in purposeful occupations.
- Prepare occupational therapy assistants to deliver the highest quality of care and services in a variety of practice environments.
- Ensure that all faculty and students have direct input into the development and evaluation of all aspects of the program.
- Provide ongoing evaluation and planning processes that ensures that the mission and philosophy of the program is being accomplished.

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**INSERT After Associate of Science in Medical Assisting Program information.  
New Program Associate of Science in Occupational Therapy Assistant**

**PROGRAM GOALS**

The program goals of the South University Occupational Therapy Assistant Program are to:

- Demonstrate the ability to deliver occupational therapy assistant services at entry-level competency under the supervision of an occupational therapist.
- Demonstrate knowledge and skills related to occupation and occupational performance throughout the lifespan.
- Demonstrate characteristics of integrity, empathy, and therapeutic use of self.
- Appreciate and adapt to diverse and alternative cultures, processes, and ideas.
- Demonstrate intellectual capabilities of critical thinking, problem-solving, and clinical reasoning.
- Recognize the value and importance of evidence in professional occupational therapy practice.
- Appreciate the need to regularly seek to improve therapeutic skills through professional development activities.
- Demonstrate values, attitudes, and behaviors consistent with the occupational therapy profession's philosophy, standards, and ethics.
- Exhibit the skills necessary to collect, report, and apply information relevant to the delivery of services as an entry-level occupational therapy assistant.
- Maintain therapeutic perspectives that are client-centered, holistic, creative, and adaptive.

***DEVELOPING PROGRAM STATUS***

*The occupational therapy assistant program has applied for accreditation and has been granted Developing Program Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Once accreditation of the program has been obtained, its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.*

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INSERT After Associate of Science in Medical Assisting Program information.  
New Program Associate of Science in Occupational Therapy Assistant

**Area I Core Curriculum 30 credits**

**1st Quarter**

AHS1001 Medical Terminology	4
ENG1001 English Composition I	4
PSY1001 General Psychology	4
UVC1000 Strategies for Success	4

**2nd Quarter**

BIO1011 Anatomy & Physiology I	4
BIO1012 Anatomy & Physiology I Lab	2
MAT1001 or MAT1500 Math Elective	4
ENG2001 Composition III	4

**Area II Professional Curriculum 84 credits**

**3rd Quarter**

BIO1013 Anatomy & Physiology II	4
BIO1014 Anatomy & Physiology II Lab	2
SPC1026 Public Speaking	4
OTA1001 Introduction to OT	3
OTA1002 Human Occupation through the Lifespan	2

**4th Quarter**

OTA1010 Medical Conditions	2
OTA1020 Occupational Analysis I	4
OTA1030 OT in Mental Health	6
OTA1035 Professional Issues I	2
OTA1040 Professional Documentation	1

**5th Quarter**

OTA2020 Occupational Analysis II	4
OTA2030 OT for Children & Adolescents	6
OTA2035 Professional Issues II	2
OTA2040 Movement for Human Occupation	3

**6th Quarter**

OTA2050 OT for Adults & the Elderly	6
OTA2060 OT Management	4
OTA2070 Community Practice	1
Arts & Humanities Elective	4

**7th Quarter**

OTA2380 Level II Fieldwork A	8
OTA2385 Fieldwork Seminar A	4

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**INSERT After Associate of Science in Medical Assisting Program information.  
New Program Associate of Science in Occupational Therapy Assistant**

**8th Quarter**

OTA2390 Level II Fieldwork B	8
OTA2395 Fieldwork Seminar B	4

**Ranking of applicants for the Occupation Therapy Assistant program**

Ranking applicants for admission into the Occupational Therapy Assistant program will be done during the second quarter of coursework in general education requirements based on coursework taken in the first quarter. Ranking will be done comprised of the following five elements, listed in descending order of importance: Self-assessment Inventory (SAI, available from the OTA program office), CGPA, English Composition I, General Psychology and Medical Terminology. Equal weight will be assigned to the CGPA, English Composition I and General Psychology.

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**Change to Associate of Science in Physical Therapist Assisting Program description.  
Changes Highlighted.**

**Associate of Science in Physical Therapist Assisting**

Offered at Tampa, Savannah, Montgomery, and West Palm Beach Campuses only.

In keeping with the stated purpose of South University, the Physical Therapist Assisting program (PTA) strives to produce physical therapist assistants who reflect the highest standards of professional practice and conduct. The PTA program offers a curriculum that is well-rounded in all fundamental concepts and theories as they apply to physical therapy modalities and rehabilitation procedures.

Physical therapist assistants are health care providers who work under the supervision of physical therapists. Their duties include assisting the physical therapist in implementing treatment programs according to a plan of care, training patients in exercises and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures and reporting to the physical therapist on the patient's responses.

State licensure is a requirement for professional practice in each state in which South University offers the PTA program. Specific information regarding application for licensure will be available to the student during the last term of study. Licensure or registration is not required in every state for the physical therapist assistant to practice. Complete information on practice acts and regulations can be obtained from individual state licensing boards.\*

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### Change to Associate of Science in Physical Therapist Assisting Program description. Changes Highlighted.

#### Program Changes Starting Spring quarter 2012

All applicants to South University PTA program must submit standardized test scores using Accuplacer, SAT or ACT. Students who do not achieve the minimum entrance score defined by South University for general admission for each respective test will not be accepted into the PTA program. Standardized test scores (Accuplacer) must not be older than five (5) years. Applicants who take, or have taken, standardized entrance tests at a site outside of South University campuses, must provide official test scores to the South University campus to which they are applying.

All applicants must satisfy technical standards for the PTA program in order to be admitted. Students who attempt to transfer into the South University PTA program must submit, in addition to the standard application for admission, official scores from acceptable standardized tests (SAT or ACT) or take the university's Accuplacer entrance test. Applicants who require developmental coursework (in English) based upon scores of the standardized tests will not be permitted to enroll in the PTA program even if they have taken coursework at another institution. The coursework that is transferred to South University must permit the student to obtain a 2.85 CGPA by the time the student applies for admission into the PTA technical phase. Students who transfer coursework into South University, but cannot mathematically attain a CGPA of 2.85 by the time they would enter the technical phase, will not be admitted to the PTA program.

Students from South University who are in another major will be permitted to transfer into the general education phase of the PTA program if they achieve satisfactory scores on the Accuplacer, SAT or ACT for general admission at the time of original enrollment. Applicants must satisfy technical standards for the PTA program in order to be admitted.

#### Associate of Science in Physical Therapist Assisting 108-110 Credit Hours Area I Core Curriculum 36-40 Credit Hours

##### Mathematics/Science

BIO1011 Anatomy & Physiology I 4  
*(Must be taken concurrently with BIO1012 Anatomy & Physiology Lab)*  
BIO1012 Anatomy & Physiology I Lab 2  
BIO1013 Anatomy & Physiology II 4  
*(Must be taken concurrently with BIO1014 Anatomy and Physiology II Lab)*  
BIO1014 Anatomy & Physiology II Lab 2  
Math Elective (MAT1001 or MAT1500) 4

##### Humanities

SPC1026 Public Speaking 4  
ENG1001 Composition I 4  
ENG1002 Composition II/Literature 4



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### Change to Associate of Science in Physical Therapist Assisting Program description. Changes Highlighted.

