



South University, Montgomery

**Student Handbook for
Dual Enrollment Students**

2021-2022

**5355 Vaughn Road
Montgomery, AL 36116**

Contents

About the Student Handbook	5
Institutional Mission	5
Student Rights and Responsibilities.....	5
Dual Enrollment Program at South University	6
Dual Enrollment/ Dual Enrollment for Dual Credit.....	6
Admission Criteria for Dual Enrollment (DE)/ Dual Enrollment for Dual Credit (DEDC)	6
Continuous Eligibility for Dual Enrollment/ Dual Enrollment for Dual Credit.....	6
Course Offerings	7
Registration and Advisement	7
Guidance Counselor/Dual Enrollment Advisor at High School.....	7
Course Credit Awarded.....	7
Adherence to University Policies and Requirements	8
Provisions for Disability Services and Accommodations	8
Payment of Tuition Fees and Additional Associated Costs	9
Transportation	9
Communication	9

Academic Policies and Procedures.....	11
Class Attendance	11
Attendance Policy	11
Attendance Requirements	11
Online Participation Policy	12
Grades and Educational Records.....	13
Grade Reports.....	13
The Family Educational Rights and Privacy Act of 1974, as amended.....	14
Academic Integrity, Intellectual Property, and Copyright Policies	14
Academic Integrity Policy	14
South University Honor Code.....	14
Academic Integrity.....	14
Academic Dishonesty	15
Violations of Academic Integrity Policy	15
Classification of Academic Integrity Violations and Possible Penalties	15
Level One Warning:.....	15
Level Two Violation:	15
Level Three Violation:	15

Level Four Violation:	16
Procedures for Infractions	16
Procedures for Infractions Involving Online Courses	16
Appealing an Academic Integrity Violation Charge	17
Notice of South University’s Policies to Comply with the Higher Education Opportunity Act of 2008	17
Conduct and Behavior Policies	18
Code of Conduct	18
Disciplinary Procedures	18
Food and Drink	19
Non-Discrimination Policy	20
No Harassment Policy	20
Contacts for Dual Enrollment/Dual Credit	21
Appendix A: EQUIVALENCY TABLE	22
Appendix B: MEMORANDUM OF AGREEMENT	23

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 the student portal, 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.

Dual Enrollment Program at South University

The goal of South University's Dual Enrollment Program is to provide high school students with an opportunity to earn college credit while completing high school graduation requirements.

Dual Enrollment/ Dual Enrollment for Dual Credit

Dual Enrollment (DE) is an enrichment opportunity allowing eligible high school students an opportunity to earn college credit for courses taken at South University, Montgomery while still enrolled in high school.

Dual Enrollment for Dual Credit (DEDC) is an enrichment opportunity allowing eligible high school students to earn high school and college credits for courses taken at South University, Montgomery while still enrolled in high school.

Admission Criteria for Dual Enrollment (DE)/ Dual Enrollment for Dual Credit (DEDC)

South University admission procedures will be followed for Dual Enrollment and Dual Enrollment for Dual Credit students with the exception of meeting the graduation requirement. Students must meet the following criteria:

1. Students must satisfy all General Admission requirements with exception of proof of high school graduation or GED completion.
2. Students must be in grade 11, or 12.
3. Students seeking enrollment in Dual Enrollment for Dual Credit coursework must have a minimum cumulative (unweighted) high school grade point average of 2.0 on a 4.0 scale. (Some local educational agencies may require higher GPA for participation)
4. Students must have written approval of the principal and/or counselor/advisor. Approval from secondary school officials indicates that the student has demonstrated both academic readiness and social maturity.

Continuous Eligibility for Dual Enrollment/ Dual Enrollment for Dual Credit

Students who meet the criteria for initial admission for Dual Enrollment and for Dual Enrollment for Dual Credit program will maintain continuous eligibility so long as they earn a grade of C or better in all attempted college courses.

