



Richmond, Virginia

South University, Richmond
Student Handbook for
Homeschool Dual Enrollment Students

2021-2022

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Glen Allen, VA 23060

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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 or 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 this program is to provide high school students with an opportunity to earn college credit while completing their high school requirements.

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

Students must satisfy all General Admission requirements with the exception of proof of high school graduation or GED completion.

Each state may require additional requirements for admission. For further information about Dual Enrollment/Dual Enrollment for Dual Credit, please contact the campus Admissions Office.

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 must meet the established University placement criteria as defined within the South University Academic Catalog prior to enrolling in Dual Enrollment for Dual Credit coursework.

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 as defined within the South University Academic Catalog with the exception of proof of high school graduation or GED completion.
2. Parent/guardian must provide homeschool verification in one of the following ways:
 - For those homeschooling under the **home instruction option**, as outlined in Virginia statute §22.1-254 (A) - provide a copy of the recent school year's Notice of Intent letter submitted to the local school district.
 - For those home schooling under the **religious exemption option**, as outlined under Virginia statute § 22.1-254 (B)(1) – provide a copy of the recent school year's religious exemption application letter submitted to the student's local school district.
 - For those home schooling under the **certified tutor option**, as outlined under Virginia statute §22.1-254(A) – provide a copy of the recent school year's Certified Tutor letter submitted to the student's local school district.
3. Parent/guardian must provide a copy of the student's yearly standardized achievement test, which should indicate the student's grade level at the time of the assessment and academic readiness.

4. Students must be in grade 9, 10, 11, or 12.
5. 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.

Students must meet the established University placement criteria as defined within the South University Academic Catalog prior to enrolling in Dual Enrollment for Dual Credit coursework.

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 choosing to withdraw may re-enter the program; however, course availability will be limited to those listed on the Pathway Offerings document (attached).

Course Offerings

Courses offered by South University shall be drawn from the Pathway Offerings document attached to this agreement. Courses will be offered **via the Virtual Remote modality (SouthVR), a face-to-face, synchronous environment, which utilizes video-conferencing technologies**. Developmental/remedial courses (those numbered below 100) are not offered through dual enrollment. Dually enrolled students may not audit courses.

Dual Enrollment for Dual Credit 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 cancelled at the discretion of the institution for reasons such as, but not limited to, low enrollment or lack of credentialed faculty.

Approval of the course(s) to be offered shall be determined by South University.

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 South University Academic Catalog and the Dual Enrollment Student Policies handbook. Dual enrolled students may not audit courses.

The Academic Success Center Coordinator/ or designee will serve as the liaison between the parent/guardian and South University. Contact information will be provided to all students and the **parent/guardian**.

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.

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 equivalent homeschool classes. Schedules must be approved by the parent/guardian and the University.

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 homeschool 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.

Please refer to the South University Academic Catalog for further information regarding Disability Services.

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.

Transportation

Transportation, if required, to and from South University is the responsibility of the parent/guardian of such students, **UNLESS OTHERWISE ASSUMED BY THE STUDENT**. If not assumed by the student, all costs associated with student transportation, including automobile insurance, traffic tickets, etc., would accrue to the student. South University nor assumes no responsibility or liability for students during the times they are commuting to the DE/DC site.

Communication

Update will be provided to the parent or guardian of Eligible Students in week 5 based on South University's Continuing Student Review (CSR) process. South University and participating Eligible Students 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 parent or guardian.

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

For students coming to campus, Student ID photos will be taken and ID created upon arrival. Student ID cards include student identification numbers (that are different from social security numbers) and 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 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.

Students 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. Students should 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.

For the complete Attendance Policy, please refer to the South University Academic Catalog.

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 (or the equivalent if attending special terms) of the scheduled class time. If a student misses the class meetings for 21 consecutive calendar days (or the equivalent if attending special terms) 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.

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:

- Contact his or her **instructor and technical support** the same day the student experiences technical difficulties. If you can, work out a plan with your instructor to make up missed assignments.
- Contact his or her Academic Counselor and the **Academic Success Center Coordinator** to advise them of your technical difficulties within 48 hours.
- Contact his or her Academic Counselor and the Academic Success Coordinator to notify them when technical difficulties will not be fixed for a prolonged period. While it is the student's responsibility to complete the work, they will work with him or her 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:

GRADING SYSTEM				Included in SAP calculation		
Grade	Quality Points	Range	Interpretation	CGPA	ICR	MTF
A	4	90-100	Excellent	Y	Y	Y
B	3	80-89	Above Average	Y	Y	Y
C	2	70-79	Average	Y	Y	Y
D	1	60-69	Minimum Passing	Y	Y	Y
F	0	0-59	Failure	Y	Y	Y
W	0	0	Withdraw		Y	Y

WF	0	0	Withdraw/Failure	Y	Y	Y
NCF	0	0	Non-Completion Failure	Y	Y	Y
WV			Waiver			
I			Incomplete			
^			Developmental Course Grade		Y	Y

Refer to the Academic catalog section on "SAP Definitions" for additional information on calculation of Cumulative Grade Point Average (CGPA), Incremental Completion Rate (ICR) or Maximum Allowable Timeframe (MTF).

Grade Reports

Grade reports are available on-line through <https://portal.southuniversity.edu> and will **be reported to your parent/guardian if you are taking college courses for dual credit.** Grades cannot be released by telephone.