#### Social Sciences

AHS1001 Medical Terminology 4

Approved Social Science Elective (PSY 1001 or SOC 1001) 4

UVC1000 Strategies for Success\* 4

\*Required if required to take ~~ENG0099~~ or MAT0099

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### Change to Associate of Science in Physical Therapist Assisting Math requirement. Under Area I Core Curriculum 1<sup>st</sup> Quarter, Update Math Elective to the following:

MAT1001, MAT1500 or MAT1005 Math Elective

## Page 67

### Remove current PTA Progressions standards and replace with language below. Changes highlighted.

#### PTA Program Progression Standards

All course and clinical education requirements must be completed satisfactorily in order for the student to be eligible for graduation. All course and clinical requirements are published in the course syllabi. These are provided to each student before or during the first class contact for each course. PTA program faculty must comply with published syllabi and course goals and objectives as well as published requirements for satisfactory student progress through the program. NOTE: The minimum CGPA required to be eligible to apply to the technical phase of the PTA program is 2.85.

1. Students in good standing are required to have a cumulative grade point average of 2.5 calculated from the courses taken while in advanced standing technical courses (PTA-designated courses). Failure to maintain a CGPA of 2.5 will result in the student being placed on **academic warning**. The student will be permitted to remain on **academic warning** for a maximum of one quarter (but no later than the end of the 3<sup>rd</sup> quarter), during which time the student must obtain a CGPA of 2.5. If the CGPA of 2.5 cannot be met within one quarter (no later than the end of the 3<sup>rd</sup> quarter) while on academic warning, the student will be removed from the PTA program. All students must have a CGPA of 2.5 by the end of the third quarter in order to proceed to clinical rotations. **Students removed from the program may appeal to the PTA Progressions Committee.**
2. Students, while in advanced standing, must achieve a minimum grade of C in all courses. Students will be permitted to repeat a course in which they scored lower than a C the next quarter that the course is offered. When a student repeats a course the student must achieve a minimum grade of B. The repeat option will be offered only once. Students who receive more than one "D" or an "F" will be removed from the program. Students who wish to be

**Remove current PTA Progressions standards and replace with language below. Changes highlighted.**

considered for reinstatement should reapply using the following procedure. See the PTA student handbook for additional information.

3. A successful clinical practitioner is required to apply knowledge learned in the classroom to the care and treatment of patients. Courses that include laboratory experiences will have grades calculated separately for classroom and laboratory components. Grades for laboratory components of the course will be calculated using written and other appropriate methods of assessing clinical competence. Students are required to obtain a minimum grade of C in the laboratory/clinical component of the course as well as the classroom component in order to successfully complete the course. The single final course grade will be a weighted average of the classroom exams and laboratory scores. For students repeating a course, the final score in each of the classroom and laboratory sections will have to be 80% or higher.
4. Requirements for satisfactory progression in the PTA program (technical phase) require a cumulative grade point average of 2.5. Remediation is mandatory if a student scores less than 85% on any test. Written remediation occurs when a student's average is nearing or below a passing grade for the course and asks for the student to indicate his/her plan to improve. Failure to remediate via the format prescribed by the instructor (or progressions committee) will result in an incomplete grade, failure to comply with a remediation plan is likely to result in a failing grade.
5. Clinical courses must be completed meeting minimal competency standards as listed in the Physical Therapist Assistant Clinical Performance Instrument (1998). Failure to receive a passing grade (P) in a completed clinical education course will require the student to repeat the clinical course. Each student is only permitted one opportunity to repeat a course upon approval of the Progressions Committee. A second failed course while the student is in advanced standing (academic or clinical) will result in the student being removed from the program for academic reasons.
6. Students who are removed from a clinical affiliation prior to completing the rotation will be **suspended** from the program while **the PTA Progressions Committee**, investigates the reasons for the removal. If the committee deems the removal a substantial indicator that the student will not succeed in the profession, the student will be **removed** from the program. If the **committee** determines that despite removal from a particular clinical rotation the student has a high probability of entering the profession as a safe, proficient practitioner, the student may be permitted to repeat the clinical course. If the student is removed a second time while in advanced standing, the student will be removed from the program.

**Page 67 cont'd**

**Remove current PTA Progressions standards and replace with language below. Changes highlighted.**

7. Students who have been removed from the program may reapply for advanced standing only after a minimum of one year from the time that they were removed from the program. Readmission will be based on all applicable admissions criteria at the time of application for readmission. The student, if accepted, will start at the beginning of all advanced standing coursework, regardless of grades obtained in the courses prior to removal from the program.

**Page 67**

**Addition of PTA Reinstatement Policy**

**PTA Reinstatement Policy**

This procedure applies to readmission for students who withdraw from any course in the PTA program, who withdraw from the PTA program, or who receive less than a “C” in any course in any given quarter in the PTA program. Students who receive more than one “D” or an “F” will be removed from the program. Students who wish to be considered for reinstatement should reapply using the following procedure. The final decision for acceptance into the next cohort is provided by the progressions committee, based on available slots in the cohort and a reasonable expectation that the student in question has potential to succeed in the program. The reapplication process will only be offered once. There is no guarantee of reinstatement for a student who withdraws from the PTA program.

1. No later than the 3rd (third) week of the academic quarter preceding the quarter into which the student wishes to reenroll, the student must apply in writing to the progressions committee requesting reinstatement in the program.
2. No later than the 5th (fifth) week of the academic quarter preceding the quarter into which the student wishes to re-enroll, the student must meet with the progressions committee to complete a plan of action to address the reasons for the failure or withdrawal.
3. By the end of the academic quarter preceding the quarter into which the student wishes to reenroll, the PTA progressions committee will determine the appropriateness of reinstatement into the program. The decision will be based on availability of space in the cohort, the student’s ability to successfully demonstrate competencies that were required in the term prior to their leaving the program, for whatever reason, and on the committee’s judgment of the student’s potential to achieve success in the curriculum. The decision of the committee will be final. Refer to the PTA Student handbook for additional information.
4. The reinstated student will be required to comply with the curriculum and requirements in force at the time of reinstatement, including any changes made to the curriculum or prerequisites during their absence from the program. Students who are eligible for readmission and who have been out of the program for any reason longer than one year must reapply for admission to the university and the PTA program.

**Addition of PTA Reinstatement Policy**

5. Any student reinstated in the program for academic reasons (failure to obtain the minimum C final grade or withdrawal from the program with less than C achievement at the time of withdrawal) will be required to obtain a minimum final grade of B, determined as described in the university catalog, in any repeated courses in order to continue in the curriculum.
6. A student reinstated for academic reasons who fails to obtain the required minimum B final grade in any repeated courses, or who obtains a final grade lower than C in any
7. subsequent courses, is not eligible for readmission to the PTA program.