Students who fail to meet this minimum grade requirement or who withdraw from a course will be suspended from the program for a minimum of one term. The student may not re-enroll until the suspension has been served. For re-entry, the student must reapply to the program and must meet the minimum grade point average requirements.

Course Offerings

Dual Enrollment courses offered by South University shall be of college level. Students may be exposed to and be involved in discussions of mature subject-matter. Course curricula will not be modified. Courses may be offered **on campus, off campus, online, or in a Virtual Remote modality**. Courses may be cancelled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Courses offered by South University shall be drawn from the existing academic inventory of credit courses. Only courses required in the student's program of study will be eligible for Dual Enrollment. Developmental/remedial courses (those numbered below 100) are not offered through dual enrollment.

Approval of the course(s) to be offered and the high school equivalency for each course shall be determined through the mutual agreement of South University and the participating Local Education Agency (LEA). The Equivalency Table lists approved courses as determined by the Alabama Department of Education. (Appendix A)

Registration and Advisement

Secondary students will be **assigned to an Academic Counselor for advisement, registration, verification of attendance, drop/add and withdrawal policies**. Academic policies related to grading, academic integrity, satisfactory academic progress, grade reporting/challenges will follow policies and procedures as outlined in the catalog and the Dual Enrollment Student Policies handbook. Dual Enrolled students may not audit courses.

The Academic Success Center Coordinator will serve as the liaison between the secondary schools and South University. Contact information will be provided to all students and the LEAs.

Guidance Counselor/Dual Enrollment Advisor at High School

The high school guidance/counselor and/or dual enrollment advisor serves as the liaison between the high school student and the University. They will assist in collecting your application and documentation and submitting it to Admissions Office at South University. The Guidance Counselor/DE Advisor and/or the principal may be asked to submit a letter of recommendation on your behalf.

Course Credit Awarded

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

Course offerings are equivalent in course hours regardless of modality. Credit hours at the University level for high school courses specifically named as a requirement for graduation will be listed on the *Dual Enrollment—High School Graduation Requirement Equivalency List*. (Appendix A). A list of approved courses for each program of study will be included in secondary curriculum guides and communicated with students and parents. (Equivalency list may vary by LEA)

Courses approved for dual credit shall be posted on both secondary and South University transcripts. Courses completed for dual credit shall be transcribed with the appropriate statement by South University indicating dual enrollment credit. Grades will be reported in numerical format to the local educational agency. Only courses approved for dual credit will be posted to secondary transcripts and only courses approved for college credit will be posted to post-secondary transcripts.

Students will be allowed to enroll in two courses per term (excluding labs) if they are also taking high school classes. If they are only taking college classes for high school credits, schedules must be approved by both the LEA and the University. High school students can earn up to 40% of the credits required in the degree program of their choice.

DEDC course weights will be determined by the LEA. For most courses, students receive 1 quality point for successful completion of a dual credit course. Grading in dual enrollment courses taken for dual credit is the same as in all other courses. Grades, “however”, are usually weighted for purposes of honor roll, eligibility for honor clubs, rank in class and GPA **as prescribed by the LEA**. A student who is enrolled in a dual enrollment course must complete the entire scope and sequence of the course to fulfill requirements for graduation.

Adherence to University Policies and Requirements

Dual Enrollment and Dual Enrollment for Dual Credit programs will operate on South University’s calendar, which may vary greatly from the high school schedule. Students must follow the institution’s schedule for DE and DEDC courses. South University will not be responsible for the supervision of Dual Enrollment students during non-class times or periods of absence.

Students must adhere to all South University policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the catalog, and the student handbook. The institution reserves the right to refuse re-admission to any student who violates institutional policies.

Provisions for Disability Services and Accommodations

South University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA) which prohibit discrimination against individuals with disabilities who are otherwise qualified for South University’s programs and services.

It is the student's responsibility to disclose and provide current documentation in support of his or her request for accommodation from the disability services office of the University. Decisions regarding accommodations provided in courses will be made

by the institution upon submission of appropriate documentation. South University will not provide modifications to change the course content or performance expectations that would substantially alter the essential functions or physical demands of the course, unless required to do so by applicable law. Students with disabilities who meet the prerequisites of South University courses will be provided reasonable accommodations that allow equal access.

