



# **South University, Novi**

**Student Handbook 2017-2018**

**41555 Twelve Mile Rd., Novi, MI 48377**

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

# Introduction

## About the Student Handbook

South University reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect; however, South University will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

Alternative formats of this publication are available upon request. For more information on alternative formats, contact the Dean of Student Affairs.

## Institutional Mission

South University (the “University”) is a private academic institution dedicated to providing educational opportunities for the intellectual, social, and professional development of a diverse student population.

To achieve this purpose, the institution offers focused and balanced curricula at the associate’s, baccalaureate, master’s and doctoral levels. A broad-based core curriculum is offered promoting critical thinking, effective verbal and written communication, and skills for life-long learning. Additionally, the University focuses on developing the requisites to pursue and appreciate knowledge. South University’s approach to higher education and the resulting varied academic experiences provide students with the intellectual acumen and pragmatic approach necessary to create the foundation for personal and professional fulfillment. South University attempts to provide a comprehensive education that instills within its students a philosophy that values not only learning and professionalism but also contribution and commitment to the advancement of community.

Believing that qualified individuals should have the privilege of formal academic training, South University welcomes those who seek educational challenges. To this end, the University provides a learning environment, both on-campus and online, that helps students identify goals and the means to achieve them. With this philosophy in mind, students learn by interacting with a community of faculty, staff and administration dedicated to South University’s academic purpose.

## Student Rights and Responsibilities

South University is committed to the development of knowledge and ethics that are consistent with responsible professional and social behavior. Students are expected to meet academic requirements as well as to develop a sense of responsibility and an understanding of and respect for the rights of others. The atmosphere of the University reflects these goals; and, in turn, each student must be aware of his/her individual responsibility to behave accordingly.

By enrolling as a student at South University, you have agreed to abide by the rules and regulations of the University. The rules concerning student behavior are outlined in the Code of Conduct section of this handbook. Alleged violations of the Code of Conduct may be referred to the Dean of Student Affairs.

# Orientation

## University-wide Orientation

All students are required to attend a University-wide orientation program prior to the start of classes at South University. Enrolled students who have earned less than 24 hours of college level credit must complete a web-based orientation session prior to the start of classes.

For all students, the University's orientation program provides an overview of South University and acquaints students with academic policies, resources, success skills and registration procedures. At the conclusion of the ground location's orientation program, students are able to finalize their schedules, purchase their books, obtain their parking permits, and have their photo taken for their student IDs.

## International Student Orientation

In addition to the University-wide orientation, International students attending South University on an F-1 (student) visa are required to meet with the school's Designated School Official (DSO) prior to the start of classes. The DSO will serve as the student's International Student Advisor and help the student to adjust to the many cultural differences, answer any questions about transitioning to living in the United States, and provide important information for maintaining F-1 (student) visa status. Initial attendance International Students will be SEVIS registered only after completing the International Student Orientation.

## Online Orientation

All students taking online courses for the first time through South University are required to take an orientation to online learning prior to the beginning of their course(s). The orientation reviews the expectations, policies and associated procedures with taking online courses. All students taking graduate online course(s) will be required to complete the graduate online orientation. If you are a graduate student that will need to take prerequisites to enter the graduate program you will be required to take the South University undergraduate orientation. When you officially meet the requirements and enter a South University graduate program, you will be required to take the graduate orientation.

You will be given a user name and password prior to starting your orientation. When you are ready to begin your orientation, you will login into the orientation course through your computer and internet connection. The orientation contains several exercises that you will go through to make sure that you are knowledgeable and comfortable working before the class begins. It is absolutely necessary to make sure you are ready to begin working in class when your first session begins. You will not have the time to orient yourself once classes are underway. Should you have any problems getting to class or operating within your online classroom, a toll-free number for 24-hour online classroom support is available for your use, 1-888-444-3404. This number is posted on the course home page within your course under the heading "Tech Support" located on the top navigation bar.

## Student IDs

Student ID photos are taken during Orientation and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as library cards for utilizing the University library. Student ID cards are issued in at the front reception desk. Online students may order Student ID cards through the Campus Common, Student Services Tab, Form Center.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the bookstore for a charge of \$10.00 per occurrence. The use of a student identification card by anyone other than its original holder is prohibited.

## Academic Policies and Procedures

### Class Attendance

Behavior patterns are often hard to change once established. Therefore, students are expected to attend each class session as absences result in lower achievement. Students are responsible for knowing and adhering to the attendance policy as outlined in the [South University Academic Catalog](#).

Each student should familiarize themselves with the classroom guidelines paying particular attention to the consequences for missing exams, turning in assignments after the deadline, and receiving points for participation in class. Clarify any questions regarding the course syllabus at the beginning of the term to avoid any unnecessary confusion. Students are responsible for material missed while absent, and should check with their instructors as soon as possible.

### 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 Disabilities Services Coordinator Dean of Student Affairs Ashley Wisniewski of their specific limitations and, if known, their specific requested accommodations. Online students should contact [\\_SUODisabilityServices@southuniversity.edu](mailto:_SUODisabilityServices@southuniversity.edu). 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 Dean of Student Affairs in room 220 telephone number 248-675-0247. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

### Online Participation Policy

Successful online learning requires active participation in the discussion area of the online classroom. Students

must contribute to the class discussion in a substantive way. The quality of the postings is the most important aspect of discussion, and only substantive participation will be counted as active participation. This is measured by recording the posting date on which a student makes a substantive classroom posting. Substantive participation includes responses to discussion questions as well as discourse with other students related to the subject matter. Substantive responses must be based upon the course content, theory, and/or personal experience, not mere opinion. Substantive responses should also include appropriate documentation/citation. For example, a simple "I agree" will not qualify as a substantive posting. The participation point value in the learning experience is defined within the grading criteria for each assignment (which is located on assignment pages in each course), and/or as directed by the instructor.

Participation in the **Discussion Area** must be completed before 11:59 p.m. Mountain Time (MT). A one-day period is defined as that period of 24 hours from 12:00 a.m. MT to 11:59 p.m. MT the following day. Participation must be within this time frame to count for grades or assignments. Credit for participation is only given during the active week of the course when other students are reviewing posts and actively engaging in the discussion. There is no allowance to make up the points for participation after the end of the current course week (which typically runs Monday to Sunday or Thursday to Wednesday), but students can still get partial credit for their response to the assignment itself.

Students are not required to participate on any specific day; however, all assignments must be posted by the due date. Students may post assignments prior to the due date during the week the assignment is due. Students should receive faculty feedback/grades on assignments within 48 hours of the last due date associated with an assignment. Grades for the prior week are due by Day 2 of the following week.

Submission of assignments, posting questions to the professor or classmates and/or sending emails to students and/or faculty outside of classroom threads does not count as participation.

Students are expected to read all discussion area postings. The quality of the student responses will be graded. Students will earn weekly participation grades based on the quality and frequency of their comments to others in the discussion assignment(s) based on the established grading rubric in the course.

Everyone's comments are important. The diversity of experience among members of the class will enhance learning. All students will be treated equitably within the classroom. The classroom is a place of expression and discussion.

1. Communications must be respectful. Inappropriate language will not be tolerated, and the instructor has the right to determine what is inappropriate. Disrespectful students are subject to discipline or dismissal from the online learning platform for this course. All activities in the classroom will follow standards set in this Student Handbook.

2. For absence due to prolonged serious illness or personal emergency, the student is expected to contact the instructor as soon as possible. For absence due to technical problems, the student is expected to follow the steps outlined below:

- Contact your instructor and technical support the same day you are experiencing technical difficulties and work out a plan with your instructor to make up missed assignments.
- Contact your Academic Counselor or Campus-based Online Advocate (for PLUS students) and advise them of your technical difficulties within 48 hours.
- If your technical difficulties will not be fixed for a prolonged period, it is the student's responsibility to find another source for internet service such as a public library or a friend's computer.
- Failure to notify the instructor will be considered a missed deadline. All assigned work must be completed regardless of the reason for absence. Please be advised in the unforeseen event that you would need to formally withdraw from the course this must be done by contacting your Academic

## Changing Programs

At the time of their entrance to South University, students are required to declare a major by completing a Declaration of Program Form. If a student wishes to change programs, he/she must complete a Program Change Form. These forms are available in the registrar's office or at the reception desk for campus based students. Online students can obtain the appropriate forms from their Academic Counselor. Changes of program submitted during the quarter will become effective at the beginning of the next term. Students should also consult with the financial aid office before changing programs. Students are limited to ONE change of program.

International students must consult with the school's Designated School Official prior to changing majors as doing so may impact F-1 (student) visa status eligibility.

Consult the South University Catalog for information regarding specific campus offerings and academic program curricula.

## Adding and Dropping Courses

### Drop/Add Period (Term-Based Programs)

Campus-based students have only one Drop/Add period each quarter. Continuing student's Drop/Add period is the first week of the main quarter start. New and Reentry student's Drop/Add period is the first week of their quarter or mid-quarter start. Students in Accelerated Graduate Programs Drop/Add period is the first four (4) days of their quarter or mid-quarter start. Campus-based students may not add an online course that begins later in the quarter after the drop/add period.

Students in Accelerated Graduate Programs Drop/Add period is the first four (4) days of their quarter or mid-quarter start.

Campus-based students may not add an online course to their schedule after day three (3) of the online class. Students in Online Programs may drop or add a course at the start of each session within their quarter. Each session within a quarter will have a drop/add period of three calendar days.

Drop/Add period:

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

For students in online programs, adding a course must be made through their Academic Counselor. Students may not be added to a current course after the defined Drop/Add period. However, students may add a course that begins in a future session.

### Drop/Add (Term-Based Programs)

Students may adjust their schedules without penalty by dropping and/or adding courses during the Drop/Add period. Specific dates are reflected on the academic calendar or can be obtained through the Registrar's office. Students officially withdrawing or administratively withdrawn from a course by the end of the Drop/Add period shall receive a 100% refund of all monies paid for the course and will have that course removed from



their academic transcripts. 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. For students in online programs, schedule revisions must be made through their Academic Counselor. 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

### **Drop/Add (Non-Term Programs)**

Students who officially drop from a course during the Drop/Add period will have that course removed from their academic transcripts. Students who are officially withdrawing or administratively withdrawn from a course by the end of the Drop/Add period shall receive a 100% refund of all monies paid for the course and will have that course removed from their academic transcripts.

Drop/Add period:

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

For students in online programs, adding a course must be made through their Academic Counselor. Students may not be added to a current course after the defined Drop/Add period. However, students may add a course that begins in a future session.

### **Dropping Courses (Term-Based Programs)**

Courses that are dropped after the Drop/Add period but before the 22nd day of a 4-week class, or the 28th day of a 5 week class the student will receive a W grade (if after the 22nd, day of a 4-week class, or the 28th day of the 5 week class, or after the 31st day of the 5.5 week class, a WF grade is assigned). Courses that are dropped before the 53rd day of a 10 week class will receive a W grade (if after the 53rd day in a 10 week course a WF grade is assigned).

### **Dropping Courses (Accelerated Graduate Programs)**

Courses that are dropped after the Drop/Add period but before the end of the 22nd day of the class, will result in a grade of "W." Courses that are dropped after the Drop/Add period but before the end of the 22nd day of the class will also result in a grade of "W." Courses dropped after this point will result in the grade of a "WF."