Re-application Timeline	Deadline	Completed:
Student must apply in writing to Progressions Committee	By 3rd wk of preceding qtr	
Student must meet with Faculty Advisor or progressions committee	By 5th wk of preceding qtr	
PTA Progressions Committee will announce decision. The decision will be final.	By 8th wk of preceding qtr	

**Addition to the Bachelor of Science in Nursing Degree Completion General Education requirements for Arkansas State Residents. Add at the end of the program listing.**

*Arkansas Residents are required to take the following general education courses for a total of 76 quarter credit hours. Basic Communications: ENG1001 Composition I; ENG1002 Composition II/Literature; ENG2001 Composition III; SPC1026 Public Speaking. Mathematics: MAT2058 Statistics; Choose two from the following: MAT1001 Intermediate Algebra; MAT1005 College Algebra; MAT1500 College Mathematics; MAT2000 Pre-Calculus; MAT2101 Calculus I; MAT2102 Calculus II. Science: BIO1011 Anatomy and Physiology I; BIO1012 Anatomy and Physiology I Lab; BIO1013 Anatomy and Physiology II; BIO1014 Anatomy and Physiology II Lab. Fine Arts/Humanities, Choose three courses from the following: ENG2002 World Literature I; ENG2003 World Literature II; HUM1001 History of Art through the Middle Ages; HUM1002 History of Art from the Middle Ages to Modern Times; HUM2101 World Civilization I; HUM2102 World Civilization II; PHI2301 Introduction to Philosophy. Social Sciences: Bachelor of Science in Nursing and Bachelor of Arts in Psychology students must take the following: POL2076 American Government; PSY1001 General Psychology; SOC1001 Introduction to Sociology; Select one from the following: HIS1101 US History I; HIS1102 US History II. All other Bachelor program students must take the following Social Sciences: POL2076 American Government; Choose one from the following: HIS1101 US History I; HIS1102 US History II; Choose two from the following: PSY1001 General Psychology; SOC1001 Introduction to Sociology; ECO2071 Principles of Microeconomics; SOC2010 Social Problems. Institutional Requirements: ITS1000 Computer and Internet Literacy; UVC1000 Strategies for Success*

**Page 95**

**Addition to the Accreditation and Affiliations. Insert the following after the Wyoming Licensing statement.**

South University is authorized by the Washington Higher Education Coordinating Board (HECB) and meets the requirements and minimum educational standards established for degree granting institutions under the Degree-Granting Institutions Act. The authorization is subject to periodic review and authorizes South University to offer field placements within the following degree programs: Master of Science in Nursing and RN to Master of Science in Nursing. Authorization by the HECB does not carry with it an endorsement by the board of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the HECB at PO Box 43430, Olympia, WA 98504-3430.

South University has been granted certification of the following degree programs by distance technology: Associate of Science in Allied Health Science, Bachelor of Arts in Psychology, Bachelor of Business Administration, Bachelor of Science in Nursing, and Master of Science in Nursing by The Arkansas Higher Education Coordinating Board.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution or program. Such certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301.

**Page 96**

**Revision to the General Admission Requirements. Changes highlighted.**

**General Admission Requirements**

To be admitted to any of the programs at South University campuses, **including online programs,** the prospective student must be a high school graduate from an acceptable high school 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.

**To be admitted to any of the programs at South University online programs, the prospective student must be a high school graduate from an acceptable high school or the equivalent (e.g. GED) with a minimum CGPA of 2.0 on a 4.0 scale, and be required to complete the university administered placement test during their first session of attendance, 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.**

## **Page 96 cont'd**

### **Revision to the General Admission Requirements. Changes highlighted.**

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.

## **Page 97**

### **Insert the following text at the end of the Admission of Transfer Students**

Students who are transferring from or to a school within the University of North Carolina or the North Carolina Community College System should be aware of the Comprehensive Articulation Agreement approved by both governing Boards on March 1, 1996 and revised in September of 2008. This agreement may be found in its entirety at the following website:

[http://www.northcarolina.edu/aa/articulation/102.51CAA\\_Modified\\_September\\_2008\\_v3.pdf](http://www.northcarolina.edu/aa/articulation/102.51CAA_Modified_September_2008_v3.pdf)

## **Page 100**

### **Revision to the Foundation Courses Required Policy. Changes highlighted.**

#### **Foundation Courses Required**

Students must have successfully completed a Bachelor's degree from an accredited institution. The following foundation undergraduate courses must have been satisfactorily completed from an accredited institution or be satisfactorily completed (grade of C or better) within the first two quarters after acceptance into the MBA degree program. If the courses are taken at South University, the undergraduate tuition rate will apply to these courses.

- Accounting: two courses (or completion of MBA5000 at South University)
- Macroeconomics: one course
- Statistics: one course

Foundation undergraduate course credits do not count towards the total number of credits for graduation nor do they count in the Cumulative Grade Point Average (CGPA); however, they do count in determining the maximum time frame and the Incremental Completion Rate (ICR). MBA students enrolled in foundation undergraduate course must successfully complete the course within their first three attempts or the student will be academically dismissed from the University.

**Page 104**

**Addition of new policy Transfer of Credit Guidelines for the Associate of Science in Medical Assisting. Insert before the Admissions Requirements for Physical Therapist Assisting program.**

**Transfer of Credit Guidelines for the Associate of Science in Medical Assisting**

For students in the Associate of Science in Medical Assisting transfer of credit will not be accepted for the following courses:

AHS2005 Clinical Competencies I  
AHS2006 Clinical Competencies II  
AHS2007 Clinical Laboratory Competencies  
AHS2087 Medical Office Procedures  
AHS2090 Medical Insurance and Coding  
AHS2092 Computer in the Medical Office

Transfer of credit will be accepted for AHS1001 Medical Terminology.

**Page 104**

**Addition of Admission policy for the Associate of Science in Occupational Therapy Assistant. Insert the following before the College of Nursing Admission requirements.**

**Admission Requirements for the Associate of Science in Occupational Therapy Assistant Program**

Students intending to enter the Occupational Therapy Assistant (OTA) Program will be admitted to South University as candidates for the OTA Program. Only after completing prerequisite coursework and achieving the requirements outlined below will students be admitted into advanced standing in the OTA Program. Students may transfer prerequisite courses into the program before entering advanced standing if approved by the OTA Program Director and the Registrar.

**Admission Requirements for the Professional Phase of OTA Program:**

1. A minimum cumulative GPA of 2.85.
2. Minimum of 24 hours of observation, volunteer, or employment in at least one occupational therapy clinic, in at least two practice areas of occupational therapy (e.g., pediatrics, physical disabilities, mental health, geriatrics) attested to by an occupational therapist on the form provided.
3. Completion of the Self-assessment Inventory (available from the OTA Program Office).
4. Completed OTA Application Packet.

### Admission Criteria

Consideration for admission will be based on the applicant's potential for academic and professional achievement and an assessment of written and verbal communication skills, critical thinking skills, integrity, dedication, motivation, character and maturity. To be considered for admission to the Doctor of Pharmacy degree program a prospective student must:

1. Complete or be in the process of completing a minimum of two years of prepharmacy course requirements (65-67 semester hours) at **an acceptable accredited collegiate institution**. The student must earn a grade of C (2.0) or better in each prerequisite course. All pre-pharmacy coursework presented in the table below must be completed prior to matriculation to Doctor of Pharmacy degree program in mid July of the program entrance year.

