



2011-2012 CATALOG ADDENDUM VI

September 25, 2012

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

Page 7

Replace second to the last paragraph of South University History with the following.

In 2010, the South University Board of Trustees approved the creation of a College of Creative Art and Design and the merger of the The Art Institute of Dallas and The Art Institute of Fort Worth into South University. Soon thereafter, The Art Institute of Charlotte and The Art Institute of Raleigh Durham also joined as campuses of South University giving students additional opportunities to pursue careers in a variety of creative, in-demand fields. Also in 2010, South University launched the Doctor of Business Administration degree program with an emphasis on Organizational Behavior and offered it as a blended program, with both online and in-classroom experiences. That same year the University announced the opening of its South University Novi Campus.

Page 15

Addition of The Art Institute of Charlotte campus pages. Insert before The Art Institute of Fort Worth campus pages

The Art Institute of Charlotte

The Art Institute of Charlotte, a campus of South University, was founded in 1973 as the American Business & Fashion Institute (AB&F) offering programs in Secretarial Science and Fashion Merchandising. Within its first 10 years, additional programs were added and the institution earned accreditation as a business school through the Accrediting Council for Independent Colleges and Schools as well as recognition by the US Department of Education and approval from the Veterans Administration. The original school joined The Art Institutes system of schools in 1999, signaling its name change to The Art Institute of Charlotte.

In 2001, the school moved to its current location giving students convenient access to all that Charlotte offers. The city is a thriving business environment that includes high-tech companies as well as corporate giants, and is second only to New York City as a banking center.

On campus, The Art institute of Charlotte library provides comfortable seating and study space for students, wireless capabilities for laptop connectivity, and reference and interlibrary loan services. In addition, South University's library portal is available electronically 24/7 to all authorized students and faculty on and off campus.

Bachelor of Arts (BA)

Culinary Arts Management
Digital Filmmaking & Video
Fashion Marketing & Management
Graphic Design
Photography
Web Design & Interactive Media

Bachelor of Fine Arts (BFA)

Interior Design

Page 15 cont'd

Addition of The Art Institute of Charlotte campus pages. Insert before The Art Institute of Fort Worth campus pages

Associate of Applied Science (AAS)

Culinary Arts
Digital Filmmaking & Video Production
Fashion Marketing
Graphic Design
Interior Design
Photography
Web Design & Interactive Media

Certificate (C)

Art of Cooking
Baking & Pastry
Digital Image Management
Fashion Retailing
Web Design & Development
Web Design & Interactive Communications

Page 17

Addition of The Art Institute of Raleigh-Durham campus pages. Insert before South University, Montgomery campus pages

The Art Institute of Raleigh-Durham

The Art Institute of Raleigh-Durham, a campus of South University, has been in continuous operation as a post-secondary school since 1973, when The American Business & Fashion Institute was first licensed by the North Carolina Department of Public Instruction. The Raleigh-Durham school was acquired by The Art institutes International, LLC in 2000 thereby officially changing its name to The Art Institute of Raleigh-Durham.

Located in the heart of the downtown Durham historical and entertainment district, The Art Institute of Raleigh-Durham campus occupies more than 40,000 square feet of space and includes classrooms, a student lounge, spacious library, exhibition gallery, computer labs, studios, resource rooms, culinary kitchens, a dining lab and student supply store. The year-round average class size is 22 or fewer students to provide the personal classroom attention that can foster academic success.

Bachelor of Arts (BA)

Culinary Arts Management
Fashion Marketing & Management
Game Art & Design
Graphic Design

Page 17 cont'd

Addition of The Art Institute of Raleigh-Durham campus pages. Insert before South University, Montgomery campus pages

Interior Design
Photography
Web Design & Interactive Media

Associate of Applied Science (AAS)

Culinary Arts
Fashion Marketing
Graphic Design
Web Design & Interactive Media

Certificate (C)

Art of Cooking
Baking & Pastry
Digital Image Management
Fashion Retailing
Web Design & Development

Page 19

Addition of South University, High Point campus pages. Insert before South University, Montgomery campus pages.

South University, High Point

The South University, High Point campus facility is conveniently located in the northeast portion of the city, which sits in the very heart of North Carolina. Known as North Carolina's International City™, High Point is mere minutes from nearby Winston-Salem and Greensboro as well as Interstates 74 and 85 for easy driving access throughout this naturally beautiful region.