### **Dropping Courses (Non-Term Based Programs)**

Courses that are dropped after the Drop/Add period but before the 22nd day of a 4-week class, or 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 22nd, day of a 4-week class, or the 28th day of the 5 week class, or after the 31st day of the 5.5 week class, a WF grade is assigned). Courses that are dropped 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).

# Grades and Educational Records

## Grading System

The following grade scale is used:

<u>Grade</u>	<u>Quality Points</u>	<u>Range</u>	<u>Interpretation</u>
A	4.0	90-100	Excellent
B	3.0	80-89	Above Average
C	2.0	70-79	Average
D	1.0	60-69	Minimum Passing
F	0.0	0-59	Failure
WF	0.0	0	Withdraw/Failure
NCF	0.0	0	Non-Completion Failure
LP*	0.0	33-79	Limited Progress

Grades or symbols of "D," "F," "W," "WP," "WF," "NCF" and "LP" can negatively affect one or more of the following and should be considered punitive in terms of a student's Satisfactory Academic Progress (SAP): Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF). A grade of "C" may also be punitive in certain graduate and professional program courses requiring a grade of "B" or higher. Refer to the catalog section on "Explanations of Related Issues" for additional information on calculation of CGPA, ICR, and MTF.

\*Note: The grade of LP may be awarded in Pass/Fail courses. Students who complete the remaining assignments in the extension course receive a letter grade or grade of P and the grade for the original dissertation course is changed to a letter grade or to P. Students who complete at least half of the remaining assignments may be awarded the grade of LP and then register for a subsequent extension course. Students who do not make adequate progress receive a grade of F and the grade for the original dissertation course is changed to a grade of F.

## Grade Reports

Grade reports are available on-line through <https://mycampus.southuniversity.edu/portal/server.pt> Grades cannot be released by telephone. Grade reports will be mailed to the address on file if a written, signed request is made to the Registrar's office. Problems accessing grades through the student portal should be reported through a trouble ticket submitted through <http://ittik.southuniversity.edu>.

Students who need to notify the University of a Change of Address can obtain the appropriate form from the registrar's office or submit the change through the student portal.

## Repeated Courses

Grades achieved in repeated classes will replace withdrawn or failing grades. Withdrawn and failing grades are included in the maximum allowable time frame and ICR. The grade "I" indicates Incomplete and is calculated as if it is an "F" for CGPA and ICR purposes until it is changed to another grade. A student may also retake a class in which s/he received a passing grade in order to improve his/her CGPA. An undergraduate student enrolled in developmental coursework (ENG0099 and MAT0099) must be able to pass the courses within three attempts or the student will be academically dismissed. Note that graduate students enrolled in the Doctor of Pharmacy program will have all course grades (including repeated courses) included in the calculation of the CGPA.

## **The Family Educational Rights and Privacy Act of 1974, as amended**

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”), sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information South University may disclose to third parties without receiving prior written consent from the student.

### **I. Procedure to Inspect Education Records**

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the campus Registrar. Online students should submit to the Director of Academic Operations. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

Certain limitations exist on a student’s right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student’s admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

### **II. Disclosure of Educational Records**

South University generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:

1. To South University officials who have been determined by the school to have legitimate educational interests in the records. A school official is
  - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
  - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for South University has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student’s request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
  - a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and South University will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

### **III. Record of Requests for Disclosure**

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to South University officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), South University will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

### **IV. Directory Information**

South University designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)

4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (*i.e.*, enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at South University to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, South University, Novi, 41555 Twelve Mile Rd.; Novi, Michigan 48377. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

## **V. Correction of Educational Records**

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. Online students should submit to the Director of Academic Operations. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. South University may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, South University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of South University. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. South University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, South University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, South University decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, South University will:
  1. maintain the statement with the contested part of the record for as long as the record is maintained; and

- disclose the statement whenever it discloses the portion of the record to which the statement relates.

## **VI. Student Right to File Complaint**

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by South University to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office  
United States Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605

## **Transcript Requests**

Transcript request forms may be obtained at the office of the Registrar. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

Each student is entitled to have one official transcript forwarded to another institution. The charge for additional copies is \$10 each. Requests for transcripts should be submitted to the administrative office at the applicable campus. Students who are current on their payment plan will have transcripts released regardless of their balance.

## **Online Transcript Requests**

Online students can request transcripts through the Campus Common, Student Services Tab, Form Center.

## **Satisfactory Progress**

A student must demonstrate Satisfactory Academic/Financial Aid Progress by successfully completing courses attempted.

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

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

Falling below the minimum could result in academic probation or dismissal.

Consult the [South University Catalog](#) for more information as Satisfactory Academic Progress may vary based on your program of study or level (graduate or undergraduate). It is the student's responsibility to understand satisfactory progress and ask questions to the Department Chair or Program Director as needed.

# Graduation

Commencement exercises are held once a year, at the end of spring quarter (June). A graduation application should be completed two quarters or four to six months prior to the anticipated graduation date. This form can be obtained from the registrar's office; online students may obtain the form from their Academic Counselor. A graduation fee is due and payable during the student's last quarter of enrollment. All outstanding financial obligations must be cleared before a student can participate in graduation or receive their diploma.

Each student must satisfy the graduation requirements listed in the [South University Academic Catalog](#).

Students can qualify as honor graduates by earning the cumulative grade point averages listed below. These students are distinguished with a gold seal on their diploma, and the addition of an honor cord or medallion to their regalia.

## Undergraduate

Summa cum laude	3.90 – 4.00
Magna cum laude	3.70 – 3.89
Cum laude	3.50 – 3.69

## Graduate

High Honors	3.90 – 4.00
Honors	3.75 – 3.89

# Academic Integrity, Intellectual Property, and Copyright Policies

## Undergraduate Academic Integrity Policy

### South University Honor Code

While I attend South University, I will be a fair and honorable student, and will promote fair and honorable conduct in others. I will not cheat, and I will not help others to cheat. I will do my own work, and give proper and truthful reference to those whose work has contributed any amount of content to mine.

### Academic Integrity

South University defines academic integrity as the complete, accurate, specific, and truthful representation of authorship, origin of ideas, mastery of material, and data, including access to and authorized use of resources.

#### The demonstration of academic integrity typically falls into four broad categories:

- Mastery of material. Students are responsible for the truthful representation of their mastery of material on tests or other academic exercises.
- Representation of sources. Students are responsible for the complete, accurate, specific, and truthful acknowledgement of the work of others, including, but not limited to, their words, ideas, phrases, sentences, or data.

- Truthful submission of work. Students are responsible for the truthful representation of data or other findings, projects, or other academic exercise.
- Access and use of resources. Students are responsible for ensuring that their access and use of resources complies with South University policies.

## Academic Dishonesty

Violations of the Academic Integrity Policy typically fall into the following categories: Cheating, Plagiarism, Fabrication, Sabotage and Academic Misconduct. Violations of academic integrity must be reported by faculty and administrators. Students should report violations of academic integrity. To aid understanding of what constitutes academic dishonesty and violations of academic integrity the following definitions are provided:

### Violations of Academic Integrity Policy

- **Plagiarism.** Plagiarism occurs when a person represents someone else's work, ideas, phrases, sentences, or data as one's own work.
- **Self-plagiarism.** Submitting identical or very similar work for more than one course without receiving permission from the current faculty member prior to submission.
- **Cheating.** Receiving unauthorized assistance or help on tests/examinations or other academic work.
- **Collusion.** Unauthorized collaboration with others for work offered as credit.
- **Fabrication.** Inventing or falsifying information or data.
- **Academic Misconduct.** Includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests.
- **Sabotage.** The willful attempt to hinder another student's work.

### Classification of Academic Integrity Violations and Possible Penalties

Violations of academic integrity are classified based on the level of seriousness. Brief descriptions, examples, and recommended penalties are provided below. These are general descriptions and should not be considered as all-inclusive.

#### Level One Warning:

Level One warnings consist of an instance when, in the opinion of the faculty member, the student's actions were not intentional. A Level One warning is considered an academic issue and not a disciplinary offense. However, all incidents of Level One warning will be recorded in the student's academic record.

#### Examples of Level One Warnings include, but are not limited to:

##### Plagiarism

- Improper citation or referencing resulting from unintentional misrepresentation of a citation
- Citation of information not taken from the source indicated

**Penalty:** Resubmission of the assignment with corrections for partial credit.

#### Level Two Violation:

Level Two violations consist of an instance when, in the opinion of the faculty member, one or more of the following conditions exists:

- The student's actions constitute a violation of academic integrity that cannot be dismissed as likely the result of inexperience.
- The student has previously committed a Level One warning and has repeated the infraction.

#### Examples of Level Two Violations include, but are not limited to:

##### Cheating

- Unauthorized assistance with academic work
- Allowing another student to copy one's work



- Copying from another student's work
- Using unauthorized materials such as a textbook or notebook during an examination

#### Plagiarism

- Quoting another person's words directly without acknowledging the source
- Using another's ideas, opinions or theories even if they have been completely paraphrased in one's own words without acknowledging the source
- Using facts, statistics or other illustrative material taken from a source without acknowledging the source, unless the information is common knowledge
- Submitting a computer program, or any other creative work or intellectual property as defined by the discipline, as original work which duplicates, in whole or in part, without citation, the work of another

#### Fabrication

- Listing of sources in a bibliography or other report not used in that project

#### Self-plagiarism

- Submitting identical or very similar work for more than one course without receiving permission from the current faculty member prior to submission.

**Recommended Penalty:** A failing grade on the assignment.

#### **Level Three Violation:**

Level Three violations consist of an instance when, in the opinion of the instructor, one or more of the following conditions exists.

The student's actions are a repeat offense of a Level Two violation.

The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Two Violation.

#### **Examples of Level Three Violation include, but are not limited to:**

##### Cheating

- Using unauthorized materials such as a textbook or notebook or Internet-based information during an examination
- Collaborating with another person during an exam by giving or receiving information without permission from the faculty member
- Unauthorized access to or use of someone else's computer account or computer files for any purpose.

##### Plagiarism

- Obtaining a term paper from another student or company and/or obtaining essays or assignments from the Internet and submitting it as your own. A violation can occur whether the content is purchased or obtained free-of charge.

##### Self-plagiarism

- Multiple submissions of work to fulfill the requirements of more than one course without the explicit permission of the present faculty member.

##### Collusion

- Submission as one's own of any academic work prepared in whole or in part by others, unless the assignment is designed for student collaboration.

##### Fabrication

- Fabricating data or source information in experiments, research projects, or other academic exercises.

##### Academic Misconduct

- Altering graded test answers and then claiming faculty member inappropriately scored the examination

##### Sabotage

- Intentionally revising another's written work
- Intentionally keeping necessary resources, such as library books or articles, from another.

##### Collusion

- Purchasing of a term paper from another student or company.

- Submitting of work previously submitted for another course without the prior permission of the faculty member.

**Recommended Penalty:** Probation or suspension from the University with a notation of "disciplinary suspension" placed in a student's academic file and a failing grade in the course. Note that suspension from PLUS courses is also suspension from campus-based courses.

Students may apply for re-entry at the end of the suspension period. No appeal is required.

#### **Level Four Violation:**

Level four violations are the most serious breaches of academic integrity. Level Four violations occur when, in the opinion of the faculty member, one or more of the following conditions exist.