#### **Pre-pharmacy Requirements\***

##### **English Composition**

3 sem. hrs.1 (1 sem. or 5-qtr. hrs)

##### **English Literature**

3 sem. hrs.1 (1 sem. or 5-qtr. hrs)

##### **History**

3 sem. hrs. (1 sem. or 5 qtr. hrs)

##### **Psychology**

3 sem. hrs. (1 sem. or 5 qtr. hrs)

##### **Economics (Macro, micro or general)**

3 sem. hrs. (1 sem. or 5 qtr hrs)

##### **Public Speaking**

3 sem. hrs. (1 sem. or 5 qtr. hrs)

##### **Electives**

9 sem. hrs. 2.3

##### **General Biology I**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **General Biology II**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **General Chemistry I**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **General Chemistry II**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **Organic Chemistry I**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **Organic Chemistry II**

4 sem. hrs. 4 (1 sem. or 6 qtr. hrs)

##### **Human Anatomy/Physiology I**

4 sem hrs. 5 (1 sem or 6 qtr. hrs.)

##### **Human Anatomy/ Physiology II**



**Page 106 to 108 cont'd**

**Revisions to the School of Pharmacy Admissions Criteria. Changes highlighted.**

4 sem hrs. 5 (1 sem or 6 qtr. hrs.)

**Physics I**

3 sem. hrs. 5 (1 sem. or 5 qtr. hrs)

**Calculus I**

3 sem. hrs. (1 sem. or 5 qtr. hrs)

1. *English American or World Literature is required to fulfill the Literature requirement.*
2. *One English Composition course is required. A second English Composition will not be accepted in lieu of a Literature course but may count as an elective.*
3. *A minimum of three semester hours should be in the humanities and the remainder should be in the social sciences, arts, or humanities.*
4. *These courses will include a live laboratory. Students with science courses taken prior to 2004-2005 will be required to retake one modern Biology course and one modern Chemistry course to meet the prerequisite requirements.*
5. *For these courses a laboratory is not required and appropriate three credit hour courses in Human Anatomy & Physiology that do not have a lab component will be accepted.*

*\*It is recommended that the student take two science courses and at least five courses (a minimum of 17 semester hours of credit) each semester to ensure appropriate preparation for the academic challenge of the School of Pharmacy.*

2. Earn a minimum cumulative grade point average of 2.80 on a 4.0 scale. (A science GPA of 3.0 or better is recommended.) The average cumulative GPA for the class entering in 2011 was 3.34 and the average science GPA was 3.25.
3. Submit a completed Pharmacy application through [www.pharmacas.org](http://www.pharmacas.org) and a completed South University School of Pharmacy supplemental application and \$50 fee directly to the School of Pharmacy no later than February 1.
4. Submit scores from the Pharmacy College Admissions Test (PCAT) directly to PharmCas, recipient code 104. (A minimum composite score of 60 is recommended.)
5. Submit a minimum of two letters of recommendation directly to PharmCas; however, three letters are preferred.
6. Submit directly to PharmCas a one page personal statement that outlines characteristics possessed by the applicant that will contribute to his/her success as a Doctor of Pharmacy.
7. Demonstrate the oral and written communication skills required to interact with patients and professional colleagues, and is expected of a professional doctoral level student.
8. Complete the South University School of Pharmacy's on campus personal interview with members of the Faculty and the Admissions Committee (by invitation only).
9. Provide directly to PharmCas all transcripts. Transcripts for all college coursework must be submitted since academic performance for all college coursework undertaken by the student will be evaluated.

**Revisions to the School of Pharmacy Admissions Criteria. Changes highlighted.**

10. International students: U.S. permanent residents are considered but Non-U.S. citizens are not accepted. All prerequisite coursework must be completed in the U.S. at an accredited institution. Permanent residents must provide a copy of their permanent resident card.
11. Applications mailed directly to South University will not be accepted. Admissions decisions for students admitted to the Doctor of Pharmacy degree program shall be based on a broad range of considerations, including academic and nonacademic factors. Academic factors will include the performance of applicants in their previous educational experiences. Non-academic factors include information presented through letters of recommendation, and information provided by applicants through personal interviews with the admissions staff and faculty. Such factors as motivation, commitment to service, knowledge of the pharmacy profession, communication skills, and perceived potential are considered in the admissions decision-making process.

**Technical Standards for Doctor of Pharmacy degree program Admission**

The educational mission of the South University School of Pharmacy is to educate and graduate competent practitioners to provide pharmaceutical care in a variety of institutional, community and other settings. Students admitted to the Doctor of Pharmacy degree program must also meet the technical standards for admissions. These technical standards outline the essential functions that candidates for the Doctor of Pharmacy degree must be able to perform. These essential functions reside in the following categories: Observation, Communication, Motor, Intellectual, and Behavior/Social. However, it is recognized that degrees of ability vary among individuals. The South University School of Pharmacy is committed to supporting its students by any reasonable means to complete the course of study leading to the Doctor of Pharmacy degree.

- **Observation:** A candidate must be able to observe demonstrations and experiments in the basic sciences, including, but not limited to, physiological and pharmacological demonstrations in animals, evaluation of microbiological cultures, and microscopic studies of microorganisms and tissues in normal and pathological states. A candidate must be able to observe a patient accurately at a distance and close at hand. In detail, observation necessitates the functional use of the sense of vision and other sensory modalities.
- **Communication:** A candidate must be able to communicate effectively and sensitively with patients. The focus of this communication is to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communication. Communication includes speech, reading, writing, and computer literacy. A candidate must be able to communicate effectively and efficiently in oral and written forms with all members of the health care team in a timely manner.
- **Sensory/Motor:** A candidate must have sufficient motor function to elicit information from patients by physically touching patients, e.g. assessing range of motion of a joint, taking blood pressure readings, taking a pulse reading. A candidate must be able to execute motor movements to provide general care and emergency treatments to patients, e.g. first aid treatments, cardiopulmonary resuscitation (CPR). A candidate must be able to execute motor movements required in the compounding of medications inclusive of

## Page 106 to 108 cont'd

### Revisions to the School of Pharmacy Admissions Criteria. Changes highlighted.

using techniques for preparing sterile solutions, e.g., parenteral or ophthalmic solutions. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

- Intellectual (Conceptual, Integrative, and Quantitative Abilities): A candidate must have the ability to measure, calculate, reason, and analyze. A candidate must be able to synthesize and apply complex information in a timely manner. A candidate must be fully alert and attentive at all times in clinical settings.
- Behavioral/Social Attributes: A candidate must possess the emotional health required for full utilization of his or her intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities attendant to the interaction with patients. A candidate must possess the ability to develop mature, sensitive, and effective relationships with patients. A candidate must be able to tolerate physically taxing workloads and to function effectively under stress. A candidate must be able to adapt to changing environments, to display flexibility and learn to function in the face of uncertainties inherent in the clinical problems of many patients. A candidate must possess compassion, integrity, interpersonal skills, and motivation to excel in pharmacy practice

Requirements for Matriculation Applicants who have been accepted into the Doctor of Pharmacy Program must fulfill the following before they can officially enter the program:

- Remit the \$1,000 acceptance deposit by the date designated in the acceptance agreement. The entire acceptance deposit is credited to the first quarter's tuition.
- Submit a college transcript after each term completed following acceptance.
- **Submit self certification of high school graduation or GED completion.**
- Submit proof of immunization or for immunity to Measles/Mumps/Rubella(MMR), Varicella (Chickenpox), Tetanus/Diphtheria, and Hepatitis B. In addition, students must complete the annual Tuberculin Test (PPD). An Immunization Clearance Form provided as part of the acceptance package must be completed and returned along with other immunization documentation.
- Present a Basic Adult Life Support certificate on the first day of school.
- Submit proof of medical insurance coverage.
- Complete additional coursework if required by the Admissions Committee and submit additional documents as requested by the Office of Admissions.