Payment of Tuition Fees and Additional Associated Costs

Students in Dual Enrollment and Dual Enrollment for Dual Credit courses are responsible for the cost of tuition, fees, textbooks, and materials and supplies as required in the syllabus of each South University course. Actual amounts may vary, please see memorandum of agreements for specific costs.

Students who fail to pay tuition and fees by the end of the drop/add period are not considered enrolled and may automatically be dropped from course rolls. The appropriate Local Education Agency (LEA) and/or other secondary educational entities will be notified.

Transportation

Transportation, if required, to and from South University is the responsibility of the parent/guardian of such students, UNLESS OTHERWISE ASSUMED BY THE LEA. If not assumed by the LEA, all costs associated with student transportation, including automobile insurance, traffic tickets, etc., would accrue to the student. South University and the LEA assumes no responsibility or liability for students during the times they are commuting to the DE/DC site.

Communication

A weekly update will be provided to the local education agency based on South University's Continuing Student Review (CSR) process. The secondary education agency will provide contact information for the individual(s) to which the reports will be provided. The secondary education contact will be also be invited to participate in the CSR process. South University and participating LEAs will abide by all confidentiality requirements of the Family Education Rights and Privacy Act (FERPA) regarding college students.

Student Affairs

Issues relating to privacy rights, ADA, student code of conduct, calendar and other student affairs related issues will be directed to the office of the Dean of Student Affairs as outlined in the catalog and the student handbook.

Other student affairs issues, specific to secondary students, such as discipline/in-school suspensions will be directed to the LEA.

Academic and Student Support Services

Academic support services will be provided to all dual enrollment students. Students will have access to tutoring and support services offered by the Academic Success Center. These services are offered on campus and online.

Library and Learning Resources

Dual enrollment students will have full access to the Library located on the campus and access via the website of South University.

Computer labs

Dual enrolled students will have access to four computer labs on campus that are open to students anytime the campus is open.

Orientation

All Dual Enrolled students will be provided an orientation prior to the start of classes at South University. It provides an overview of South University and acquaints students with academic policies, resources, success skills and registration procedures.

If you are taking an online course for the first time, you will also be provided with an online orientation. This reviews the expectations, policies and associated procedures with taking online courses. You will be given a user name and password prior to starting your orientation. Dual Enrolled students will be provided with contact information for your Academic Advisor, the Academic Success Center (ASC) Coordinator and contact information for library and technical support. **(Do Not Hesitate to Reach Out to Your Support Network.** They will be checking in with you on a weekly basis.)

Student IDs

Student ID photos are taken during Orientation and student IDs will be issued to new dual enrolled 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.

There is no charge for the initial student ID. Students who lose their IDs may obtain a replacement from the University 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 and below.

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.

Attendance Policy

South University maintains an institutional attendance policy to support the academic achievement of its students. Students are expected to attend all scheduled class, laboratory, and examination periods each week. Students, whether present or absent from class, are responsible for knowing all that is announced, discussed, and/or lectured upon in class or laboratory, as well as for mastering all assigned reading. In addition, students are responsible for submitting on time all assignments and examinations as required in the class.

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

Attendance Requirements

Students who fail to attend a campus-based class session will be given an absence for that session. Students taking 11-week campus-based classes, that meet two or more days a week, must not miss the class meetings for 14 consecutive calendar days of the scheduled class time (including campus-based classes that contain an online component). If a student misses the class meetings for 14 consecutive calendar days the student will be administratively withdrawn from the course.

Students taking campus-based classes that meet one day week, must not miss the class meetings for 21 consecutive calendar days of the scheduled class time. If a student misses the class meetings for 21 consecutive calendar days the student will be administratively withdrawn

from the course. The last date of attendance will be the last day where the student met the attendance requirements.