- The student's actions are a repeat offense of a Level Three violation
- The student's actions are initial offenses of academic misconduct of a more serious nature than a Level Three violation
- The student's actions represent any degree of infraction relating to a senior thesis
- The student's actions involve academic dishonesty committed after return from suspension for a previous violation or while on probation from a previous violation.

#### **Examples of Level Four Violations include, but are not limited to:**

##### Plagiarism

- Obtaining multiple assignments from someone else or from the Internet and submitting them as your own. A violation can occur whether the content is purchased or obtained free-of-charge.

##### Fabrication

Multiple incidents of fabricating data or source information in experiments, research project or other academic exercises

##### Academic Misconduct

- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a grade report or form, or entering any university office, building or accessing a computer for that purpose
- Coercing any other person to obtain an un-administered test
- Stealing, buying, selling, giving away or otherwise obtaining all or part of any un-administered test/examination or term papers or works of art, or entering any university office or building for the purpose of obtaining said materials without authorization
- Creating illegal accounts, changing of files or securing of passwords illegally
- Destroying computer accounts without authorization
- Violation of the clinical or ethical code of a profession

##### Sabotage

- Intentionally revising another's written work intentionally keeping necessary resources, such as library books or articles, from another.

##### Collusion

- Multiple submissions as one's own, any academic work prepared in whole or in part by others, unless the assignment allows students to work collaboratively.
- Misrepresentation (or falsification) of digital identity to complete all assignments within a course.
- Purchasing of a term paper from another student or company.
- Submitting of work previously submitted for another course without the prior permission of the faculty member.
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination

**Recommended Penalty:** Expulsion from the University and a permanent dismissal notation on the student's academic file.

### **Procedures for Infractions**

Violations of the University's academic integrity policy require completion of the Academic Integrity Violation Report (AIVR). The AIVR report must be submitted to the Dean of Academic Affairs and Operations, with copies to Program Chairs/Program Directors and Dean of Student Affairs. The burden of proof shall be upon the faculty member bringing the charges to prove the case. All faculty are expected to keep thorough records and documentation with copies of the work submitted.

In the case of Level One warnings or Level Two violations, the faculty member will meet with the student to outline the charge, including the level of violation and penalty. The penalty imposed by a faculty member must be recorded on the AIVR and forwarded to the Office of the Dean of Academic Affairs and Operations, with copies to the Program Chair/Program Director and Dean of Student Affairs.

All student/faculty member conferences regarding Level Three and Four violations will be informational only. Therefore it is not appropriate for these sessions to consider appeals at this time. The Dean of Academic Affairs and Operations will determine the penalty.

### **Procedures for Infractions Involving Online Courses**

If the faculty member suspects a violation of the Academic Integrity Policy, they will first meet with the student to discuss the incident. The incident report and supporting documentation, such as the student's assignment and information on the sources in question will be used to determine the severity or level of the violation. The number of previous violations committed will also be taken into consideration.

Upon receiving confirmation on the level of the incident, the faculty member will notify the student and complete the assignment grading. Depending on the level of the incident, further actions may be taken by the Dean of Academic Affairs and Operations (for campus-based students) or the Associate Vice Chancellor for Academic Affairs-Online (for online students).

### **Appealing an Academic Integrity Violation Charge**

Students are encouraged to attempt to resolve any academic issues with their faculty member. When that process has been exhausted the student may appeal to the next levels. Once a penalty has been imposed, the student may accept the penalty, or they must file a written appeal.

All written appeals must be filed within fourteen (14) calendar days once the penalty has been imposed. Failure to meet this deadline will render the appeal moot. Should an Academic Integrity Violation charge be made at the end of a quarter, a grade of "I" will be assigned until the violation has been processed. It is the responsibility of the student then to appeal any adverse decision to the next level, again within fourteen (14) calendar days. The next level in the appeal process will not automatically consider it unless the student appeals it in writing and within the fourteen (14) calendar days.

Any written appeal by the student must be filed within the specified period of time and include:

- A clear statement of the nature and reason(s) of the appeal.
- A clear concise statement of the material facts, with appropriate supporting documentation.

### **Appeal of Academic Integrity Violation Charge or Penalty Imposed for Campus-based Students**

#### **For Level One warnings and Level Two Violations:**

- Student should file a written grade appeal through their Dean of Academic Affairs and Operations who will forward to the appropriate individual.
- First level of appeal is to the Program Director or Program Chair, whichever is located on the student's campus. For campus-based students who are enrolled in an online course, the first level of appeal is to the online Program Director
- Second level of appeal is to the Dean of Academic Affairs and Operations at the South University campus where the student is enrolled.

- The third and final level of appeal is to the College/School Dean. The decision of the College/School Dean is final.

**For Level Three and Level Four Violations:**

- First level of appeal is to the College/School Dean.
- Second level of appeal is the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final.

Any written appeal by the student must be filed within the specified period of time and include:

- a clear statement of the nature and reason(s) of the appeal
- a clear concise statement of the material facts, with appropriate supporting documentation

**Appeal of Academic Integrity Violation Charge or Penalty Imposed for Students in an Online Program Level One warnings and Level Two violations:**

- Student should file a written grade appeal through their Academic Counselor to be reviewed by the Program Director/Chair or his/her designee.
- Second level of appeal is to the Associate Vice Chancellor of Academic Affairs-Online.
- The third and final level of appeal is to the College/School Dean. The decision of the College/School Dean is final.

**For Level Three and Level Four Violations:**

- First level of appeal is to the College/School Dean.
- Second level of appeal is the Vice Chancellor of Academic Affairs. The decision of the Vice Chancellor of Academic Affairs is final.

**Attorneys, Parents or Guardians:** As this is an academic process of South University, no official or unofficial legal representation will be allowed to attend any of the identified proceedings.

Students may invite parents/guardians to attend any meetings with university personnel during the appeal process but their presence is strictly to observe the proceedings and advise the student. They are otherwise not to participate.

The Academic Integrity Violations form and all documentation related to the incident remains in the student's academic file.

**Academic Integrity Policy (Graduate Students): Honor Code and Honor Council**

**Graduate Honor Code & Graduate Honor Council of South University**

While I attend South University, I will be a fair and honorable student, and will promote fair and honorable conduct in others. I will not cheat, and I will not help others to cheat. I will do my own work, and give proper and truthful reference to those whose work has contributed any amount of content to mine.

The following policy may be superseded by similar policies specific to a College/School. Faculty should consult applicable documents in the College/School in which they are teaching. In the absence of such policies, the following policy is in effect.

The Honor Code is a policy describing expectations of student decorum in all aspects of graduate education at South University. Each College/School, due to its administrative structure and programmatic length may deviate slightly in the constitution of its particular Graduate Honor Council or in the nature of information flow. However, the fundamental concepts of definition of violations, reporting, investigation, hearing, and penalties are to remain consistent. As the following represents an academic process of the University, no

official or unofficial legal representation (e.g., attorneys) will be allowed to attend any of the identified proceedings.

### **Article I – Name**

The name of this Article shall be the Graduate Honor Council of the South University Graduate Schools.

### **Article II - Purpose**

The purposes of the Graduate Honor Council are to:

1. Investigate and hear cases involving Graduate School students accused of honor code violations;
2. Act as a judicial body and establish the guilt or innocence of students;
3. Recommend the disciplinary action to be taken, in all cases, in which the Graduate Honor Council determines there has been a violation;
4. Work with the faculty and the administration of Graduate programs within the identified College or School regarding the administration of the Graduate Honor Code.

### **Article III – Authority**

Student authority to request revision of the contents of any article resides with the College/School Graduate Honor Council. Any revisions are subject to approval by the faculty, the Dean and the Vice Chancellor of Academic Affairs. The responsibility for the enforcement of the Graduate Honor Council's findings lies with the faculty, Program Director, Department Chair, and Progress and Promotions committees.

### **Article IV – Membership**

*Section A.* Each College/School of South University (College of Arts and Sciences, College of Business, College of Creative Art and Design, College of Health Professions, School of Pharmacy, College of Nursing and Public Health and the College of Theology) shall maintain its own Graduate Honor Council. The Graduate Honor Council shall be assembled according to the nomination and selection process identified in the membership selection procedures section. The Graduate Honor Council consists of faculty and student members. A total of seven faculty members and seven student members will be selected to serve on the College/School Graduate Honor Council. A quorum for a Graduate Honor Council hearing is defined as five voting members consisting of two faculty members and three student members. One alternate faculty member and one alternate student member shall be chosen to replace a member that may be unavailable, recused, or removed from the Honor Council. Membership for the Graduate Honor Council necessitates good academic and professional standing. Terms of membership include a two year period for faculty and twelve to twenty four month period for student members.

*Section B.* The duties of Graduate Honor Council members are to:

- Attend all meetings of the Graduate Honor Council;
- Participate in and render objective judgment in discovery and hearing procedures;
- Assist in educating Graduate School students and faculty on the principles and practice of the honor code;
- Participate in training opportunities.

*Section C.* In the event of a vacancy on the Honor Council (faculty or student), an alternate member chosen by majority vote of the Honor Council from the provided list, will become an active member of the Honor Council. The student replacement should be from the same class level as the vacated position (e.g., second year student). Notification will occur within 7 days of the vacancy and will be made by the President of the Honor Council (see Article V). If, for any reason, the President of the Honor Council leaves office, it will be the Honor Council's responsibility to select a replacement via majority vote.

*Section D.* The Graduate Honor Council will have a Faculty Advisor appointed by the College/School Dean. The Faculty Advisor will serve as a non-voting Member of the Graduate Honor Council. The Faculty Advisor is recused should he or she have direct involvement in a case before the Honor Council. The duties of the Faculty Advisor shall be to:

- Attend Graduate Honor Council proceedings;
- Advise the Graduate Honor Council on procedural matters;
- Ensure that due process and equitable procedures are followed in all cases before the Graduate Honor Council and advise on matters of precedent;
- Inform accused students of the honor Council's protocol and procedures throughout the progression of a case;
- Notify the accused students of actions, hearings, verdicts and penalties as well as to generally act as a liaison between the Honor Council and the accused student;
- Provide proper notification of any Honor Council action to the appropriate administrative personnel and faculty;
- Ensure that appropriate documentation is completed by the Secretary for all hearings and other Honor Council meetings;
- Provide proper communication and documentation to Graduate Honor Council members for all cases;
- Supervise and conduct investigations during the "Period of discovery."

The College or School Dean shall also appoint a Faculty Advisor Alternate. In the event the Faculty Advisor is recused from a case, the Faculty Advisor Alternate will replace the Faculty Advisor during the proceedings of that particular case.

*Section E.* The following exceptions may be made to participation of members in hearing procedures:

- If a potential conflict of interest exists or some extraordinary circumstance outside of one's control, a member of the Graduate Honor Council may recuse himself or herself in a particular case. The wish of an honor council member to recuse oneself from a specific hearing should be reported to the Faculty Advisor of the Honor Council within 3 days of written notification of the case. This request should be made before any active participation occurs with the case.
- If the Graduate Honor Council President considers that a potential conflict of interest exists wherein one of the council members should not hear a particular case; he/she shall inform him/her accordingly. Should the decision of the President be disputed by the Honor Council Member, this issue of recusal should be decided by a vote of the full Honor Council following open discussion.
- If the Graduate Honor Council considers that a potential conflict of interest exists wherein the President should be recused in a particular case, the issue should be addressed with the President in a meeting of the Honor Council. Should the President dispute the recusal, the issue should be decided by a vote of the full Honor Council following open discussion.
- The accused Graduate student will be provided a listing of the Graduate Honor Council members at least 48 hours prior to the start of the hearing. If the accused Graduate Student considers that a potential conflict of interest exists wherein a Graduate Student Honor Council Member (Student or Faculty) should be recused, the issue should be addressed with the Faculty Advisor. Should the Graduate Student Honor Council Member dispute the recusal, the issue should be decided by a vote of the full Honor Council following open discussion.