Failure to comply with these requirements may result in forfeiture of your acceptance.

## Page 120

### Addition to the Grievance Procedures, add to end of policy.

#### Arkansas Student Right to Appeal

If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Arkansas Department of Higher Education (114 E. Capitol, Little Rock, AR 72201, Phone 501.371.2000, website [www.adhe.edu](http://www.adhe.edu))

## Page 129

**Delete Change of Program policy. This is a duplicate policy that should be removed.**

## Page 132

**Addition of new policy Retaking Coursework.**

**Insert after Auditing Courses policy.**

### **Retaking Coursework**

Effective July 1, 2011, the Department of Education amended the full-time enrollment status definition for programs at term-based institutions. In a standard term-based program, students who retake previously completed coursework are considered eligible for additional Title IV assistance, even if the students will not receive credit for that coursework in addition to credits already received. To comply with this provision and to assist students with managing appropriate FSA loan balances, South University has implemented the following policy on retaking coursework for standard term and non-term based programs.

#### On-Campus Programs

Students enrolled in on-campus programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, a student enrolled in developmental courses (ENG0099 and MAT0099) must successfully complete the course after three attempts or the student will be academically dismissed from the University.

For on-campus programs, South University's policy will allow financial aid to cover a *single repetition* of a previously successfully passed course subject to certain conditions. Students who earned credit(s) may receive Title IV funds for one retake of any previously passed course only if they meet one of the following conditions:

- Specific State or Accreditation regulations require a student to retake a course which was previously successfully passed within a given time period of graduation.
- Required as part of an academic plan if a student has successfully appealed a Satisfactory Academic Progress (SAP) termination.
- For students who need a specific grade or G.P.A. to practice upon graduation.

The student must have *completed* the course for it to be considered a repetition under this policy. Because only one repetition of a previously passed course may be included in the a student's enrollment status for purposes of Title IV aid, if the student failed the repeated course, the student is not eligible for an additional retake because the student is considered to have completed the course.

#### Online Programs

Student's coursework is divided into payment periods based the credit hours and weeks of instructional time in the program or the academic year, whichever is less. A student must successfully complete the credit hours and instructional weeks in a payment period, or withdrawal, in order to advance to the next payment period and academic year. Students who fail or withdrawal from a course will not earn credits for the payment period and academic year.

**Page 132 cont'd**

**Addition of new policy Retaking Coursework.**

**Insert after Auditing Courses policy.**

Students who successfully completed a course (earned credits) and wish to repeat the course to earn a better grade or G.P.A., the course attempted and earned credits will not be included in the payment period and academic year credits requirement. Students may only use FSA funds to cover such repeated courses to the extent excess funds are available in the academic year.

**Page 132**

**New Associate of Science in Physical Therapy Assisting SAP policy. Create item c. and insert text below.**

**c.) Associate of Science in Physical Therapy Assisting**

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

- After attempting the 1<sup>st</sup> quarter (for on-campus students) or first payment period (for online students), a student must achieve a CGPA of 2.0 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 the 2<sup>nd</sup> quarter (for on-campus students) or second payment period (for online students), a student must achieve a CGPA of 2.25 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 removed 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 2.50 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 or payment period of academic warning/financial aid warning, s/he will be academically removed from the University.

**Page 132 cont'd**

**New Associate of Science in Physical Therapy Assisting SAP policy. Create item c. and insert text below.**

NOTE: The minimum CGPA required to be eligible to apply to the technical phase of the PTA program is 2.85.

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 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

**Page 135**

**Add at the end of the SAP policy but before the Change of Program Policy.**

**Students Transferring Between a Campus Program and an Online Program**

A student who transfers from a campus program to an online program or who transfers from an online program to a campus program is subject to the following SAP policies and procedures:

- A student who is in a campus program and is in good standing per SAP in his/her campus program and transfers from a campus program to an online program will be evaluated at the next applicable evaluation point per the SAP policies and procedures of the online program.
- A student who is in an online program and is in good standing per SAP in his/her online program and transfers to a campus program will be evaluated at the next applicable evaluation point per the SAP policies and procedures of the campus program.
- A student who is in an online program and is on financial/academic warning per SAP in his/her online program and transfers to a campus program will be evaluated at the next applicable evaluation point per the SAP policies and procedures of the online program.
  - If the student meets the SAP policies and procedures of the online program at the next applicable evaluation point (thus coming off financial/academic warning), s/he will be evaluated at subsequent evaluations points per the SAP policies and procedures of the campus program.
  -

## Page 135 cont'd

### Add at the end of the SAP policy but before the Change of Program Policy.

- If the student does not meet the SAP policies and procedures of the online program at the next applicable evaluation point, s/he will be dismissed from the University. The student may appeal his/her dismissal, with the appeal reviewed by the campus Dean of Academic Affairs and Operations and a representative from the online programs appeals committee.

Note that the evaluation criteria and period of time until the next applicable evaluation point may differ from the SAP policies and procedures of the student's original program. The student should work closely with his/her academic advisor or academic counselor to understand the SAP implications (including financial aid implications) of his/her transfer before taking any action.

## Page 135

### Change to the Change of Program Policy. Changes highlighted.

#### Change of Program

Students will be allowed one change of program. Changing from a day offering to an evening offering of the same program is not considered a change of program. Changing from an associate's degree to a bachelor's degree in the same program is not considered a change of program. Changing from one specialization or concentration within a program to another specialization or concentration within the same program is not considered a change of program. A student may change his or her program at any point of his or her enrollment provided that s/he is in good satisfactory academic standing. The Dean of Academic Affairs and Operations (for on-campus students) or the appropriate Assistant College Dean for Online Programs (for students in online programs) or the Assistant College Dean for Campus Programs (for students in the Accelerated Graduate Program) may grant exceptions to students on Academic/Financial Aid Warning or Probation. Only then will a student to be allowed the opportunity of changing from one program to another.

Courses that apply to the second program will be recorded as earned credit and will affect the student's Cumulative Grade Point Average (CGPA). For Incremental Completion Rate (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 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 (or the like), which must be filed in the student's academic file.

Students in campus based programs must contact the Registrar's office to change their program. Students in online programs must contact their Academic Counselor to change their program.

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 Student Financial Services before changing their program.

**Change to Transfer Policy. Changes highlighted.**

**Campus Transfers**

A student must be in good satisfactory academic standing in order to be allowed the opportunity of transferring from one South University campus to another, from one campus to an online (or partially online) program, or from an EDMC school to a South University campus, online program, or partially online program. To be considered a campus transfer student, the student must complete the quarter for campus-based students or session for online students at the originating school and immediately start at the new campus in the next quarter for campus-based students or session for online students. If the student has a break in enrollment, he/she will be considered a reentry student at the new school.