The campus facility at High Point includes faculty offices, lecture classrooms and advanced technology to enhance learning including wireless Internet access, video conferencing equipment, "smart" classroom technology and student computer labs.

As part of South University's commitment to its students, special attention has been given to the library at the High Point campus in order to support general education and the specific programs offered on site. Comfortable seating and study space will be found throughout the library to encourage use of its print and online books, periodicals, journals, CDs, videos, newspapers and numerous databases. To ensure full support of the High Point facility's programs at all levels, South University employs a variety of methods for its collection development including, but not limited to, reviews, catalogs, publisher/vendor recommendations, faculty/ student recommendations, comparisons with holdings of other libraries, and identifying and acquiring resources.

Page 19 cont'd

Addition of South University, High Point campus pages. Insert before South University, Montgomery campus pages.

South University, High Point offers students a broad-based core curriculum designed to promote critical thinking and effective verbal and written communication skills. The High Point campus provides a comprehensive education to students based on a philosophy that values learning as well as community advancement through personal contribution and commitment.

Master's Degrees

Business Administration (MBA)

Clinical Mental Health Counseling (MA)

Bachelor's Degrees

Business Administration (BBA)

Criminal Justice (BS)

Healthcare Management (BS)

Psychology (BA)

Associate's Degrees

Paralegal Studies (AS)

Page 28

Revision to the About Online Courses section. Changes highlighted.

About Online Courses

Online course sessions run for 5 weeks, 5.5 weeks, 10 weeks or 11 weeks. Due to the intensive and interactive format of online courses, active participation in courses is a key component of learning and provides a clear indicator of the level of understanding a student has achieved with a topic of study. Part of a student's overall grade for an online course is earned through meeting participation requirements which have been established for all South University online courses. In addition, students will be required to complete and submit the results from study exercises and formal assignments as further demonstration of competency with the skills and concepts covered in a course.

Each online course has the same exit competencies as its on ground equivalent. Online courses are designed to take advantage of technology, making the learning environment more efficient and maximizing relevance to prior learning and experiences.

Online courses sessions, at South University, **run for 5 weeks, 5.5 weeks, 10 weeks or 11 weeks.** Students should contact their academic advisor for information on the length of each course in their program of study.

Page 94

Update to the Accreditation and Affiliations section. Add the following before the Programmatic Accreditation section.

The Art Institute of Charlotte is a campus of South University. South University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Associate of Science degree in Culinary Arts is accredited by The Accrediting Commission of the American Culinary Federation Education Foundation. The Art Institute of Charlotte is licensed to award certificates by the North Carolina State Board of Community Colleges and licensed to award associate and bachelor degrees by the Board of Governors of the University of North Carolina.

The Art Institute of Raleigh-Durham is a campus of South University. South University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University.

The Art Institute of Raleigh Durham is licensed by the Board of Governors of the University of North Carolina to confer Associate of Applied Science and Bachelor of Art Degrees.

Page 96

Replace current General Admission Requirements with text below. Changes highlighted.

General Admission Requirements

To be admitted to any of the programs at South University campuses, the prospective student must provide proof of high school graduation as recognized by the state of residence on the date the degree was earned, ~~be a high school graduate from an acceptable high school~~ or the equivalent (e.g., GED) and must submit a minimum combined SAT 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 South University online program, the prospective student must provide proof of high school graduation as recognized by the state of residence on the date the degree was earned, ~~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. The prospective student must also complete the university-administered placement test during the first session of attendance, ~~or the student must 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

Replace current General Admission Requirements with text below. Changes highlighted.

Students with less than the minimum CGPA of 2.0 on a 4.0 scale may meet admissions requirements by submitting a minimum combined SAT 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.

A student's failure to provide proof of high school graduation within 10 weeks of his or her start date will result in the following:

- Removal from class
- Cancellation of enrollment
- No final course grades
- No transcript

NOTE: Students who do not provide proof of high school graduation within the 10-week period will not be responsible for any tuition and related fees.

South University may grant exceptions to the 10-week period for unusual situations or circumstances. All exceptions must be submitted to the office of the University Registrar for approval.

Page 113

Replace current Refund of Tuition Policy with text below. Changes highlighted.