Students taking online classes must complete an academically related activity, i.e. dropbox submission, threaded discussion post, test or quiz in their online course at least once each week. Students who fail to meet the attendance requirements for a week will be given an absence for that week (7 days). Students who fail to meet the attendance requirements for 14 consecutive calendar days (two weeks) during a course will be administratively withdrawn from the course.

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 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.

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, technical support** the same day you are experiencing technical difficulties. If you can, work out a plan with your instructor to make up missed assignments.
- Contact your Academic Counselor and the **Academic Success Center Coordinator** to advise them of your technical difficulties within 48 hours.
- If your technical difficulties will not be fixed for a prolonged period, let your Academic Counselor and ASC coordinator know. While it is the student's responsibility to complete the work, we will work with you to find another source for internet service.
- **Remember: Failure to notify the instructor will be considered a missed deadline.** All assigned work must be completed regardless of the reason for absence.

Grades and Educational Records

The following grade scale is used:

Grade	Quality Points	Range	Interpretation
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

Grades or symbols of "D," "F," "W," "WP," "WF," "NCF" **can negatively affect both your high school and college** cumulative grade point average.

Grades or symbols of "D," "F," "W," "WP," "WF," "NCF" 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). Refer to the catalog section on "Explanations of Related Issues" for additional information on calculation of CGPA, ICR, and MTF.

Grade Reports

Grade reports are available on-line through <https://portal.southuniversity.edu> and will **be reported to your local high school if you are taking college courses for dual credit.** (Letter and numeric grade are reported to secondary schools.) Grades cannot be released by telephone. A grade report request form and a FERFA form (see below) must be signed by

student and parent in order for grades to be mailed to students.

Students who need to notify the University of a Change of Address can obtain the appropriate form from their Academic Counselor or submit the change through the student portal.

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. For a copy of the Family Educational Rights and Privacy Act of 1974, as amended and the policy and procedures pertaining to it by South University, please contact your Academic Counselor. Students will be provided with a FERPA form during orientation.

Academic Integrity, Intellectual Property, and Copyright Policies

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 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.

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.

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.

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 online 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.

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 or Campus Director, with copies to Program Chairs/Program Directors and Dean of Student Affairs. **These reports are also provided to high school liaisons.** 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, after submitting the AIVR and discussing the charge, level of violation and appropriate penalty with the above administrators, the faculty member will meet with the student to outline the penalty imposed. A final copy of the AIVR with penalty imposed must be forwarded to the Office of the Dean of Academic Affairs and Operations or Campus Director, with copies to the Program Chair/Program Director, Dean of Student Affairs **and high school liaison.**

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 or Campus Director will determine the penalty in consultation with high school LEA.**

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 or Campus Director.

Infractions will be reported to high school liaison.

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. **Assistance will be provided to high school students wishing to appeal an academic issue.**

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.

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

South University has adopted a Code of Conduct 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 the Code of Conduct regulations will be accorded due process. Policy updates will go into effect at the beginning of the subsequent quarters.

The South University Code of Conduct also applies to online activities outside the online classroom that occur on South University websites. For a list of regulated behaviors, please contact the Dean of Student Affairs on the Montgomery Campus.

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. Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the student and the LEA if the student is a Dual Enrolled High School student of the complaint and the alleged violation of the student conduct policy. This notification will be in written form. The student (along with parent if student is a minor) 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 and parent if student is a minor.

- 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 and parent if student is a minor.
- 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.

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. **Any disciplinary action related to violations of law concerning dual enrolled students will be made in consultation with the LEA.**

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.

Food and Drink

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.

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.
- ✓ Encourage fellow students and employees to take pride in their environment.

Students or employees that have specific health considerations should consult the Dean of Student Affairs for information.

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.

Dean of Student Affairs: Charles Vance
South University, Montgomery
5355 Vaughn Rd. Montgomery AL 36116-1120
E-Mail: vbcharles@southuniversity.edu
Office: 334-395-8800
Toll Free: 866-629-2962

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. For a copy of that policy, please contact the Dean of Student Affairs.)