*Section F.* Removal of a Graduate Honor Council member for any reason not limited to but including issues of academic or professional integrity will be at the discretion of the Faculty Advisor and Faculty Advisor Alternate.

## **Article V – Officers**

*Section A.* The officers of the Honor Council shall consist of a President and Secretary, chosen from among and by the Honor Council members. Both positions shall be filled by students.

*Section B.* The Officers must have completed at least two quarters (or six (6) months) of the program or have past experience serving on the Graduate Honor Council.

*Section C.* The duties of the President shall be to:

1. Preside over all meetings;
2. Direct the processes of all trials;
3. Represent the Graduate Honor Council in all appropriate affairs;
4. Supervise the investigation of all cases;
5. Ensure the integrity of all proceedings by strict adherence to the established procedures of the Graduate Honor Council.

*Section D.* The duties of the Secretary shall be to:

1. Maintain written minutes of all Honor Council meetings and hearings;
2. Maintain a true and accurate record, by audio recording and in writing, of all trial proceedings;
3. Prepare written communications from the Honor Council regarding violations and Honor Council actions;
4. Prepare official written communications to the Faculty Advisor for distribution to appropriate persons regarding Honor Council actions;
5. Inform the members of the Honor Council of all meetings through written communication (hard copy or electronic).
6. For hearings, written minutes should be de-identified and assigned a specific case number.

## **Article VI - Meetings**

*Section A.* A meeting of the Graduate Honor Council will be held after appointment and after the selection of new members to acquaint members with their duties and responsibilities.

*Section B.* The President may call special meetings at any time either independently or at the request of any Honor Council member.

*Section C.* The time and place for all meetings shall be determined by the President. The meeting shall be held in a manner wherein confidentiality can be ensured.

*Section D.* All members of the Honor Council are expected to attend all meetings of the Honor Council. Failure to do so may be grounds for removal.

*Section E.* In the event that the Honor Council must meet during regularly scheduled class time, the members of the Honor Council shall be excused from conflicting classes and clinical experiences to attend the meeting. The affected faculty or preceptor shall be notified in advance of this excused absence by the Faculty Advisor.

## **Article VII - Commencement of Proceedings**

*Section A.* All persons, including faculty having knowledge of or being witness to acts believed to be in violation of the Graduate Honor Code shall report in writing the fact, along with any pertinent physical evidence, to the Faculty Advisor of the Graduate Honor Council of his/her College or School, preferably within 72 hours of the alleged violation. In the event the Faculty advisor is unavailable, the information shall be reported to the College/School Dean.

*Section B.* A written statement about the violation by the witness(es) shall be required to begin the "Period of Discovery." or investigation.

*Section C.* Failure to report violations will be considered a form of illegal aid covered under Article X, Section A.

## **Article VIII - Case Procedure**

*Section A.* Cases shall generally be resolved within 30 calendar days after they are reported. Note: The time allotted for case resolutions may be extended (up to an additional ten calendar days) in the event additional time is required. This determination will be made by the Faculty Advisor and Faculty Advisor Alternate upon receipt of a formal request from the President of the Graduate Honor Council. In such event, all parties involved will be notified promptly following the approval of the request for additional time.

*Section B.* The procedure for handling cases shall be as follows:

- Within 5 days of receiving written information about a possible violation, the Faculty Advisor and a Student member of the Graduate Honor Council shall be responsible for conducting the "Period of Discovery," involving conducting of witness interviews, reviewing of evidence, and ultimately making a decision regarding whether or not to bring the case before the Graduate Honor Council.
- The Period of Discovery determines if sufficient evidence exists to proceed with a hearing. If it is determined that sufficient evidence exists, the case will be presented to the Honor Council and a hearing will generally be scheduled to begin within 7 days. In the event of insufficient evidence, the case will be dropped.
- If the case is accepted, the Faculty Advisor will promptly notify the accused that he/she has been accused of a violation. The accused shall be fully informed of the nature of the charges. Notification will be provided orally and in writing via email and letter by registered mail. The accused shall be provided a copy of the violation and written notice of his or her rights to appear before the Honor Council, to testify on his/her own behalf, to present evidence and question witnesses. If the Graduate Honor Council is using the accuser's testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by admitting guilt to the charges brought.
- The accused may choose another registered, degree-seeking student as his/her advocate. He/she shall also have the right to provide his/her own witnesses. Witnesses are strictly limited to persons with direct evidence or direct knowledge of the alleged offense. Character witnesses are excluded from providing testimony.
- All persons involved shall be notified promptly by the Faculty Advisor of the time and place of the hearing. Each individual shall be bound not to reveal the details of any alleged violation of the Graduate Honor Code. Any disclosure by any participant about the case shall be considered a violation of the Graduate Honor Code.

## **Article IX - Hearing Procedure**

*Section A.* Hearings of the Graduate Honor Council are closed. As such, all witnesses will be interviewed separately. The accused and any accused's advocate are permitted to be present for all presentation of evidence and witness testimony. The accuser is not required to attend the hearing.

Note: In the rare event that a student is unable physically to attend the Graduate Honor Council proceedings in person, he/she will be required to sign a statement of confidentiality attesting to the fact that no one else is in the same room or able to hear the proceedings during the hearing and that no audio/video recordings are being made of the hearing. The student will also be required to join the hearing via University-approved video conferencing. In the event a student violates the statement of confidentiality/attestation, he/she is subject to being charged with an academic/professional violation(s) with penalty(ies) to be decided in a separate hearing.

*Section B.* The procedure for conducting a hearing shall be as follows:



1. Following a formal reading of the charges, the accused is required to enter a plea before testimony is heard.
2. Each person providing testimony will be required to testify under oath. Both the Graduate Honor Council members and the accused will be afforded an opportunity to question persons providing testimony.
3. The Honor Council may allow the introduction of evidence other than testimony of witnesses if the Honor Council determines that the evidence is relevant.
4. Proceedings of each hearing shall be recorded in writing and on audio recording and shall be labeled and signed by the Secretary and the President of the Honor Council.
5. After hearing all testimony and reviewing all relevant evidence, the accused, any accused advocate, and all witnesses will be excused for the Honor Council deliberation.
6. The Honor Council shall vote by secret ballot with the outcome determined by a simple majority.
7. The Graduate Honor Council Faculty Advisor shall verbally notify the defendant of the judgment of the Honor Council. In the case of a not guilty adjudication, the Faculty advisor shall inform the accused by phone. In cases of guilt, the Faculty Advisor shall inform the accused of the penalty verbally and in writing (via registered mail) within 4 working days of the final hearing. The Faculty Advisor shall provide a summary report along with specific outcomes of the Honor Council's proceedings to the College/School Dean.
8. In cases in which the accused is adjudged not guilty, all transcriptions, except de-identified minutes, and audio recordings shall be destroyed immediately by the Faculty Advisor. De-identified minutes shall be provided to the appropriate College/School Dean. In cases of guilt, the transcriptions and tapes shall be delivered by the Secretary and filed in a closed file in the office of the College/School Dean. The office of the College/School Dean shall maintain this file for a period of 10 years.

*Section C.* The decision rendered by the Honor Council will be its final decision.

If a student who has been found to be guilty (or a student who has confessed guilt) continues to believe the penalty is inappropriate, the student may then appeal the decision of the Honor Council to the College/School Dean. Grounds for an appeal should be submitted in writing to the office of the College/School Dean by the accused within five (5) business days of written notification of the Honor Council decision and penalty. The College/School Dean may uphold or negate the recommendation of the Honor Council following due consideration of the appeal. The decision of the College/School Dean is final.

*Section D.* Confidentiality and Notification:

1. The only individuals who will be informed of an investigation of the Graduate Honor Council will be the honor council members, the accused, the accuser(s), the witness(es), the Faculty Advisor to the Honor Council, the Faculty Advisor alternate, the Department Chair, the College/School Dean, and the Chair of the Progress and Promotions Committee.
2. The only faculty members who will be informed of the outcome of the Graduate Honor Council investigation will be the Faculty Advisor to the Honor Council, the Faculty Advisor Alternate, the Department Chair, the College/School Dean and the accused student's Faculty Advisor, and the faculty accuser(s). The Chair of the Progress and Promotions Committee shall also be notified of the Honor Council's decisions.

## **Article X - Honor Code Violations**

*Section A.* The following shall be deemed Graduate Honor Code violations and shall be the basis for reporting cases to the Honor Council and for convictions by the Honor Council. Other violations, not listed below, may also be considered reportable to the Graduate Honor Council upon recommendation of a faculty member, Program Director, or Progressions Committee.

1. Cheating on an academic work. For example:
  - Giving or receiving, or otherwise utilizing unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinic;

- Using or attempting to use unauthorized material, aid or device prior to or during a test;
  - Using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered;
  - Substituting for another student, or permitting another student to substitute for oneself, to take a test;
  - Obtaining or attempting to physically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration;
  - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination which has been designated for viewing only;
  - Obtaining or attempting to physically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration;
  - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination which has been designated for viewing only;
2. Providing information to another student with the intent to affect another student's academic performance;
  3. Obstructing the attempts of another student to engage in academic activities with the intent to affect the other student's academic performance;
  4. Falsifying , fabricating, or misrepresenting one's credentials or any other academic achievement or endeavor;
  5. Disclosing information about a patient, along with the information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team, without prior authorization from the patient
  6. Making a false report of a Graduate Honor Code violation;
  7. Obstructing the investigation or examination of an alleged Honor Code violation;
  8. Destroying, hiding, or fabricating evidence related to a Graduate Honor Council proceeding;
  9. Academic indiscretion;
  10. Fabrication;
  11. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.;
  12. Attempted or actual theft of property of the School or of a member of the Institution's community or campus visitor;
  13. Unauthorized possession, duplication or use of keys to any premises of the School, or unauthorized entry, or use of the premises of the School;
  14. Conspiring, planning, or attempting to achieve any of the above acts;
  15. Plagiarism
  16. Knowingly failing to report committed acts proscribed in Article X herein.
  17. Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Graduate Honor Council in the appropriate manner

Any student who knowingly or intentionally provides illegal aid shall be considered as responsible as the student who receives it and will be dealt with by the Graduate Honor Council in the appropriate manner.

## **Article XI - Penalties**

*Section A.* Upon determining a violation of the Graduate Honor Code or a plea of guilty, the Graduate Honor Council will submit the decision to the appropriate individual/committee. Decisions by the Graduate Honor Council are final.

Note: Students found to be in violation of the Graduate Honor Code may also be subject to sanctions from the Progress and Promotions committee from their degree program, beyond those assigned by the Graduate Honor Council.