Refund of Tuition

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

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application. A tuition adjustment results when a student officially changes enrollment status (full-time to part-time, part-time to less than part-time or part-time to full time) during the drop/add period. No adjustment will be made for students dropping individual classes after the drop/add period.
2. Richmond and Virginia Beach Virginia campuses only: Rejection: An applicant rejected by South University is entitled to a refund of all monies paid. Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business day, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid, excluding the \$50 non-refundable application fee. Other Cancellations: An application requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

Replace current Refund of Tuition Policy with text below. Changes highlighted.

Withdrawal Procedure: A student choosing to withdraw from the school after the commencement of classes is to provide notice in writing or in person to the Office of the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student. A student will be determined to be withdrawn from the institution if the student violates the schools published attendance policy. A student's status as a student will be terminated not later than seven consecutive instructional days after the last date on which the student actually attended the school. All refunds must be submitted within forty-five (45) calendar days of the determination of the withdrawal date.

Tuition Refunds will be Determined as Follows:

Proportion of Total Course Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of course cost
25% up to but less than 50%	50% of course cost
50% up to but less than 75%	25% of course cost
75% or more	No Refund

- Accelerated Graduate Programs, Austin, Columbia*, High Point, Montgomery, Novi, Savannah, Tampa, and West Palm Beach campuses:

Tuition Refunds will be Determined as Follows, based on the week in which the student withdraws:

Withdrawal Date	Tuition Refund
Week 1	75% of course cost
Week 2	50% of course cost
Week 3	25% of course cost
After Week 3	0% of course cost

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

Replace current Refund of Tuition Policy with text below. Changes highlighted.

of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged that remains on the last day of attendance by the student, rounded downward to the nearest ten percent of that period, less any unpaid charges owed for the period of enrollment for which the student has been charged, and less an administrative fee not to exceed the lesser of five percent or one hundred dollars.

4. Ohio campus:

Students who apply for enrollment into the Cleveland campus but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement is entitled to a refund of all monies paid, including the \$50 application fee. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid, less the \$50 application fee.

Withdrawal Procedure: A student choosing to withdraw from the school after the commencement of classes is to provide notice in writing or in person to the Office of the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student. A student will be determined to be withdrawn from the institution if the student violates the university's published attendance policy. All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Refunds for Tuition and Refundable Fees will be determined as Follows:

<u>Calendar Week</u>	<u>Tuition Refund</u>
Withdrawal during the first full week	75% of tuition and refundable fees, less the \$50 application fee
Withdrawal during the second full week	50% of tuition and refundable fees, less the \$50 application fee
Withdrawal during the third full week	25% of tuition and refundable fees, less the \$50 application fee
Withdrawal after the third full week	No tuition or refundable fees refund

5. Students in South University's online programs who drop before the start date of the course will receive a 100% refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance. Fully online students must contact their Academic Advisor to officially withdraw from school. All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date.

5.5 Week Course

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

Page 113 cont'd

Replace current Refund of Tuition Policy with text below. Changes highlighted.

- Students who withdraw from their course during or after the 3rd week will receive a 0% tuition refund.

11 Week Course

- Students who withdraw from their course after attending week 2 will receive a 75% tuition refund.
- Students who withdraw from their course after attending week 4 will receive a 50% tuition refund.
- Students who withdraw from their course during or after the 5th week will receive a 0% tuition refund.

5 Week Course

- Students who withdraw from their course after attending week 1 will receive a 75% tuition refund.
- Students who withdraw from their course after attending week 2 will receive a 50% tuition refund.
- Students who withdraw from their course during or after the 3rd week will receive a 0% tuition refund.

10 Week Course

- Students who withdraw from their course after attending week 2 will receive a 75% tuition refund.
- Students who withdraw from their course after attending week 4 will receive a 50% tuition refund.
- Students who withdraw from their course during or after the 5th week will receive a 0% tuition refund.

Iowa State Refund Policy

Students taking online courses from their home state of Iowa who withdraw from their course(s) will receive a prorated course refund based on their official last date of attendance (LDA).

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

1. If circumstances prevent matriculation before a student begins attending the University, all tuition charges will be refunded. The application fee will be refunded only if a refund is requested within three days of application.
2. Students who drop before the start date of the course will receive a 100% refund of the total cost of tuition for the course. Tuition refunds after the start of a course are based on weekly attendance.