Contacts for Dual Enrollment/Dual Credit

Campus Director: Dr. Kandis Steele
E-Mail: ksteele@southuniversity.edu
Phone: 334-395-8800

Academic Success Coordinator: Dr. Lesa Keith
E-Mail: lkeith@southuniversity.edu
Phone: 334-395-8835

Appendix A: EQUIVALENCY TABLE

**DUAL ENROLLMENT—HIGH SCHOOL GRADUATION REQUIREMENT
EQUIVALENCY TABLE WITH SOUTH UNIVERSITY MONTGOMERY
2020-2021***

ENGLISH LANGUAGE ARTS:

The following Written Composition courses at South University are approved as credit-eligible options that satisfy the English Language Arts graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	SOUTH UNIVERSITY Course Name	HS Graduation Requirement	HS Credit
903201	ENG1100	COMPOSITION I	English 11 and/or English 12	1.0
903202	ENG1200	COMPOSITION II	English 11 and/or English 12	1.0
903203	ENG1300	COMPOSITION III	English 11 and/or English 12	1.0

HUMANITIES:

The following South University Humanities courses are approved as credit-eligible options that may satisfy the Arts Education graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	Course Name	HS Graduation Requirement	HS Credit
905004	HIS1101	UNITED STATES HISTORY I	US History I	1.0
905005	HIS1102	UNITED STATES HISTORY II	US History II	1.0
903204	ENG2011	INTRO TO AMERICAN LITERATURE	English 11 and/or Eng 12	1.0
903207	ENG2002	WORLD LITERATURE I	English 11 and/or Eng 12	1.0
903208	ENG2003	WORLD LITERATURE II	English 11 and/or Eng 12	1.0
909204	PHI2301	INTRODUCTION TO PHILOSOPHY	ARTS EDUCATION	1.0
900600	HUM1001	HISTORY ART THROUGH THE MIDDLE AGES	Arts Education	1.0
900634	HUM1002	HISTORY ART FROM MIDDLE AGES TO MODERN TIMES	Arts Education	1.0
908200	HUM2102	WORLD CIVILIZATION I	Arts Education	1.0
912403	HUM2102	WORLD CIVILIZATION II	Arts Education	1.0

COMMUNICATION: The following South University Speech and Communication courses are approved as credit-eligible options that may satisfy the graduation requirements(s) as electives for the Alabama High School Diploma.

Course Code	Course Prefix	SOUTH UNIVERSITY Course Name	HS Graduation Requirement	HS Credit
903203	COM2006	INTERPERSONAL COMMUNICATION		.5
903203	SPC1026	PUBLIC SPEAKING		.5

**DUAL ENROLLMENT—HIGH SCHOOL GRADUATION REQUIREMENT
EQUIVALENCY TABLE WITH SOUTH UNIVERSITY MONTGOMERY
2020-2021***

MATHEMATICS:

The following Mathematics courses are approved as credit-eligible options that satisfy the graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	SOUTH UNIVERSITY Course Name	HS Graduation Requirement	HS Credit
901813	MAT2058	STATISTICS	Mathematics 4	1.0
907611	MAT1001	COLLEGE ALGEBRA I	Mathematics 4	1.0
907619	MAT1005	COLLEGE ALGEBRA II	Mathematics 4	1.0
907600	MAT1500	COLLEGE MATHEMATICS	Mathematics 4	1.0
907601	MAT2000	PRE-CALCULUS	Mathematics 4	1.0
907602	MAT2101	CALCULUS I	Mathematics 4	1.0
907603	MAT2102	CALCULUS II	Mathematics 4	1.0
907621	MAT 3058	STATISTICS II	Mathematics 4	1.0

SCIENCE:

The following SOUTH UNIVERSITY Natural Sciences courses are approved as credit-eligible options that may satisfy the Science graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	SOUTH UNIVERSITY Course Name	HS Graduation Requirement	HS Credit
901410	AHS1001	MEDICAL TERMINOLOGY	CTE	1.0
901400	BIO1020	BIOLOGY I	Science 3 and/or Science 4	1.0
901401	BIO1021	BIOLOGY II	Science 3 and/or Science 4	1.0
901415	BIO1011 BIO1012	ANATOMY & PHYSIOLOGY I AND LAB	Science 3 and/or Science 4	1.0
901416	BIO1013 BIO1014	ANATOMY & PHYSIOLOGY II AND LAB	Science 3 and/or Science 4	1.0
901422	BIO2070BI O2073	MICROBIOLOGY AND LAB	Science 3 and/or Science 4	1.0
941304	BIO2015	HUMAN PATHOPHYSIOLOGY	Science 3 and/or Science 4	1.0
902000	CHM1010	GENERAL CHEMISTRY	Science 3 and/or Science 4	1.0

**DUAL ENROLLMENT—HIGH SCHOOL GRADUATION REQUIREMENT
EQUIVALENCY TABLE WITH SOUTH UNIVERSITY MONTGOMERY
2020-2021***

COMPUTER SCIENCES:

The following SOUTH UNIVERSITY Pre-Professional, Major, and Elective postsecondary courses are approved as credit-eligible options that may satisfy the Career & Technical Education, Mathematics, and/or Science graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	Course Name	HS Graduation Requirement	HS Credit
925611	ITS1000	COMPUTER AND INTERNET LITERACY	CTE, Math 4, or Science 3/4	1.0
925622	ITS1101	FOUNDATIONS OF INFORMATION TECHNOLOGY	CTE, Math 4, or Science 3/4	1.0
925628	ITS2104	PROGRAMMING LOGIC	CTE, Math 4, or Science 3/4	1.0
943149	ITS2105	PROGRAMMING I	CTE, Math 4, or Science 3/4	1.0
925636	ITS2110	NETWORKING FUNDAMENTALS	CTE, Math 4, or Science 3/4	1.0
925637	ITS2110	DATABASE DESIGN AND DEVELOPMENT	CTE, Math 4, or Science 3/4	1.0

PROGRAM ELECTIVES:

The following SOUTH UNIVERSITY courses are approved as credit-eligible options that may satisfy the CTE graduation requirement(s) for the Alabama High School Diploma.

Course Code	Course Prefix	Course Name	HS Graduation Requirement	HS Credit
900000	ACC1001	ACCOUNTING I	CTE	1.0
900002	ACC1002	ACCOUNTING II	CTE	0.5
901812	BUS1038	BUSINESS LAW I	CTE	1.0
901815	MGT2037	PRINCIPLES OF MANAGEMENT	CTE	1.0
901817	MKT2010	PRINCIPLES OF MARKETING	CTE	1.0
901820	FIN2030	PERSONAL FINANCE	CTE	1.0
901839	BUS2023	BUSINESS COMMUNICATION	CTE	1.0
902200	CRJ1001	INTRODUCTION TO CRIMINAL JUSTICE	CTE	1.0
902201	CRJ2100	INTRODUCTION TO LAW ENFORCEMENT	CTE	1.0
902229	CRJ2800	CRIMINAL LAW AND PROCEDURES	CTE	1.0
904600	NTR2050	NUTRITION	CTE	1.0
941309	HCM1201 AHS	INTRO TO HEALTHCARE INSURANCE CODING, BILLING AND REIMBURSEMENT	CTE	1.0
941314	HCM2005	HEALTHCARE DELIVERY AND ORGANIZATION	CTE	1.0

*Applies only to Dual Enrolled/Dual Credit students enrolled at the Montgomery AL. campus of South University.

Appendix B: MEMORANDUM OF AGREEMENT



Memorandum of Understanding South University Dual Enrollment/Dual Credit

The following information outlines the eligibility requirements and conditions for high school students seeking enrollment in South University Dual Enrollment/Dual Credit program at the Montgomery, AL campus only. All requirements are student-driven, and are not subject to a committee.