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

**Addition of Associate of Science in Medical Assisting Formative Progressions Standards. Insert before Transient Student Policy.**

**Associate of Science in Medical Assisting Formative Progression Standards**

To be eligible for graduation, all course and clinical education requirements must be completed satisfactorily. Course and clinical requirements are published in the course syllabi. These are provided to each student, for each course, before or during the first class contact. Medical assisting program faculty will comply with all published requirements for satisfactory student progress, course syllabi and course goals and objectives described in the program.

1. Students in advanced medical assisting coursework (AHS classes), must achieve a minimum grade of C in all courses. Students will be permitted to repeat a course in which they scored lower than a C, during the next quarter the course is offered. When a student repeats a course they must achieve a minimum grade of B. This repeat option will be offered only once.
2. To assist students' achievement of entry-level knowledge, the following remediation procedure will be followed in all AHS classes. Students scoring less than 80% on any written examination will be expected to remediate that examination. The remediation plan will be cited in the course syllabi and the following will be required:
  - a. A written counseling procedure will be developed by the course instructor.
  - b. All incorrect answers will be corrected by the student, with citation of the correct answer (textbook and page number) in the format determined by the course instructor. Failure to comply with the written counseling procedures will result in a grade of Incomplete for the course. Refer to the University catalog for resolution of an incomplete grade.



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**Addition of Associate of Science in Medical Assisting Formative Progressions Standards. Insert before Transient Student Policy.**

3. Medical assisting coursework must be completed meeting minimal competency standards as listed in the section on Entry-Level Competencies for the Medical Assistant. Failure to receive a passing grade for a required competency will require that the student repeat the course. Repeated AHS courses will require a learning contract with the student. This contract will describe the conditions under which the student may continue in the Medical Assisting program.
4. Students who are dismissed from an extern site will be suspended from the program while a faculty committee, chaired by the program director, investigates the reason for the dismissal. If the committee deems the dismissal a substantial indicator that the student will not succeed in the profession, the student will be dropped from the program. If the committee feels that despite dismissal from a particular clinical rotation the student has a high probability of entering the profession as a safe, proficient practitioner, the student will be provided the opportunity to continue with the practicum program. If the student is dismissed a second time while at an extern site the student will be dropped from the program.

**Page 137**

**Addition of Associate of Science in Occupational Therapy Assistant Graduation Requirements. Add after Associate's and Bachelor's Degree Program Graduation Requirements.**

**Associate of Science in Occupational Therapy Assistant Graduation Requirements**

In order to graduate from the Associate of Science in Occupational Therapy Assistant program, a student must:

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 cumulative grade point average of 2.85 or higher in all courses in the student's major.
3. The student must have a cumulative grade point average of 2.85 or higher for all course work taken at the University.
4. The student must abide by all University rules and regulations and settle any financial obligations to the University prior to graduation.

## **Page 138**

### **Addition of Associate of Science in Medical Assisting Graduation Requirements. Insert after the Anesthesiologist Assistant graduation requirements.**

#### **Associate of Science in Medical Assisting Graduation Requirements.**

In order to graduate from the Associate of Science in Medical Assisting program, a student must:

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;
2. The student must receive a C or better in all major courses;
3. The student must complete 40% of all required courses at South University. At least 50% of the major curriculum coursework must be completed at South University;
4. The student must abide by all University rules and regulations and settle any financial obligations to the university.

## **Page 138**

### **Addition of Intellectual Property Policy.**

#### **Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

## **INTELLECTUAL PROPERTY POLICY**

### **Introduction**

As a creative community of teachers, artists and scholars, South University is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of South University itself, which supports this creative and scholarly work.

### **I. Purpose and Scope**

This document expresses South University's policy regarding ownership and usage rights with respect to Intellectual Property (as hereinafter defined). It covers all those who are a part of South University – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with South University, and this Policy governs in all circumstances, unless South University has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between South University and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

### **II. Terminology**

The following terms are used throughout the Policy and are defined as follows:

**Addition of Intellectual Property Policy.**

**Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

- A. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
- B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
- C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
- D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
- E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents, patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art);

**Addition of Intellectual Property Policy.**

**Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

- F. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.
- G. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.
- H. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.
- I. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of "Substantial Institutional Resources." Resources not considered "commonly provided" include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.
- J. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.
- K. *Work* - The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.
- L. *Work Made for Hire* - A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment. Consistent with the Copyright Act of 1976, as amended, a Work Made for Hire under this Policy also includes a work specially ordered or commissioned for use as a contribution to a collective work, as a part of a motion picture or other audiovisual work, as a translation, as a

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**Addition of Intellectual Property Policy.**

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supplementary work, as a compilation, as an instructional text, as a test, as answer material for a test, or as an atlas, if the parties expressly agree in a written instrument signed by them that the work shall be considered a work made for hire.

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

**III. The Rights of the Creator of Intellectual Property**

*A. Faculty, Staff and Student Works*

1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, South University does not claim ownership of Intellectual Property developed through Independent Academic Effort or Creative Activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and Students.

2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include Intellectual Property developed by faculty, staff, Students and Institutional Employees under any of the following circumstances:

- (a) The Intellectual Property is developed as a Sponsored Work.
- (b) The Intellectual Property is developed as a Commissioned Work.
- (c) The Intellectual Property is developed using Substantial Institutional Resources.
- (d) The Intellectual Property is developed by the creator within the scope of his or her employment with South University and constitutes a Work Made for Hire.
- (e) The Intellectual Property is developed by a creator who is assigned, directed or funded by South University to create the Intellectual Property.
- (f) The Intellectual Property is developed under a grant, program or agreement which provides South University with ownership rights, in whole or in part, to the Intellectual Property.

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**Addition of Intellectual Property Policy.**

**Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

Under the circumstances described in Section III.A.2 (a) through (f) above, the Intellectual Property shall be owned by South University (or by South University and any other party as specified in any written grant, program or agreement).

The creator of any Intellectual Property that is or might be owned by South University under this Policy is required to make reasonable prompt written disclosure of the Work to an officer designated by South University's President, and to execute any document deemed necessary by South University to perfect legal rights in South University and enable South University to file applications for registration when desired.

3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of Works are allocated as set forth below:

- (a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be Works Made for Hire and therefore all Intellectual Property associated therewith is owned by South University . Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all Intellectual Property associated therewith, belong solely to South University.
- (b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by South University as Works Made for Hire or otherwise.
- (c) If any Intellectual Property to be owned by South University under Section III.A.2 (a) through (f) above is developed jointly with a non-Institution party, the parties respective ownership and usage rights in the resulting Intellectual Property shall be set forth in a written agreement.
- (d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of South University will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to South University.