Page 113 cont'd

Replace current Refund of Tuition Policy with text below. Changes highlighted.

5.5 Week Course Refund%

Week 1 LDA 75%

Week 2 LDA 57%

Week 3 LDA 40%

Week 4 LDA 24%

Week 5 LDA 7%

11 Week Course Refund%

Week 1 LDA 82%

Week 2 LDA 75%

Week 3 LDA 65%

Week 4 LDA 57%

Week 5 LDA 49%

Week 6 LDA 40%

Week 7 LDA 32%

Week 8 LDA 24%

Week 9 LDA 15%

Week 10 LDA 7%

5 Week Course Refund%

Week 1 LDA 75%

Week 2 LDA 54%

Week 3 LDA 36%

Week 4 LDA 18%

Week 5 LDA 0%

10 Week Course Refund%

Week 1 LDA 81%

Week 2 LDA 75%

Week 3 LDA 63%

Week 4 LDA 54%

Week 5 LDA 45%

Week 6 LDA 36%

Week 7 LDA 27%

Week 8 LDA 18%

Week 9 LDA 9%

Week 10 LDA 0%

Replace current Refund of Tuition Policy with text below. Changes highlighted.

Maryland State Refund Policy *

The Maryland State Refund Policy applies to students who are residents of Maryland. Refunds are made within 60 days from the date of withdrawal or termination. A Maryland student that withdraws or is terminated after completing only a portion of a course, program, or term within the applicable billing period is as follows:

Proportion of Total Course, Program, or Term completed as of Date of Withdrawal or Termination	Tuition Refund
Less than 10%	90% refund
10% up to but not including 20%	80% refund
20% up to but not including 30%	60% refund
30% up to but not including 40%	40% refund
40% up to but not including 60%	20% refund
More than 60%	No refund

*Please note that this refund policy will not be effective until we receive Maryland Higher Education Commission approval. Upon approval this Maryland refund policy will go into effect for all Maryland residents.

Ohio State Refund Policy

Students who apply for enrollment into the Cleveland campus but are rejected or provide written notice of cancellation within five (5) calendar days of executing the enrollment agreement is entitled to a refund of all monies paid, including the \$50 application fee. An applicant requesting cancellation more than five (5) calendar days after executing the enrollment agreement and making an initial payment but prior to the first day of class is entitled to a refund of all monies paid, less the \$50 application fee.

A student choosing to withdraw from the school after the commencement of classes is to provide notice in writing or in person to the Office of the Registrar. The notice must include the expected last date of attendance and be signed and dated by the student. A student will be determined to be withdrawn from the institution if the student violates the university's published attendance policy. All refunds will be submitted within thirty (30) calendar days of the determination of the withdrawal date.

Replace current Refund of Tuition Policy with text below. Changes highlighted.

Refunds for Tuition and Refundable Fees will be determined as Follows:

<u>Calendar Week</u>	<u>Tuition Refund</u>
Withdrawal during the first full week	75% of tuition and refundable fees, less the \$50 application fee
Withdrawal during the second full week	50% of tuition and refundable fees, less the \$50 application fee
Withdrawal during the third full week	25% of tuition and refundable fees less the \$50 application fee
Withdrawal after the third full week	No tuition or refundable fees refund

Wisconsin State Refund Policy

The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin according to the following schedule:

Refund Policy

The student will receive a full refund of all money paid if the student cancels within the three-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within 10 business days of cancellation.

Partial Refund

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing 60% of the potential units of instruction in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period, less a one-time application fee of \$50 and the enrollment fee of \$100.

Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within 40 days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for 15 days.

Page 113 cont'd

Replace current Refund of Tuition Policy with text below. Changes highlighted.

No refund is required for any student who withdraws or is dismissed after completing 60% of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Adjustment of Charges After Completing:		
At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund

As part of this policy, the school may retain a one-time application fee of no more than \$50.

Page 102

Remove section entitled Applicants with Disabilities

Page 120

Remove current Disability Support Services Policy and replace with the following:

Disability Services

South University provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at South University.

Students who seek reasonable accommodations should notify the campus Dean of Student Affairs or to the campus Dean of Academic Affairs and Operations of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Designated Disability Coordinator. Complaints will be handled in accordance with the University's Student Grievance Procedure.