The standard penalty for violation of the Graduate Honor Code is permanent expulsion. The student will receive a grade of Incomplete for all courses in which he/she is enrolled at the time of the infraction. Depending on the circumstances of the case, the Graduate Honor Council may assign a penalty less severe than permanent expulsion. These penalties include, but are not limited to, the following:

- a. Disciplinary probation for Graduate Honor Code Violation. The student may receive a grade of F (0.00) for a given course as well as a grade of Incomplete, Withdrawal, or Withdrawal Failing for one or more courses in which he/she is enrolled at the time of the infraction.
- b. A mandatory leave of absence from South University for approximately one academic year. The student will be permitted to return from a mandatory leave of absence according to the policies as stated in the Graduate Student Handbook of the program in which he/she is enrolled. In the event a policy does not exist for the program in which the student is enrolled:
  1. The student will be permitted to return from a mandatory leave of absence at the commencement of the term for the courses in which the violation occurred.
  2. The student will receive a grade of Incomplete for all courses in which he/she is enrolled at the time of infraction.
  3. Upon receipt of a mandatory leave of absence, the student cannot advance until he/she has completed the term in which the Incomplete grades were assigned.
  4. At the discretion of the Department Chair in consultation with the College/School Dean, the student may be required to enroll as a student in special standing for the purposes of review or remediation prior to enrollment as a full time student.
- c. Assignment of a grade of zero for a given examination, test or assignment.

*Section B.* The penalty imposed may be appealed to the College/School Dean as outlined in Article IX.

*Section C.* In the case of an appeal, the College/School Dean makes the final decision and reports the decision to the Vice Chancellor of Academic Affairs.

*Section D.* In the event a student admits guilt prior to the initiation of a Graduate Honor Council hearing, penalty will be determined by the Faculty Advisor and a Student member of the Graduate Honor Council. Following, penalty decisions made by the Graduate Faculty Advisor and Student member will be reviewed and approved by the President of the Graduate Honor Council. Notification of penalty will occur as outlined in Article IX, Section B, item 7.

## **Article XII - Amendments**

*Section A.* Amendments to the present statute may be proposed by the Graduate Honor Council. Proposals shall be forwarded to the Council of Deans and Council of Presidents for final approval when ratified by three-fourths of the members of the Graduate Honor Council at the next meeting following the proposal of the amendment.

*Section B.* Ratified amendments shall become effective thirty days after final approval by the Council of Presidents.

## **Article XIII - Membership Selection Procedures**

*Section A.* Student members of the Graduate Honor Council shall be selected by the existing Graduate Honor Council and in accordance with the following procedures:

- a. An announcement requesting graduate student member applications will be released by the Faculty Advisor (or Faculty Advisor alternate) within the College/School along with the identified deadline and notification date.
- b. Student applicants must submit a completed Graduate Honor Council Member Application consisting of:
  - 1. A statement of interest (a one-page minimum)
  - 2. A letter of attestation regarding the student's standing in the program (i.e., academic, professional, clinical) and suitability to serve on the committee. This statement must be obtained from the student's Program Director (on ground) or Graduate Team Member (online).
  - 3. Demographic information (e.g., time in program, contact information)
- c. Applications will be reviewed during a scheduled meeting of the Graduate Honor Council. Note: GPA information will be redacted from the application materials.
- d. All applicants will be notified within 24 hours of the Honor Council's decision regarding his/her application via email. In some cases, it may be necessary to contact an applicant via phone.

*Section B.* Faculty members of the Graduate Honor Council shall be selected by the existing Graduate Honor Council and in accordance with the following procedures:

- a. An announcement requesting faculty member applications will be released by the Faculty Advisor (or Faculty Advisor alternate) within the College/School along with the identified deadline and notification date.
- b. Faculty applicants must submit a completed Graduate Honor Council Member Application consisting of:
  - 1. A statement of interest (a one-page minimum)
  - 2. A letter of support from his/her direct supervisor.
  - 3. Curriculum Vitae
- c. Applications will be reviewed during a scheduled meeting of the Graduate Honor Council.
- d. Applicants will be notified via email of the Honor Council's decision. In some cases, it may be necessary to contact an applicant via phone.

*Section C.* To maintain an optimal composition of experience between existing and newly selected members, appointment terms (as outlined in Article IV, Section A) and start dates (i.e., Winter, Spring, Summer, Fall) will be assigned accordingly. This decision shall be made jointly by the Faculty Advisor and Graduate Honor Council President.

## **Intellectual Property Policy**

Please refer to the South University Catalog for information about the Intellectual Property 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 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.)

# Conduct and Behavior Policies

## Code of Conduct

This section lists student responsibilities in effect at South University. These regulations have been adopted to ensure the safety and well-being of the student body and the orderly operation of the University. Any student suspected of a violation of these regulations will be accorded due process as outlined herein. Policy updates will go into effect at the beginning of the subsequent quarter.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. **The list below is illustrative only, and South University may sanction other conduct not specifically included on this list.**

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Acts of Sexual Misconduct or Relationship Violence:** Students are prohibited from any form of sexual misconduct, sexual violence or relationship violence. Acts of sexual misconduct, sexual violence or relationship violence are addressed by the Sexual Misconduct & Relationship Violence Policy found in this handbook as well as in the South University catalog.
3. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may

be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.

4. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to:
  - a. The theft or abuse of computer, computer server, email, Internet or Intranet resources
  - b. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
  - c. Unauthorized transfer of a file
  - d. Abuse of printers or printing privileges
  - e. Unauthorized downloading of copyrighted materials in violation of the law
  - f. Unauthorized use of another individual's identification and/or password
  - g. Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - h. Use of computing facilities to send obscene or abusive messages
  - i. Use of computing facilities to interfere with normal operation of the school's computing system
5. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:
  - a. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
  - b. Unauthorized entry into, or use of, school facilities;
  - c. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.
6. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus.
7. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.
8. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.
9. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
10. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.

11. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
12. **Hazing:** Students are prohibited from any form of “hazing” and must abide by the “Anti-Hazing Policy” found in this handbook.
13. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
14. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
15. **Obstruction of the South University Disciplinary Process:**  
Violations of the Code of Conduct include, but are not limited to:
  - a. Failure to respond to the request of a disciplinary body or school official.
  - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
  - c. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
  - d. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
  - e. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
  - f. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
  - g. Failure to comply with the sanction(s) imposed under the student conduct policy.
16. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.
17. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.
18. **School Sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.
19. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.
20. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.
21. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.

22. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.
23. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
24. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.
25. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
26. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
27. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
28. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
29. **Weapons:** Possession or use of firearms, fireworks, ammunition, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

## Disciplinary Procedures

### Procedures Regarding General Code of Conduct Violations

- a.) Alleged violations of the Code of Conduct or other student misconduct shall be referred to the Dean of Student Affairs; online students to the Office of Online Student Affairs-Conduct. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The student will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the student.
- b.) If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the Dean of Students or his/her delegate may make a determination of violations of South University policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
- c.) The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University.

### Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from South University, the following procedures should apply unless the student elects to forego them.

- a.) The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed



dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate

b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") **according to the following guidelines:**

- Hearings normally shall be conducted in private
- Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
- In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
- The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
- All procedural questions are subject to the final decision of the Hearing Officer
- After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
- The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

## Sanctions

If a student is found in violation of the Code of Conduct, South University may impose sanctions. The type of sanction imposed may vary depending upon the seriousness of the violation(s) and South University reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Administrative Reprimand which may or may not be recorded in the student's permanent record
3. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
4. Educational Sanctions: The student will be required to complete an educational service, work assignment, service to the university, attend counseling, or have restricted privileges.
5. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
6. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

7. Expulsion: The student will be expelled from South University immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
8. Restitution: Compensation for loss, injury, or damage to property leased, owned or controlled by the university. This may take the form of appropriate services and/or monetary or material replacement.

**In all cases**, if the student is not satisfied with the decision, he or she may appeal the judgment by requesting a hearing before the University Conduct Committee. The student must obey the terms of the initial decision pending the outcome of the appeal i.e. a student who has been suspended or expelled from school may not be on school property.

The request must be made in writing to the Dean of Student Affairs, for online student the Office of Online Student Affairs-Conduct, within five working days of notification of the above decision and must include the student's reasons for the appeal. The request must include specific reasons why the student feels the disciplinary process, the finding, and/or the sanction should be reviewed by a committee. If no request for appeal is made, the decision is final. Requests for a hearing will result in the University Conduct Committee being contacted to arrange a hearing not less than two or more than fifteen calendar days after notice of the original decision has been given to the student. The maximum time limit for scheduling a hearing may be extended at the discretion of the Dean of Student Affairs if the decision is rendered during a university break between terms when most faculty and students are off campus.

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University and will be comprised of one Department Chair or coordinator, one faculty member, and one student. South University reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate this promptly to the student. The President's decision shall be final. International students subject to any level of sanctions must meet with the International Student Advisor to ensure student visa status requirements are met.

### **Interim Suspension or Immediate Expulsion**

South University may immediately remove, suspend, or expel a student from school without applying or exhausting these procedures when, in South University's sole judgment, the student poses a threat of harm to himself, to others, or to property of South University or a member of South University. After the expulsion or during the interim suspension, students shall be denied access to the school including classes, labs, library, clinical assignments, and school sponsored housing and rotations and/or all other school activities or privileges for which the student might otherwise be eligible.

### **Violations of Law**

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary

procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

### **Search of Student's Property**

South University reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of South University faculty or staff that a serious risk to the health, safety and welfare of students, and/or the University community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

## **Anti-Hazing Policy**

Hazing involving South University students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at South University. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the University's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at office 220 or by calling 248-675-0247. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

## **Firearms Policy**

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management. It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

### **Conditions/Guidelines:**

- a. This Policy applies to anyone on South University premises, unless otherwise prohibited by law.
- b. Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing**

**contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.**

- c. Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law.
- d. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on South University premises. Any person violating this policy may be required to leave South University premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

## Food and Drink Policy

South University strives to create a welcoming environment and provide a clean and well-maintained campus for the benefit of its students, faculty and staff. In order to balance the reasonable needs of individuals who use the campus with our desire to create a healthy and clean campus, the University maintains the following food and drink policy.

- Food and drink may be consumed in student lounges and outside eating areas,
- Food and drink may be transported or stored in closed containers in hallways, classroom, and labs for use in one of the above approved areas at a later time.
- Only water in clear, plastic, re-sealable bottles may be consumed in classrooms, hallways or laboratories. No other food or drink items are allowed in the classrooms.

What you can do to help create an environment to be proud of:

- ✓ Dispose of your food trash in the trash cans outside or in the student lounge.
- ✓ Report spills to custodial staff or administrative personnel as soon as possible.
- ✓ Cooperate with faculty and staff if they ask you to comply with the policy.
- ✓ Encourage fellow students and employees to take pride in their environment.

Students who are not abiding by the policy will be asked to take their food and drink outside. Repeated abuse will result in disciplinary action.

*Students or employees that have specific health considerations should consult the Dean of Student Affairs for information on exceptions to this policy.*

## 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, veteran's status, genetic marker, or any other

characteristic protected by state, local or federal law, in our programs and activities. South University provides reasonable accommodations to qualified individuals with disabilities. South University will not retaliate against persons bringing forward allegations of harassment or discrimination. The campus Dean of Student Affairs as listed below has been designated to handle inquiries and coordinate the campus' compliance efforts regarding the Non-Discrimination policy.