Eligibility Requirements:

By signing this Memorandum of Understanding, I agree that:

1. Students enrolling in Dual Enrollment/Dual Credit (DE/DC) must meet all requirements as outlined in the DE/DC Agreement (see attachment).*
2. Students enrolling in DE/DC must meet the required South University admission criteria for an undergraduate program as outlined in the catalog with the exception of proof of high school graduation.
3. Students must submit a high school transcript with a cumulative grade point average (CGPA) of 2.0.
4. Students must adhere to South University policies and requirements including, but not limited to, those outlined in course syllabi, the academic calendar, the college catalog, the Student Handbook and the DE/DC Handbook.
5. Students in DE/DC courses are responsible for the cost of tuition, fees, textbooks and materials and supplies as required by each course. Students who fail to pay tuition and fees by the end of the drop/add period may be dropped from course rolls. Learning Education Agency (LEA) will be notified.
6. Eligible Students will be charged a tuition rate of \$100 per credit hour for the dual enrollment courses. The maximum number of courses allowed under Dual Enrollment may vary by program. **Please see the DE/DC Handbook for the specific amount allowed per program. ***If a student elects to enroll in a South University educational program with the DE/DC courses, the student will be charged the current published cost per credit hour for the remaining courses in the educational program once the student completes the DE/DC courses and graduates from high school.***

General Conditions:

1. South University reserves the right to cancel, suspend and/or modify this program or any part of it. South University will provide a 30-day notice to LEAs, students and parents.
2. South University, in its sole discretion, reserves the right to disqualify any eligible student who is in violation of student responsibilities as outlined in the Institutions' Academic Catalog and Student Handbook.
3. Must not be employees or family members of employees of South University participating in the South University Tuition Voucher Program.

Limited Liability:

1. South University is not responsible for:
 - a. Any incorrect or inaccurate information whether caused by the student, printing typographical or other errors or by any of the equipment or programming associated with or utilized in this grant. .
 - b. Printing, typographical, technical, computer, network or human error which may occur in the administration of this program, the uploading, the processing or the announcement of the DE/DC or in any DE/DC-related materials.
2. Disputes: Except where prohibited, eligible students/parents agree that all disputes, claims and causes of action arising out of or connected with this DE/DC program shall be resolved individually, through the Student Affairs Department at South University.



Memorandum of Understanding

Student Acknowledgement

By signing this Memorandum of Understanding, I agree that:

1. I have chosen to accept the South University Dual Enrollment/Dual Credit program.*
2. If I fail to meet any of the eligibility requirements, the South University Dual Enrollment/Dual Credit program will be revoked.
3. I have read and agreed to the above terms and conditions of this MOU, and I understand the nature of the DC/DE program and the extent of my obligations.

Student Name _____

Signature _____ Date _____

Student ID # _____

If signatory/student is under the age of 18, the Parent or Legal Guardian must also sign below. By signing below said Parent or Legal Guardian represents that he/she has the legal right to and does consent to the terms and conditions of this Program. Said Parent or Legal Guardian further certifies to the best of his/her ability; the information contained in this application is accurate.

Parent/Guardian Name _____

Signature _____ Date _____

Address (If different from student's) _____

Daytime Phone Number: _____ Evening: _____

- By checking this box, I consent to representatives of South University contacting me about **EDUCATIONAL OPPORTUNITIES** via email, text or phone, including my mobile phone if provided above, and using an automatic dialer. I understand that my consent is not a requirement for any purchase. Message and data rates may apply. I understand that I may withdraw my consent at any time.

Programs, credential levels, technology, and scheduling options vary by school and are subject to change. Not all programs are available to residents of all U.S. states. South University, Montgomery, 5355 Vaughn Road, Montgomery, AL 36116. © 2020. South University. All rights reserved.

* Applies only to Dual Enrolled/Dual Credit students enrolled at the Montgomery, AL. campus of South University.

**The maximum amount of Dual Enrollment Credit allowed per program can be found in the Dual Enrollment/Dual Credit Handbook.