Page 120

Addition of Non-discrimination Policy

Add before Bookstore section

Non-discrimination Policy

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. South University will not retaliate against persons bringing forward allegations of harassment or discrimination. The campus Dean of Student Affairs has been designated to handle inquiries and coordinate the campus' compliance efforts regarding the non-discrimination policy.

Page 121

Addition of Grievance Procedure. Add after Student Responsibility Policy.

Grievance Procedure

Students who believe they have been subjected to discrimination or harassment in violation of the Non Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the South University Non Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with the campus Dean of Student Affairs or with the campus Dean of Academic Affairs and Operations. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. South University will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

Addition of Grievance Procedure. Add after Student Responsibility Policy.

4. The decision of the Investigator may be appealed by petitioning the President's Office of South University. The written appeal must be made within twenty calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
5. South University will not retaliate against persons bringing forward allegations of harassment or discrimination.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

For Arizona Residents—If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State Board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, phone # 6025425709, website address: <http://azppse.state.az.us> For

For New Mexico Residents—If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the New Mexico Higher Education Department, 2048 Galisteo Street, Santa FE, NM 87505-2100, Phone: 505-476-8400 Fax: 505-476-8433, www.hed.state.nm.us

Virginia Residents— Complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219.

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)

Page 121

Addition of Campus Security Policy.

Add after Student Responsibility Policy.

Campus Security

South University publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs office during regular business hours. Copies of the Crime Report are available on the University's Web site in the Student Consumer Information section.

In addition to the annual security report, South University maintains a crime log recording all reported crimes. The crime log is available for public inspection during regular business hours at the Student Affairs office. South University will report to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a threat to students or employees.

South University reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Page 121

Addition of No Harassment Policy.

No Harassment Policy

South University is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

Definition of Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or

Page 121 cont'd

Addition of No Harassment Policy.

- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. South University prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, South University will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, South University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Addition of Policy Concerning Sexual Violence.

Policy Concerning Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by South University. Complaints of sexual violence should be made to the campus Dean of Student Affairs or to the campus Dean of Academic Affairs and Operations.

Upon learning of possible sexual violence involving a student, South University will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If South University determines that sexual violence may have occurred, South University will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

South University will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to the campus Dean of Student Affairs or to the campus Dean of Academic Affairs and Operations.
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with South University's published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only South University's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

Page 121 cont'd
Addition of Policy Concerning Sexual Violence.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office).

Page 121
Addition of Notice of South University's Policies to Comply with the Higher Education Opportunity Act of 2008 Policy.

Notice of South University's Policies to Comply with the Higher Education Opportunity Act of 2008

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is generally illegal therefore to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

South University's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's

Page 121 cont'd

Addition of Notice of South University's Policies to Comply with the Higher Education Opportunity Act of 2008 Policy.

information technology system. South University's policies prohibit use of the South University computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files, without permission.

Page 121

Addition of Student General Complaint Procedures Policy.

Student General Complaint Procedures

If you have a complaint or problem you are encouraged to follow this procedure:

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate South University staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

Savannah, Georgia Campus (Online)

Georgia Nonpublic Postsecondary
Education Commission
2080 East Exchange Place, Suite 220
Tucker, GA 30084
(770) 414-3300

Page 121 cont'd

Addition of Student General Complaint Procedures Policy.

Columbia, South Carolina Campus

South Carolina Commission
on Higher Education
1122 Lady St, Suite 300
Columbia, SC 29201
(803) 737-2260

West Palm Beach, Florida Campus

Tampa, Florida Campus

Florida Department of Education, Commission for Independent Education
325 West Gaines St, Suite 1414
Tallahassee, FL 32399-0400
(850) 245-3200

Richmond and Virginia Beach, Virginia Campus

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N. 14th Street, 10th Floor - James Monroe Building
Richmond, VA 23219
(804) 225-2600

Austin, Texas Campus

Texas Higher Education Coordinating Board
1200 East Anderson Lane
Austin, TX 78752
PO Box 12788
Austin, TX 78711-2788
(512) 427-6101

Cleveland, Ohio Campus

Ohio State Board of Career Colleges and Schools
30 East Broad St, Suite 2481
Columbus, OH 43215
(614) 466-2752

Ohio Board of Regents
30 East Broad Street, 36th Floor
Columbus, OH 43215-3414
614-466-6000

Page 121 cont'd

Addition of Student General Complaint Procedures Policy.