Ashley Wisniewsk  
South University, Novi  
41555 Twelve Mile Road  
Novi, MI 48377  
Phone: 248-675-0200  
Toll-Free: 877-693-2085

## **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, 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. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

# **Grievances, Complaints, and Disputes**

## **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:

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

or you may contact :

Southern Association of Colleges and Schools Commission on Colleges  
1866 Southern Lane  
Decatur, GA 30033  
404-679-4500

#### **Utah Students**

Utah students may contact the Utah Division of Consumer Protection at any time to file a complaint. The Utah Division of Consumer Protection does not require Utah students to go through South University's complaint procedure. Utah Division of Consumer Protection (160 East 300 South, Salt Lake City, Utah 84111, 801-530-6601; [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov); <http://consumerprotection.utah.gov/complaints/index.html>)

#### **Virginia Students**

State Council of Higher Education for  
Virginia Private and Out-of-State  
Postsecondary Education  
101 N. 14th Street, 9th Floor  
James Monroe Building  
Richmond, VA 23219  
(804) 225-2600

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

## **Student Grievance Procedure For Internal Complaints of Discrimination and Harassment**

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct & Relationship Violence Policy below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the campus 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. Online students should file complaints with The Office of Online Student Affairs-Conduct. 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 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 offense and any sanction that is imposed against the accused.** 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.
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 30 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>.

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 602-542-5709, website address: [www.azppse.gov](http://www.azppse.gov).

Arkansas Students-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 423 Main Street Suite 400, Little Rock, AR 72201; Phone: 501-371-2000, website [www.adhe.edu](http://www.adhe.edu).

Maryland Residents-If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200

St. Paul St., Baltimore, MD 21202, 410-528-8662/888/743/0823 (toll free). South University is subject to investigation of complaints by the Office of the Attorney General of the Maryland Higher Education Commission.

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](http://www.hed.state.nm.us).

Utah students may contact the Utah Division of Consumer Protection at any time to file a complaint. The Utah Division of Consumer Protection does not require Utah students to go through South University's complaint procedure. Utah Division of Consumer Protection (160 East 300 South, Salt Lake City, Utah 84111, 801-530-6601; [consumerprotection@utah.gov](mailto:consumerprotection@utah.gov); <http://consumerprotection.utah.gov/complaints/index.html>)  
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.

## **Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints**

South University values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at South University and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how South University will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

### **I. Preliminary Issues & Important Definitions**

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a University-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

#### **A. What is “Sexual Misconduct”?**

Sexual Misconduct includes:



- **Sexual Assault:** Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- **Non-Consensual Sexual Contact:** Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- **Sexual Exploitation:** An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.
- **Indecent Exposure:** the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- **Sexual Harassment:** unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (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 environment for working, learning, or living on campus.

## **B. What is "Relationship Violence"?**

Relationship Violence includes:

- **Domestic Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- **Dating Violence:** Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- **Complicity:** Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- **Retaliation:** Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

### **C. Who are “Complainants” and “Respondents”?**

South University is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

### **D. Defining Consent**

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

### **E. Title IX Coordinator & Deputy Coordinators**

The Title IX Coordinator for South University is: Alisa Krouse, Assistant Chancellor for Student Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the University has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

## **II. Reporting & Confidentiality**

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the University can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the University. A victim can seek assistance and support from these individuals without triggering a University investigation.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called “responsible employees”) constitutes a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Dean of Student Affairs, other Student Affairs staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The University will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The University will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the University strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the University's review and investigation of any complaint covered by this Policy. The University will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the University will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The University does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the University's ability to take certain actions.

Other Code of Conduct Violations: The University encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in University housing. Therefore, the University has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

### **III. Response Procedure**

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Dean of Student Affairs, or the Campus President. If a report is made verbally, the University will request a written statement by the student.

Upon receipt of a report, the University will generally proceed as described below.

#### **A. Investigation Commencement**

The University will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

#### **B. Initial Response**

Once the University is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

#### **C. Interim Intervention**

Pending a final determination, the Title IX Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs staff may limit a student or organization's access to certain University facilities or activities pending resolution of the matter. The University may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the University determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

#### **D. Decision to Proceed to Investigation**

If the Complainant is willing to participate in the review and investigation process, the University will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the University will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the University will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the University will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The University, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

## **E. Investigation Procedure**

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

## **F. Determinations**

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

The University reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

#### **G. Standard of Proof**

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

#### **H. Potential Sanctions**

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

#### **I. Outcome Notifications**

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

#### **J. Appeals**

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

# Jury Waiver and Agreement to Binding, Individual Arbitration

Student and South University irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and South University (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by South University ("Claim") shall be resolved by individual binding arbitration, conducted by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules") and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration ("Arbitration Agreement"). Student can obtain a copy of the AAA Rules at [www.adr.org](http://www.adr.org) or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student's right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1. Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.
2. Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.
3. The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.
4. Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to \$200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.
5. Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person's claims. Further, the parties agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. **I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of South University /DCEH at 1400 Penn Avenue, Pittsburgh, PA 15219 within 30 days of my first execution of an Enrollment Agreement.**
6. The Federal Arbitration Act (FAA), including all its substantive and procedural provisions and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.
7. The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.
8. Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.



9. Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.

10. This Arbitration Agreement shall survive the termination of Student's relationship with South University.

11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST SOUTH UNIVERSITY.

# Health and Safety

## 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<sup>st</sup> 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 Services office during regular business hours. Copies of the Crime Report are available on the School Name website 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 in the security 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.

Campus	Crime Report Link
South University, Novi	<a href="https://content.dcedh.org/assets/documents/su/crime-report-novi.pdf">https://content.dcedh.org/assets/documents/su/crime-report-novi.pdf</a>

# Campus Safety

South University provides students and staff with a well-maintained campus. A security guard is available Monday-Thursday 5:00 pm until the building closes, Friday from 12:00 pm to 6:00 pm and Saturdays from 9:00 am until the building closes. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to the a member of the Executive Committee, including the President, Dean of Academic Affairs, Dean of Student Affairs or the Senior Director of Admissions, the security guard or the front desk immediately. The Dean of Student Affairs or security guard will complete a South University Incident Report in such cases. The Novi Police Department will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

All students and staff are asked to take reasonable precautions for their own safety as well as the safety of the other members of the campus community. To reduce the chance of potential problems, it is suggested that you take some basic precautions:

1. Do not leave purses, wallets, or book-bags unattended on campus.
2. Always lock your car. Do not leave valuable items visible in parked cars.
3. Walk in pairs on campus after dark.
4. Report suspicious behavior immediately to security or other campus official.

The South University community shares the responsibility for practicing good safety habits and abiding by the policies and procedures designed for campus security.

*Drug free schools and communities information as well as South University graduation rate information is also available at this site. A paper copy of this report may be obtained from the Dean of Student Affairs.*

# Emergency Notification

Students are strongly encouraged to subscribe to South University's electronic emergency notification system, known as **My Campus Alert**. In an emergency, **My Campus Alert** will enable authorized college officials to reach members of the campus community through mechanisms other than regular college email and telephones. The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone. The information in the emergency notification system will be used primarily to contact you in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of your campus community. Students may set up their accounts on the *Inside South University - My Campus* portal.

# Fire Evacuation

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available.

Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

## **Inclement Weather Policy**

In the event of severe weather conditions, students will be notified of the cancellation or delay of classes via the South University Emergency Alert System. Whenever possible, notification of cancelled or delayed courses will occur at least three (3) hours prior to the course start time. Cancelled courses may require make-up course meeting times, or additional assignments. Faculty will notify students at the next regularly scheduled class meeting how the missed class time will be made up, if warranted.

Students in online courses are expected to meet the weekly attendance requirements. Failure to meet weekly attendance in an online course may result in the student's administrative withdrawal from the course and the University. In the event that a severe weather event prohibits a campus-based student from attending an online class, the student is expected to communicate with the appropriate faculty member(s) as quickly as is reasonable, and should contact the Registrar's office. Students in online programs should contact their faculty member(s) as quickly as is reasonable, and their Academic Counselor. Please review the University Attendance Policy for more information.

If classes are not canceled despite inclement weather, students are responsible for any academic work they miss as a result of the weather.

Students may sign up for their campus Emergency Alert system via the student portal.

## **Weather Announcements**

In the event of inclement weather, all students and personnel should assume that classes will be held unless notified by *My Campus Alert*, radio or television announcements. South University will use all major media stations in the area when making announcements.

## **Health Insurance and Medical Referrals**

Students are encouraged to maintain health insurance and coverage for their well-being. The University recommends international students obtain health insurance. Additionally, certain academic programs in the School of Health Professions require students to maintain health insurance. See the University Catalog for details.

Students can enroll on-line in the student medical insurance program sponsored by Connected Health once they are enrolled as a student. Information is available at the following website:

<https://healthystudents.connectedhealth.com/>

Information concerning medical and dental providers as well as emergency resources is available from the Dean of Student Affairs. In the event of a medical emergency, the Novi emergency medical service will be

contacted by calling 911. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

## Immunization Policy

The South University shall recognize all state and federal vaccination and immunization requirements and are responsible for ensuring compliance with applicable requirements. Information regarding immunization requirements is published on South University website, under the Student Consumer Information pages, and if applicable in the Student Handbook or during enrollment or orientation, where appropriate.

### North Carolina Immunization Requirement

All students enrolling in a campus in North Carolina must provide proof of immunization as required by North Carolina law. Students must provide the required immunization records within 10 weeks of their start date. Failure to provide the appropriate documentation may result in student being unable to register for class.

## Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the ‘Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program’, is provided to all students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The college also enforces state laws regarding underage drinking. This prohibition applies while on the property of the college or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from the college or termination of employment.

For more information please refer to the Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program.

Campus	Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program URL
South University, Novi	<a href="https://content.dcedh.org/assets/documents/su/drug-alcohol-policy-novi.pdf">https://content.dcedh.org/assets/documents/su/drug-alcohol-policy-novi.pdf</a>

## Procedures Following Suicide Threats and Attempts

The University is committed to the well-being and safety of its school community. The University expects and encourages students to maintain a reasonable concern for their own self-welfare and in turn, the welfare of the school community. In the event that the University has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the University may require the student to suspend their studies at the University until the student can demonstrate that they have sought help or assistance from others including family, mental health professionals, support groups or any other resource that offer support around suicidality. If the student resides in School Sponsored Housing, they may need to

temporarily find alternative accommodations until the University feels that the student can safely return to housing.

Students with psychological impairments that affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. The University, at its discretion, may set restrictions and/or conditions for the student to return to the University including receiving outside counseling and signing a safety contract.

The University cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the school and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply.

## **Student Life**

### **Activities and Clubs**

Participation in student activities provides students with an opportunity to apply knowledge and enhance skills. Clubs that focus on academic major/career interests and academic achievement are encouraged by South University. Students interested in forming new clubs or organizations are encouraged to meet with Dean of Student Affairs, or for online students the Academic Success Center Manager, to discuss the group's goals and plans and receive assistance in club formation. All student clubs must have a faculty or staff advisor and must be approved by the Dean of Student Affairs, for online students the Senior Director of Student Affairs. All student activities and fund-raising activities require the approval of Dean of Student Affairs, for online students the Senior Director of Student Affairs. South University reserves the right to deny any application for the formation of a student club when it determines in its sole discretion that the student club does not serve the best interests of the students and/or South University. Students who are interested in getting involved with the planning of student activities should contact the Dean of Student Affairs, for online students the Academic Success Center Manager.

### **Student Lounges**

Students are encouraged to utilize the student lounge at the west entrance of the building. Vending machines with snacks and drinks are available. Microwaves are available for student use. Online students should see "Online Campus Common" in this section.