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**Addition of Intellectual Property Policy.**

**Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

- (e) Unless a Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.
- (f) Unless the Work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, Intellectual Property created by a Student working on his or her own, or developed in the context of a course, is owned by the Student and South University will not use the Student's Work without the Student's permission to do so.
- (g) Students working on a project governed by an existing written agreement to which South University is a party are bound by all terms of that agreement.
- (h) Students hired to carry out specific tasks that contribute to Intellectual Property of South University retain no rights of ownership in whole or in part to that Intellectual Property or to the Student's contribution to that work.
- (i) Students who wish to work collaboratively with Institutional Employees on projects which involve the creation of Works and Intellectual Property are required to sign and deliver an acceptable written agreement to South University outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
- (j) The rights of South University to a perpetual, worldwide license (exclusive or non-exclusive, as South University deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non- Institution sponsor.

**B. *Independent Contractor Works.***

As a general rule, South University will own Intellectual Property created by an independent contractor if a written agreement signed by the parties so provides, or South University has specially ordered or commissioned the work and such work is designated as a Work Made for Hire in a signed written agreement between the parties. If South University does not own the Intellectual Property created by an independent contractor, it shall have a right or license to use any Work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

**IV. *Institution's Usage Rights***

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, South University shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and

**Page 138 cont'd**

**Addition of Intellectual Property Policy.**

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Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of South University . Where practicable, South University will use best efforts to cite the creator of the Work if South University exercises such usage rights.

**V. Institution's Marks**

Intellectual Property comprised of or associated with South University 's Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "Marks") belongs exclusively to South University and/or its affiliates. This Policy is designed to protect the reputation of South University and its affiliates, and to prevent the illegal or unapproved use of South University's Marks.

No Institution Mark may be used without the prior, written authorization of the appropriate authorities of South University. However, faculty, staff, and Students may identify their status or professional affiliation with South University as appropriate, but any use of South University's Marks in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, South University. No products or services may be marked, offered, sold, promoted or distributed with or under South University's Marks without South University's prior written permission and compliance with the licensing policies of South University. All requests for use of Institution Marks must be submitted in writing to an officer designated by the President. The designated Institution officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise South University's Marks.

**VI. Substantial Use of Institution Resources**

Although "Substantial Institutional Resources" is defined (see Section II. Terminology), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of South University, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which South University deems necessary in order to establish an appropriate standard.

**VII. Review Scheme**

Questions concerning this Intellectual Property Policy should be addressed to the Dean of Academic Affairs.

**VIII. Reservation of Rights**

South University reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. South University agrees, however, that it will



**Page 138 cont'd**

**Addition of Intellectual Property Policy.**

**Insert before the Student Examination of Official Records Family Educational Rights and Privacy Act.**

endeavor to notify the entire Institution community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

**IX. Effective Date**

This Policy supersedes any preexisting Intellectual Property policy of South University and will remain in effect until modified or revoked by South University. This Policy will be binding on all parties who create Intellectual Property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with South University changes or terminates.

**X. Governing Law**

This Policy shall be governed by and interpreted under applicable federal laws pertaining to intellectual property and applicable state law, without regard to choice of law provisions.

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**New course codes for the MBA-Accounting Specialization courses. Change course codes as indicated.**

MBA6302 is now ACC5348 Advanced Financial Accounting  
MBA6303 is now ACC6330 Advanced Financial Reporting  
MBA6304 is now ACC6374 Advanced Taxation  
MBA6305 is now ACC6311 Advanced Accounting Information Systems  
MBA6306 is now ACC6362 Forensic and Fraud Auditing  
MBA6307 is now ACC6342 Corporate Controllership  
MBA6308 is now ACC6315 Accounting Services Consulting

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**Replace current course description for MCJ5001 with course description below.**

**MCJ5001 Foundations in Criminal Justice**

Prerequisite: None

This course is intended to be an overview of the historical and contemporary criminal justice system and an introductory look at student research interests. Emphasis will be placed on the relationships among law enforcement, courts, and corrections with an introduction to the basic categories of criminal behavior. The overall goal of the course is to prepare the individual for success as a graduate student and in the study of criminal justice. Students will learn to recognize and utilize appropriate scholarly sources, how to critique those sources, and use them to develop a topic suitable for a field paper or a thesis. 4 quarter hours

**Page 201 cont'd**

**Insert new course descriptions.**

## **Occupational Therapy Assistant**

### **OTA1001 Introduction to Occupational Therapy**

Prerequisite: Admission into the OTA program

This course introduces concepts of human occupation and the framework for practice and examines the role of occupational therapy in a variety of settings. Topics include history and philosophical principles, meaning of occupation, the *Occupational Therapy Framework: Domain and Process; Standards of Practice; Code of Ethics*, current and emerging practice areas, roles of the registered occupational therapist and the certified occupational therapy assistant, evidence-based practice, credentialing requirements and professional associations. 3 quarter hours

### **OTA1002 Human Occupation through the Lifespan**

Co-requisite: OTA1001

This course examines the myriad of occupations that influence health and independence of individuals from infancy to end of life through observation, communication, analytical, and reflective skills. It is also designed to explore the impact of culture, environment, sex and age upon human behavior. 2 quarter hours

### **OTA1010 Medical Conditions**

Prerequisite: OTA1001, OTA1002

Co-requisite: OTA1020, OTA1030, OTA1035, OTA1040

The course will examine the etiology and symptoms of clinical conditions that are commonly referred to in occupational therapy. This includes topics on trauma, disease and congenital conditions that can impact human occupations and performance. Procedures and precautions ensuring safety of clients and caregivers will be reviewed. 2 quarter hours

### **OTA1020 Occupational Analysis I**

Prerequisite: OTA1001, OTA1002

Co-requisite: OTA1010, OTA1030, OTA1035, OTA1040

This course will focus on the observations, analysis, and performance of human occupations in work, self-care, and play/leisure throughout the life span. The major emphasis of this course is analysis of occupations and occupational performance. The process of teaching and learning and the language of occupational therapy will be incorporated. 4 quarter hours

### **OTA1030 Occupational Therapy in Mental Health**

Prerequisite: OTA1001, OTA1002

Co-requisite: OTA1010, OTA1020, OTA1035, OTA1040

This course will center on the occupational therapy process in relation to individuals with psychosocial conditions and/or challenges across the lifespan. Emphasis is placed on historical and theoretical overview, clinical characteristics and medical management, assessments and intervention, evidence-based practice, and issues impacting holistic psychosocial OT practice. Level I Fieldwork experiences are integrated throughout the course. 6 quarter hours

**Page 201 cont'd**

**Insert new course descriptions.**

**OTA1035 Professional Issues I**

Prerequisite: OTA1001, OTA1002

Co-requisite: OTA1010, OTA1020, OTA1030, OTA1040

This course is designed to examine professional issues related to standards of practice, the code of ethics, fieldwork placement policies in relationship to the curriculum design. Requirements to participate in Level I Fieldwork will also be covered. Students will analyze issues and make decisions to resolve personal and organizational conflict. Students will also articulate the importance of scholarly activities and apply skills to reading and understanding a scholarly report. 2 quarter hours

**OTA 1040 Professional Documentation**

Prerequisite: OTA1001, OTA1002

Co-requisite: OTA1010, OTA1020, OTA1030, OTA1035

This course provides training in professional documentation, record keeping for accountability and reimbursement. Focus is also on other verbal and nonverbal professional communication. Content includes: structure and function of daily note writing, patient/client evaluation such as data gathering, reassessment, treatment recommendations, home programming and discharge planning. Students learn to write behavioral objectives and assist the occupational therapist with goal writing. Documentation for quality assurance, insurance systems, and various methods for documentation are explored. Legal and ethical implications for documentation are included. 1 quarter hour