Novi, Michigan Campus

Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Enforcement Division
PO Box 30018
Lansing, MI 48909
(517) 241-9202

High Point, North Carolina Campus

University of North Carolina General Administration
910 Raleigh Rd
PO Box 2688
Chapel Hill, NC 27514
(919) 962-1000

or you may contact :

Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097
(404) 679-4500

Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

Page 128

Revision to the Undergraduate Academic Year Policy (Online Programs). Changes highlighted.

Undergraduate Academic Year (Online Programs)

- Week: 7 consecutive calendar days.
- Course:
 - 5 week courses = 5 weeks of instructional time.
 - 5.5 week courses = 5 weeks and 3 days of instructional time (some courses may consist of 10 weeks or 11 weeks of instructional time).
- Academic Year: Minimum of 30 weeks of instructional time; 36 earned credits.
- Full-Time Enrollment: All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- Instructional Week: Defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

For online classes beginning on Thursday, (this includes all 5 and 10 week courses) the attendance week is defined as beginning on Thursday at 12:00 am MT to 11:59 p.m. MT the following Wednesday.

Page 128

Revision to the Graduate Academic Year Policy (Online Programs). Changes highlighted.

Graduate Academic Year (Online Programs)

- Week: 7 consecutive calendar days.
- Course:
 - 5 week courses = 5 weeks of instructional time.
 - 5.5 week courses = 5 weeks and 3 days of instructional time (some courses may consist of 10 weeks or 11 weeks of instructional time).
- Academic Year: Minimum of 30 weeks of instructional time; 32 earned credits.
- Full-Time Enrollment: All non-term students in online programs who remain continuously enrolled, including breaks of 29 consecutive calendar days or less, are classified as full-time.
- Instructional weeks are defined as Monday 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday.

For online classes beginning on Thursday, (this includes all 5 and 10 week courses) the attendance week is defined as beginning on Thursday at 12:00 am MT to 11:59 p.m. MT the following Wednesday.

Page 128

Revision to the Official Withdrawals from the Institution Policy (Online Programs). Changes highlighted.

Official Withdrawals from the Institution (Online Programs)

Students enrolled in online programs who wish to officially withdraw from school must contact their Academic Counselor. If a student officially withdraws before the 28th day of a 5 week class, or the 31st day of 5.5 week class the student will receive a W grade (if after the 28th day of the 5 week class, or after the 31st day of the 5.5 week class, a WF grade is assigned). Students who officially withdraw before the 53rd day of a 10 week class, or before the 58th day of an 11 week class, will receive a W grade (if after the 53rd day in a 10 week course or after the 58th day in an 11 week course, a WF grade is assigned).

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

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

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

Pages 128 to 129

Revision to the Dropping and Adding a Course Policy. Changes highlighted.

Dropping and Adding a Course

Drop/Add

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

Dropping Courses

Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, or equivalent percentage, will result in a grade of "W".

Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the

Pages 128 to 129 cont'd

Revision to the Dropping and Adding a Course Policy. Changes highlighted.

quarter, Week 4.5, or day 31, of a 5.5 week terms, (Online terms and mid-quarter terms on ground), Week 4, or day 28, of a 5 week term, or equivalent percentage will also result in a grade of “W”. Courses dropped after this point will result in the grade of a “WF”.

Drop/Add (Online Programs)

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

Add/Drop period:

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

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

Students who officially drop or are administratively dropped from a course after the add/drop period and before day 31 of a 5.5 week, or day 28 of a 5 week course, will receive a W grade. Students who officially drop after day 31 of a 5.5 week course will receive a WF grade. Students who officially drop or are administratively dropped from an 11 week course after the add/drop period and before day 58 of an 11 week class, or day 53 of a 10 week class, will receive a W grade. Students who officially drop after day 58 of an 11 week class, or after day 53 of a 10 week class, will receive a WF grade.

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

Pages 129 to 130

Revision to the Attendance Policy. Changes highlighted.