## **Communication**

### **Bulletin Boards**

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information such as items for sale, roommates needed, etc. should submit their

notices to the bookstore. Notices must be approved by the Dean of Student Affairs. All postings will be removed after 30 days. Students wishing to re-post their flier may submit it for approval.

## **Publications**

All student publications proposals must be submitted to the Dean of Student Affairs for approval prior to the publication being published, posted, or circulated in any manner. The proposal should include the following information:

- Purpose of the publication
- Name of the publication and the sponsoring organization
- Means of distribution of the publication
- Frequency of distribution of the publication
- Contact information for the student to contact regarding the publication
- Faculty sponsor responsible for reviewing each issue of the publication
- South University reserves the right to deny any proposal for publication when it determines in its sole discretion that the publication does not serve the best interests of the students and/or South University.

The Dean of Student Affairs will review the proposal and notify the appropriate contact person regarding the approval or disapproval of the proposed student publication.

## **Online Campus Common**

The Campus Common is the online student community. It is a single place where online students can find resources to aid their studies and access to news and information.

Online students can access The Campus Common by logging into the student portal. From there, students can choose from several of the tools and resources The Campus Common has to offer.

## **Parking**

Student parking is available near the south and west entrances of the building. Vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked may be ticketed. Continued failure to comply with parking policies will result in the vehicle being towed at the owner's expense; non-compliance with University policies is also a Code of Conduct violation. Students park at their own risk and liability.

# Resources and Services

## Career Services

Students should seek out the assistance of the Director of Career Services during or prior to their last quarter of school. Information is available regarding resume writing and job search strategies and techniques. The Career Services Office provides individualized job search assistance with pursuing full time employment. Career workshops as well as theme weeks based on academic majors are held throughout the school year to aid students in their professional development. All programs are open to any student at no additional charge. South University does not guarantee graduate employment or a specific level of compensation following graduation.

Online students should contact their Career Services Advisor or e-mail [\\_SUOCareerServicesAdvising@southuniversity.edu](mailto:SUOCareerServicesAdvising@southuniversity.edu)

## Graduation/Completion Rates

Information on graduation/completion rates for first-time, full-time students is available through the Admissions Office or on the school's Consumer Information section of their website. These rates are calculated according to guidelines in the "Student-Right-to- Know" Act.

## Computer and Technology Services

### Books

Students are responsible for reading the Digital Bookshelf and eBook User's Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

### Computer Labs

South University is proud to offer wireless access on campus along with computer labs that are utilized to teach classes. The computer labs house Windows-compatible multimedia computers with Internet access and printing capability. The library also maintains a computer lab that is available during the hours that the library is open. Priority for computer use goes to academic classes and tutoring first, and then to South University students. See the Code of Conduct for guidelines on computer use.

## E-Mail

South University will provide all applicants and current students a southuniversity.stu.edu email account. This will be considered the student's primary email account while enrolled at South University. All email communication from the University will be sent to the primary email account. Students may add a secondary email account to their record however, the University will not send official communications to a secondary account. Students have the option of having email forwarded from the primary account to their secondary account.

## Student Portal

Students may access the Student Portal at <https://mycampus.southuniversity.edu/portal/server.pt>. Portal accounts are available for all actively enrolled students, and students may directly access student resources, grades, financial aid information, student accounts, digital bookshelf, on line classroom, messages and alerts, Office 365, and academic information.

Students may log on to the [South University Mobile](#) site from any iOS or Android device to access the student portal, view assignments and grades, participate in discussions, and access key contacts among other features.

For more information on the features and how to navigate the site, [download](#) the Mobile site preview guide.

## Technology Support

South University students have access to Technical Support by calling: **1(866) 848-5515** to receive personalized assistance from a live tech support representative, *Monday through Saturday, from 8am to 10pm ET.*

This support is available for the following:

- *My Campus* Student Portal username or password problems and navigation
- *Digital Bookshelf* and other digital resources setup and navigation (for online courses only)
- Office 365 access
- Online classrooms (Bright Space) or electronic file upload assistance
- Hardware requirements, software requirements, and computer configuration
- Operating system and browser issues

Students experiencing trouble with campus computers, printers, or the wireless network, submit a ticket through the SUITS (South University Information Technology Services) system at [Inside.SouthUniversity.edu](http://Inside.SouthUniversity.edu).

## Financial Aid

Financial aid is available to all qualifying students. Assistance may be in the form of federal and state grants, federal loans, and federal work-study. The primary application is the Free Application for Federal Student Aid (FAFSA). The FAFSA must be submitted annually. It may be accessed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).



In order to receive federal assistance, a student must be making measurable progress toward the completion of his/her course of study and pursuing a degree. The student must maintain satisfactory academic progress as specified in the catalog. Enrollment status of less than full-time (12 credit hours) may also impact eligibility for certain financial programs. Please see the “Financial Information” section of the [South University Catalog](#) for specific refund policies.

For detailed and complete information on all financial aid awards, processes, requirements, and deadlines, please refer to the school's current Financial Aid Guide, the Student Consumer information on the school's website, or contact the Student Financial Services Office directly.

## Library Services

### On Ground Library Services

The South University Library is located on the first floor. The hours of operation are as follows:

Monday-Thursday	8:00am-9:00pm
Friday	8:00am-5:00pm
Saturday	8:00am-1:00pm
Sunday	Closed

The South University Libraries provide scholarly resources and information services to support the curriculum and programs of the University, foster academic and professional research by the University community, and facilitate critical thinking and life-long learning by students.

South University libraries provide comfortable seating and study space for students, wireless capabilities for laptop network connectivity, and reference and interlibrary loan services. The open-stack book collection provides access to reference and circulating materials, program-specific resources to support class assignments, tutorial aides, and current events and recreational reading.

The combined campus libraries have more than 120,000 print book titles, 7600 AV titles, 150 print journal titles, and 27 newspapers in their collections. Access to additional journals, newspapers, e-books, and other materials is provided through over 100 electronic databases.

New students participate in a library orientation to help familiarize them with the facility's resources and procedures. Please take advantage of this session to update your research skills.

Valid student ID cards are required to check out materials. If a card is lost, the student should report the loss to the bookstore as soon as possible. Most materials may be checked out for a two-week period. Students will be fined for overdue reserves or audiovisuals and charged a replacement fee for all materials that are not returned. Reference materials, pamphlets, vertical files and periodicals are available for use in the library only. All items must be properly checked out at the circulation desk. Failure to comply is an infringement of library policy and the “Code of Conduct.” Students will be held responsible for the loss or damage of materials while in their possession and are subject to the library rules and regulations as outlined in the [Library Policy and Procedure Manual](#).

Duplicating services, interlibrary loan and printing services are available in the library, as well as access to the Internet, Microsoft Office Suite, and individual reference services.

Online students follow the link to the library from their academic class.

## Student Assistance Program

The Talk One-2-One Student Assistance Program is a resource for confidential 24/7 support for a wide range of problems including; stress, anxiety, family problems, roommate issues, drug or alcohol abuse, depression, etc. that may be challenging students' health or well-being. The program provides students instant access at no cost, to licensed mental health professionals trained to deal with the specific challenges of college students. Students can call 1-888-617-3362 anytime to access services. Initial support is provided over the phone. A counselor will assess the student's need and determine a course of action, specific to the student's situation. While many problems can be resolved with over the phone assistance, some problems are more complicated and the student may benefit from meeting with a local area professional who can provide in-person, in-depth assistance. Students are provided up to four sessions (not including the initial call) for each issue in which the student calls to access services.

## Military and Veterans Affairs

Military students are encouraged to ask about academic support, financial aid advising, disability services or career counseling that is made available on campus. Students in on-campus programs should contact the Financial Aid department for financial aid advising, their Academic Advisor for academic support and the Dean of Student Affairs or the Dean of Academic Affairs and Operations for disability services and career counseling. Students in online programs should request information from their Academic Counselor, Student Finance Counselor or Assistant Director of Admissions.

Veteran students need to be aware of the following veteran's administration policies that apply to anyone using veterans' educational benefits.

- Veterans must consult with the financial aid office prior to changing their program of study.
- The Veterans Administration will not pay for a course that the student drops after the first week of class unless mitigating circumstances can be proven. Please see a financial aid representative before dropping a class.
- The Veterans Administration will pay for a repeat course only if the student has received a failing grade in said course or if the program requires a higher grade than the one achieved and only if it is required for graduation.

Veterans in either on-campus 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.

# Quick Reference Guide

If you have a question about this . . .	Here's where to get an answer . . .	
	Online Students	On Campus Students
Academic Concerns	Contact your Academic Counselor	Dean of Academic Affairs and Operations 248-675-0274
Academic Advising	Academic Counselor contact information is listed on the Campus Common Homepage	Program Director 248-675-0200
Appeal Procedure	Campus Common on the My Academics Tab review Handbooks and Catalog, or Contact your Academic Counselor	Dean of Academic Affairs and Operations 248-675-0274
Attendance/Missing Classes	Policies and Guidelines area of the classroom or Contact your Academic Counselor	Instructor/Program Director/Dean of Academic Affairs 248-675-0200
Adding a Class	Contact your Academic Counselor	Program Director 248-675-0200
Career Services	Campus Common on the Student Services tab review the Career Resources or Contact your Academic Counselor	Director of Career Services 248-675-0244
Changing Programs	Contact your Academic Counselor	Program Director 248-675-0200
Class Participation/Online	Policies and Guidelines area of the classroom or Contact your Academic Counselor	Registrar/Dean of Academic Affairs 248-675-0200
Clubs and Organizations	Campus Common on the Campus Life tab review Get Connected or Contact your Academic Counselor	Dean of Student Affairs 248-675-0247
Computer Support	Campus Common on the Student Services tab review Technical Support	Submit a help ticket South University Help Desk 1(866) 848-5515
Disability Services	Campus Common on the Student Services tab Review Disability Services or contact Disability Services at <a href="mailto:SUODisabilityServices@southuniversity.edu">SUODisabilityServices@southuniversity.edu</a>	Dean of Student Affairs 248-675-0247
Dropping a Class	Contact your Academic Counselor	Dean of Student Affairs 248-675-0247
Emergency Services	Campus Common on the Student Services tab review Counseling Center	911
Fees and Expenses	Campus Common on the My Finances tab or Contact your Student Finance Counselor	Dean of Student Affairs 248-675-0247

If you have a question about this . . .	Here's where to get an answer . . .	
	Online Students	On Campus Students
Financial Aid	Student Finance Counselor contact information is listed on the Campus Common Homepage	Financial Aid 248-675-0200
Graduation Ceremony	Campus Common on the Campus Life tab review Commencement	Dean of Student Affairs 248-675-0247
Graduation Requirements	Visit the Campus Common or Contact your Academic Counselor	Program Director/Registrar 248-675-0200
Grievance Procedure	Visit the Campus Common or Contact your Academic Counselor	Dean of Student Affairs 248-675-0247
Health Insurance	<a href="https://healthystudents.connectedhealth.com/">https://healthystudents.connectedhealth.com/</a>	<a href="https://healthystudents.connectedhealth.com/">https://healthystudents.connectedhealth.com/</a>
Student ID	Visit the Campus Common on the Student Services tab Form Center	Front Reception Desk 248-675-0200
Information about Resources and Services	Visit the Campus Common or Contact your Academic Counselor	Dean of Student Affairs 248-675-0247
International Student Visa Status	N/A	Contact the school's DSO Dean of Student Affairs 248-675-0247
Job Search	Visit the Campus Common or Contact your Academic Counselor	Director of Career Services 248-675-0247
Login ID and Password	Visit the Campus Common on the Student Services tab review Technical Support	Submit a help ticket South University Help Desk 1(866) 848-5515
Medical and Dental Providers	N/A	Dean of Student Affairs 248-675-0247
Payments	Visit the Campus Common on the My Finances tab or Contact your Student Finance Counselor	Business Manager 248-675-0250
Personal Concerns	Visit the Campus Common on the Student Services tab review Counseling Center	Dean of Student Affairs 248-675-0247
Registration	Contact your Academic Counselor	Program Director/Registrar 248-675-0200
Reporting Issues and Incidents	Visit the Campus Common on the My Academics Tab, review Student Handbooks and Catalog or Contact your Academic Counselor	Dean of Student Affairs 248-675-0247
Schedule Adjustment	Contact your Academic Counselor	Program Director/Registrar 248-675-0200
Security Concerns	Contact your Academic Counselor	Dean of Student Affairs 248-675-0247