**OTA2020 Occupational Analysis II**

Co-requisite: OTA2030, OTA2035, OTA2040

This course will focus on the development of skills in adapting and grading self-care, work, play and leisure occupations for individuals throughout the lifespan. Emphasis is also placed on the development of therapeutic use of self, and group assessment and occupation-based activities. Topics include standardized and non-standardized assessments/evaluations, assistive technology, and low vision adaptations. 4 quarter hours

**OTA2030 Occupational Therapy for Children and Adolescents**

Co-requisite: OTA2020, OTA2035, OTA2040

A review of human development from birth through adolescence provides an understanding of behavior in children and adolescents. Emphasis is placed on occupational performance of typical and atypical individuals, theory and application, frames of reference, evidence-based practice, the occupational therapy process, and roles of the OT and OTA in the delivery of holistic pediatric services in various practice settings. Level I Fieldwork experiences are integrated throughout the course. 6 quarter hours

**Page 201 cont'd**

**Insert new course descriptions.**

**OTA2035 Professional Issues II**

Co-requisite: OTA2020, OTA2030, OTA2040

Students will examine professional issues, the role of agencies and associations that support and regulate occupational therapy practice, and advocacy roles of the occupational therapy assistant. Students will use professional literature to make decisions based on evidence based practice in collaboration with the occupational therapist. Students reflect on previous clinical experiences as they prepare to meet more advanced clinical performance expectations; requirements for Level II Fieldwork will be reviewed. 2 quarter hours

**OTA2040 Movement for Human Occupation**

Co-requisite: OTA2020, OTA2030, OTA2035

This course will focus on the development of skills in adapting and grading self-care, work, and leisure occupations for individuals throughout the lifespan. Students review origins and insertions of upper limb musculature while learning how to conduct tests for range of motion, muscle strength and coordination. The biomechanics portion of the course will address posture, balance and transfers. Students will explore movement and positioning using crutches, walkers, wheelchairs, mobile arm supports and suspension slings; movement will be applied to human occupation. 3 quarter hours

**OTA2050 Occupational Therapy for Adults and the Elderly**

Co-requisite: OTA2060, OTA2070

This course will emphasize occupational performance of typical and atypical individuals, theory and application, frames of reference, evidence-based practice, the occupational therapy process, and roles of the occupational therapist and occupational therapy assistant in the holistic delivery of physical rehabilitation services in various practice settings. Level I Fieldwork experiences are integrated throughout the course. 6 quarter hours

**OTA2060 Occupational Therapy Management**

Co-requisite: OTA2050, OTA2070

This course examines basic management and support tasks relevant to the role of the occupational therapy assistant. Emphasis is placed on ethical and legal issues related to occupational therapy practice, the roles and functions of regulatory agencies, funding and reimbursement systems, and health care delivery systems. Students complete experiential learning with program development. 4 quarter hours

**OTA2070 Community Practice**

Co-requisite: OTA2050, OTA2060

The occupational therapy process will be explored in relation to populations of individuals in the community in various of settings in all contexts throughout the lifespan. Focus will be on health literacy, wellness, prevention, maintenance and client advocacy as well as client/caregiver education and training. Home and community programming throughout the lifespan will also be addressed. 1 quarter hour

**Page 201 cont'd**

**Insert new course descriptions.**

**OTA2380 Level II Fieldwork A**

Prerequisites: Successful completion of all OTA academic coursework

Co-requisite: OTA2385

Level II Fieldwork A is a fulltime, eight week fieldwork experience in an approved setting focused on helping individuals regain social, emotional, spiritual, occupational, intellectual and physical wellness. Students apply academic knowledge and skills to gain entry level competencies under the graded supervision of a licensed occupational therapist or occupational therapy assistant. 8 quarter hours

**OTA2385: Fieldwork Seminar IIA**

Prerequisites: Successful completion of all OTA academic coursework

Co-requisite: OTA2380

This course assimilates and refines skills in clinical reasoning and clinical problem solving while supporting the use of evidence-based practice during Level II Fieldwork A. Based on real clinical scenarios, role delineation of the occupational therapist and occupational therapy assistant will be addressed as well as ethics and confidentiality. 4 quarter hours

**OTA2390 Level II Fieldwork B**

Prerequisites: Successful completion of OTA academic coursework, OTA2380, OTA2385

Co-requisite: OTA2395

Level II Fieldwork B is a fulltime, eight week, unpaid, fieldwork experience in an approved setting focused on helping individuals regain social, emotional, spiritual, occupational, intellectual and physical wellness. Students are assigned to a setting offering diverse experiences from those gained in Level II Fieldwork A. Students apply academic knowledge and skills to gain entry level competencies under the graded supervision of a licensed occupational therapist or occupational therapy assistant. 8 quarter hours

**OTA2395 Fieldwork Seminar IIB**

Prerequisites: Successful completion of OTA academic coursework, OTA 2380, OTA 2385

Co-requisite: OTA2390

Actual clinical problems, scenarios, and client cases will be used to assist the student in assimilating ethics, clinical information and knowledge related to skills in clinical reasoning and problem solving. Emphasis will also be placed on the use of evidence-based practice as it relates to the Level II Fieldwork experience. 4 quarter hours

**Page 207**

**Addition of two new Pharmacy courses.**

**PHA5306 Seminars in Hematology and Oncology**

Prerequisites: Students must be in their ninth quarter in the Doctor of Pharmacy program and concomitantly enrolled in PHA 5374 Integrated Sequence XI – Oncology/Hematology, or have permission of the instructor and the Office of the Dean.

**Page 207 cont'd**

**Addition of two new Pharmacy courses.**

This course, via traditional didactic lectures, group discussion, and student presentations, will provide the student with unique perspective on the impact a pharmacist can have on the treatment of patients with cancer. This course will introduce students to disease states not covered in the Integrated Sequence Hematology/Oncology Series and will provide students with additional cases for understanding these difficult, yet intriguing disease states. Upon successful completion of this course, students will have gained a new understanding of the impact cancer has had and will continue to have on our society and will feel more confident assessing chemotherapy orders and associated supportive care medications.

**PHA5307 A Practical Approach to Substance Abuse, Addiction, and Recovery**

Prerequisites: At least ninth quarter standing in the Doctor of Pharmacy program or permission of the instructor and the Office of the Dean.

The design of this course is to provide an overview of addictive disorders. More specifically, students will gain knowledge in pathophysiology, pharmacology, and pharmacotherapy of selected drugs/substances of abuse and how they affect the body. Addiction principles, treatment programs, strategies for prevention, recovery principles, and legal issues surrounding substance abuse will be addressed.

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**Replace current course description for SOC1001 with course description below.**

**SOC1001 Introduction to Sociology**

Prerequisites: ENG1001 recommended

This course introduces the study of human social development, social organizations and social institutions. Students will apply sociological perspectives to examine topics such as the development of self-concept, group dynamics, culture, social deviance, gender equality, social class, racial and ethnic relations, demography and population, the family, religion, and education.  
4 quarter hours