Attendance Policy

University Attendance Policy

South University maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible

Pages 129 to 130 cont'd

Revision to the Attendance Policy. Changes highlighted.

for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

Students are expected to attend all scheduled activities that are part of the class, including those activities scheduled during class time and those scheduled outside of class time. An individual on-campus or online program may have specific policies (which in some cases may be more stringent than the general attendance requirements) as to the effect of attendance on class meetings, course assignments, off-campus activities, internships/externships, clinical and practicum activities, and other program requirements.

Attendance Requirements

Students who fail to attend an on-campus class session will be given an absence for that session. Following the drop/add period, students taking on-campus classes must not miss the class meetings for 14 consecutive calendar days of the scheduled class time of the on-campus class (including on-campus classes that contain an online component). If a student misses the class meetings for 14 consecutive calendar days the student will be administratively withdrawn from the course. Following the drop/add period, if a student misses the class meetings for 21 consecutive calendar days in an 11-week on-campus course that meets once per week the student will be administratively withdrawn from the course. The last date of attendance will be the last day where the student met the attendance requirements.

Students taking online classes must post in their online course at least two days each week. For online classes that end on a Wednesday, students must post one day from Monday to Wednesday to meet the weekly attendance. For online classes that end on a Saturday, students must post one day from Thursday to Saturday to meet the weekly attendance. Students who fail to meet the attendance requirements for a week will be given an absence for that week (7 days). Students who fail to meet the attendance requirements for 14 consecutive calendar days (two weeks) during a course will be administratively withdrawn from the course. If the student is administratively withdrawn due to attendance with a passing grade the student will receive a WP grade for the course. If the student is administratively withdrawn due to attendance with a failing grade the student will receive a grade of WF for the course. The last date of attendance will be the last day where the student met the attendance requirements.

Attendance Week

For on-campus classes beginning on a Saturday, the attendance week is defined as beginning on Saturday at 12:00 a.m. in the campus' time zone to 11:59 p.m. in the campus' time zone the following Friday.

For on-campus classes beginning on Thursday, the attendance week is defined as beginning on Thursday at 12:00 a.m. in the campus' time zone to 11:59 p.m. in the campus' time zone the following Wednesday. The last week of the class begins on Thursday at 12:00 a.m. in the campus' time zone and ends on the following Saturday at 11:59 p.m. in the campus' time zone.

Pages 129 to 130 cont'd

Revision to the Attendance Policy. Changes highlighted.

For online classes beginning on a Monday, the attendance week is defined as beginning on Monday at 12:00 a.m. Mountain Time (MT) to 11:59 p.m. MT the following Sunday. The last week of a 5.5 week class begins on Monday at 12:00 a.m. MT and ends on the following Wednesday at 11:59 p.m. MT.

For online classes beginning on Thursday, (this includes all 5 and 10 week courses) the attendance week is defined as beginning on Thursday at 12:00 am MT to 11:59 p.m. MT the following Wednesday. The last week of a 5.5 week class begins on Thursday at 12:00 a.m. MT and ends on the following Saturday at 11:59 p.m. MT. There are no half weeks in either the 5 or 10 week courses.

Page 130

Revision to the Repeating Courses policy. Changes highlighted.

Repeating Courses

Students may repeat course work to meet academic requirements. Only three failed attempts will be allowed for any course at South University. A campus based student enrolled in developmental coursework (ENG0099 and MAT0099) must be able to successfully complete the course within their first three attempts or the student will be academically dismissed. A student in an online program, enrolled in undergraduate coursework must be able to successfully complete the course within the first three attempts or be academically dismissed. The last grade received replaces any previous course grades in the calculation of the cumulative grade point average for graduation unless the last grade is one of the following: W, WX, or AU. When one of these is the last grade, the previous grade continues to be used in the GPA calculation. However, the cumulative grade point average for the calculation of honors at graduation will include all grades earned at South University. Students who are veterans can only receive veteran benefits when repeating courses for which failing grades were earned.

Page 137

Insert new policy after Transient Student Policy and before Associate and Bachelor's Degree Program Graduation Requirements.

Commencement Attendance

Students preparing for graduation are welcomed and encouraged to participate in their local campus ceremonies. Students in online programs are encouraged to participate in the Savannah, Georgia ceremony held each year in June. Students who choose to participate in the graduation ceremony, must do so within twelve (12) months from the date of their degree completion.