If you have a question about this . . .	Here's where to get an answer . . .	
	Online Students	On Campus Students
Student Activities	Visit the Campus Common on the Campus Life tab	Dean of Student Affairs 248-675-0247
Textbooks and Supplies	Visit the Campus Common on the My Academics Tab review Digital Bookshelf	Visit the Campus Common on the My Academics Tab review Digital Bookshelf
Transcripts	Visit the Campus Common on the My Academics Tab review My Grades	Registrar 248-675-0200
Trouble with a Class	Contact your Academic Counselor or Instructor	Program Director/Registrar 248-675-0200
Tutoring	Visit the Campus Common on the My Academics Tab review Tutoring Center or visit the Tutor tab in the classroom	Academic Success Center 706-675-5331
Verification of Enrollment	Visit the Campus Common on the Student Services tab review Form Center	Registrar 248-675-0200
Veterans' Affairs	Contact your Academic Counselor	Financial Aid 248-675-0228
Withdrawal from the University	Contact your Academic Counselor	Program Director/Registrar 248-675-0200
Work-Study Program	N/A	Financial Aid 248-675-0228

# 2017/2018 South University Academic Calendar

		Fall 2017	Winter 2018	Spring 2018	Summer 2018
<b>New Student Orientation ‡</b>	Regular (On Ground)	September 28, 2017	January 11, 2018	April 5, 2018	June 28, 2018
	Session II (Mid-Quarter On-Ground)	November 7, 2017	February 20, 2018	May 15, 2018	August 7, 2018
<b>Classes Begin</b>	Regular (On Ground)	September 30, 2017	January 13, 2018	April 7, 2018	June 30, 2018
	Session I (On Ground)	September 30, 2017	January 13, 2018	April 7, 2018	June 30, 2018
	10-Week Online Session (Plus Only)	N/A	January 15, 2018	April 9, 2018	N/A
	5-Week Online Session I (Plus Only)	N/A	January 15, 2018	April 9, 2018	N/A
	10-Week Online Session	October 5, 2017	N/A	N/A	July 5, 2018
	5-Week Online Session I	October 5, 2017	January 25, 2018	April 26, 2018	July 5, 2018
	5-Week Online Session II	October 26, 2017	February 15, 2018	May 10, 2018	July 19, 2018
	5-Week Online Session III	November 9, 2017	N/A	N/A	August 9, 2018
	Session II (Mid-Quarter On-Ground)	November 9, 2017	February 22, 2018	May 17, 2018	August 9, 2018
	5 Week Online Mid-quarter Session (Plus only)	N/A	February 22, 2018	May 17, 2018	N/A
	4-Week Online Session I	October 25, 2017	January 31, 2018	April 25, 2018	July 4, 2018
	4-Week Online Session II	N/A	February 28, 2018	May 23, 2018	August 1, 2018
	<b>SBF Due Date</b>	Start of Quarter	October 19, 2017	January 26, 2018	April 19, 2018
Mid-quarter		November 16, 2017	March 1, 2017	May 24, 2018	August 16, 2018
<b>Last Day Late Registration And Drop/Add</b>	Regular (On Ground)	October 13, 2017	January 19, 2018	April 13, 2018	July 9, 2018
	Session I (On Ground)	October 6, 2017	January 19, 2018	April 13, 2018	July 9, 2018
	Session II (Mid-Quarter On-Ground)	November 13, 2017	February 26, 2018	May 21, 2018	August 13, 2018
<b>Last Day to Issue W grade</b>	Regular (On Ground)	December 2, 2017	March 17, 2018	June 9, 2018	September 1, 2018
	Session I (On Ground)	October 31, 2017	February 13, 2018	May 8, 2018	July 31, 2018
	10-Week Online Session (Plus Only)	N/A	March 9, 2018	June 1, 2018	N/A

	5-Week Online Session I (Plus Only)	N/A	February 12, 2018	May 7, 2018	N/A	
	10-Week Online Session	November 27, 2017	N/A	N/A	August 27, 2018	
	5-Week Online Session I	November 2, 2017	February 22, 2018	May 24, 2018	August 2, 2018	
	5-Week Online Session II	November 23, 2017	March 15, 2018	June 7, 2018	August 16, 2018	
	5-Week Online Session III	December 7, 2017	#VALUE!	#VALUE!	September 6, 2018	
	Session II (Mid-Quarter On-Ground)	December 10, 2017	March 25, 2018	June 17, 2018	September 9, 2018	
	5 Week Online Mid-quarter Session (Plus only)	N/A	March 22, 2018	June 14, 2018	N/A	
	4-Week Online Session I	November 22, 2017	February 28, 2018	May 23, 2018	August 1, 2018	
	4-Week Online Session II	N/A	March 28, 2018	June 20, 2018	August 29, 2018	
<b>Last Day of Classes</b>	Regular (On Ground)	December 16, 2017	March 31, 2018	June 23, 2018	September 15, 2018	
	Session I (On Ground)	November 8, 2017	February 21, 2018	May 16, 2018	August 8, 2018	
	10-Week Online Session (Plus Only)	N/A	March 25, 2018	June 17, 2018	N/A	
	5-Week Online Session I (Plus Only)	N/A	February 18, 2018	May 13, 2018	N/A	
	10-Week Online Session	December 13, 2017	N/A	N/A	September 12, 2018	
	5-Week Online Session I	November 8, 2017	February 28, 2018	May 30, 2018	August 8, 2018	
	5-Week Online Session II	November 29, 2017	March 21, 2018	June 13, 2018	August 22, 2018	
	5-Week Online Session III	December 13, 2017	N/A	N/A	September 12, 2018	
	Session II (Mid-Quarter On-Ground)	December 16, 2017	March 31, 2018	June 23, 2018	September 15, 2018	
	5 Week Online Mid-quarter Session (Plus only)	N/A	March 28, 2018	June 20, 2018	N/A	
	4-Week Online Session I	November 21, 2017	February 27, 2018	May 22, 2018	July 31, 2018	
	4-Week Online Session II	N/A	March 27, 2018	June 19, 2018	August 28, 2018	
	<b>Final Exams</b>	Regular (On Ground)	December 9 to 16	March 24 to March 31	June 16 to 23	September 8 to 15
		Session I (On Ground)	November 7 to 8	February 20 to 21	May 15 to 16	August 7 to 8
		Session II (Mid-Quarter On-Ground)	December 13 to 14	March 28 to 29	June 20 to 21	September 12 to 13
<b>Final Grades Due</b>	Regular (On Ground)	December 19, 2017	April 3, 2018	June 26, 2018	September 18, 2018	
	Session I (On Ground)	November 11, 2017	February 24, 2018	May 19, 2018	August 11, 2018	

	10-Week Online Session (Plus Only)	N/A	March 28, 2018	June 20, 2018	N/A	
	5-Week Online Session I (Plus Only)	N/A	February 21, 2018	May 16, 2018	N/A	
	10-Week Online Session	December 16, 2017	N/A	N/A	September 15, 2018	
	5-Week Online Session I	November 11, 2017	March 3, 2018	June 2, 2018	August 11, 2018	
	5-Week Online Session II	December 2, 2017	March 24, 2018	June 16, 2018	August 25, 2018	
	5-Week Online Session III	December 16, 2017	N/A	N/A	September 15, 2018	
	Session II (Mid-Quarter On-Ground)	December 19, 2017	April 3, 2018	June 26, 2018	September 18, 2018	
	5 Week Online Mid-quarter Session (Plus only)	N/A	March 31, 2018	June 23, 2018	N/A	
	4-Week Online Session I	November 24, 2017	March 2, 2018	May 25, 2018	August 3, 2018	
	4-Week Online Session II	N/A	March 30, 2018	June 22, 2018	August 31, 2018	
<b>Incomplete Grades Due</b>	Regular (On Ground)	December 30, 2017	April 14, 2018	July 7, 2018	September 29, 2018	
	Session I (On Ground)	November 22, 2017	March 7, 2018	May 30, 2018	August 22, 2018	
	10-Week Online Session (Plus Only)	N/A	April 8, 2018	July 1, 2018	N/A	
	5-Week Online Session I (Plus Only)	N/A	March 4, 2018	May 27, 2018	N/A	
	10-Week Online Session	December 27, 2017	N/A	N/A	September 26, 2018	
	5-Week Online Session I	November 22, 2017	March 14, 2018	June 13, 2018	August 22, 2018	
	5-Week Online Session II	December 13, 2017	April 4, 2018	June 27, 2018	September 5, 2018	
	5-Week Online Session III	December 27, 2017	N/A	N/A	September 26, 2018	
	Session II (Mid-Quarter On-Ground)	December 30, 2017	April 14, 2018	July 7, 2018	September 29, 2018	
	5 Week Online Mid-quarter Session (Plus only)	N/A	April 11, 2018	July 4, 2018	N/A	
	4-Week Online Session I	December 5, 2017	March 13, 2018	June 5, 2018	August 14, 2018	
	4-Week Online Session II	N/A	April 10, 2018	July 3, 2018	September 11, 2018	
	<b>Graduation</b>	Austin			June 23, 2018	
		Cleveland			TBD	
Columbia				Pharmacy: June 15, 2018		
				All other Programs: TBD		



	High Point			TBD	
	Montgomery			TBD	
	Novi			TBD	
	Orlando			June 20, 2018	
	Richmond			June 23, 2018	
	Savannah			Pharmacy: June 16, 2017	
				All Other Programs: June 29 and 30, 2018	
	Tampa			June 20, 2018	
	Virginia Beach			TBD	
	West Palm Beach			TBD	
<b>Holidays*</b>		November 10, 2017	January 15, 2018	May 28, 2018	July 4, 2018
		November 23 to 24	March 17, 2018**		September 3, 2018
			March 30, 2018		
<b>Quarter Ends</b>	Regular (On Ground)	December 16, 2017	March 31, 2018	June 23, 2018	September 15, 2018
	Session I (On Ground)	November 8, 2017	February 21, 2018	May 16, 2018	August 8, 2018
	Session II (Mid- Quarter On-Ground)	December 16, 2017	March 31, 2018	June 23, 2018	September 15, 2018
†All dates subject to change					
‡Dates may vary by Campus. Contact the Registrar's office for exact dates and times.					
*Online Terms do not recognize holidays that fall within a session.					
**Savannah Campus and Accelerated Graduate Programs only					