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 refer to the South University Academic Catalog.

Academic Integrity, Intellectual Property, and Copyright Policies

The below is part of the Academic Honesty policy, to read the policy in its entirety please refer to the South University Academic Catalog.

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 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 or 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 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.

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 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 parent or guardian.**

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 the parent or guardian.**

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 homeschool high school students by the Academic Counselor 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 be considered 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 Richmond Campus.

Dress

South University, Richmond does not have a dress code, however, the institution seeks to properly prepare students for the general business and professional community and students are expected to dress appropriately for this environment.

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 or her delegate will notify the student and the parent or guardian 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 the parent or guardian if student is a minor) will meet with the Dean of Student Affairs or his or her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his or her delegate will render and communicate the decision to the student and parent or guardian 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/guardian 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 the 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 communicated in consultation with the parent or guardian.**

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

For those homeschool students visiting the Richmond campus, 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.

To help create an environment to be proud of, students should:

- 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: Dr. Robert Quarles
South University, Richmond
2151 Old Brick Rd

Glen Allen, VA Richmond 23060
E-Mail: rquarles@southuniversity.edu
Office: 804-727-6858

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 which can be located in the South University Academic Catalog.

Contacts for Dual Enrollment/Dual Credit

Campus Director: Dr. Jason Crittenden
E-Mail: jcrittenden@southuniversity.edu
Phone: 804-727-6864

Director of Admissions: Ms. Bobbie Burnette
E-Mail: bburnette@southuniversity.edu
Phone: 804-727-6827

Academic Success Coordinator: Dr. Katie Kerrigan
E-Mail: kkerrigan@southuniversity.edu
Phone: 804-727-6803

Academic Counselor: Ms. Treysi Knox
E-Mail: tknox@southuniversity.edu
Phone: 804-727-6816

Appendix A – MEMORANDUM OF UNDERSTANDING

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 Richmond, VA 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. Eligible Students and their parent/guardian will be notified.
6. Eligible Students will be charged a tuition rate of \$90 per credit hour for the dual enrollment courses. The maximum number of courses allowed under Dual Enrollment may vary by 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 Eligible Students, as defined within the DE/DC Agreement, and parents or guardian.
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: _____

Email Address _____
(used to update the parent/guardian on student progress)

- ☐ 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, 2151 Old Brick Rd., Glen Allen, VA 23060. © 2020. South University. All rights reserved.

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

Appendix B: PATHWAY OFFERINGS

South University's Virginia Homeschool Dual Enrollment Program

Pathway Offerings

Upon admission, students will select either the Health Sciences Pathway or the Liberal Arts Pathway. Regardless of the pathway selected, course sequences are designed such that prerequisites are met before selecting from the next quarter's offerings. Thus, adhering to the **lockstep course sequence** is essential for student success. During the enrollment process, students may choose to take either one (1) or two (2) courses per quarter based on course sequence offerings (see Table A and Table B below).

TABLE A: For students seeking to take one course per quarter, the following lockstep course sequence is available

Quarter	Health Sciences Pathway	Liberal Arts Pathway
Fall 2021	AHS1001 Medical Terminology (4cr hr.)	ENG1100 English Composition I (4cr hr.) OR PSY1001 General Psychology (4cr hr.) (pick one)
Winter 2022	BIO1011 Anatomy and Physiology I (4cr hr.) BIO1012 Anatomy and Physiology I (2cr hr., lab)*	HUM1001 History of Art through the Middle Ages (4cr hr.) OR ENG1200 English Composition II (4cr hr.) (pick one)
Spring 2022	MAT1001 College Algebra I (4cr hr.)	SPC1026 Public Speaking (4cr hr.) OR PSY2022 Human Growth and Development (4cr hr.) OR MAT1001 College Algebra I (4cr hr.) (pick one)
Fall 2022	BIO1013 Anatomy and Physiology II (4cr hr.) BIO1014 Anatomy and Physiology II (2cr hr., lab)^	MAT1001 College Algebra I (4cr hr.) OR ENG1100 English Composition I (4cr hr.) (pick one)
Winter 2023	BIO2015 Human Pathophysiology (4cr hr.)	ENG1200 English Composition II (4cr hr.) OR ENG1300 English Composition III (4cr hr.) OR MAT1500 College Mathematics (4cr hr.) (pick one)
Spring 2023	CHM1010 General Chemistry (4cr hr.)	ITS1000 Computer and Internet Literacy (4cr hr.) OR CHM1010 General Chemistry (4cr hr.) (pick one)
Potential Earned Credits	28	24

*BIO1012 Anatomy and Physiology I (2cr hr., lab) BIO1012 must be taken concurrently with BIO1011 Anatomy and Physiology I.

^ BIO1014 Anatomy and Physiology II (2cr hr., lab) BIO1012 must be taken concurrently with BIO1013 Anatomy and Physiology II.

TABLE B: For students seeking to take two courses per quarter, the following lockstep course sequence is available

Quarter	Health Sciences Pathway	Liberal Arts Pathway
Fall 2021	AHS1001 Medical Terminology (4cr hr.) MAT1001 College Algebra I (4cr hr.)	ENG1100 English Composition I (4cr hr.) PSY1001 General Psychology (4cr hr.)
Winter 2022	BIO1011 Anatomy and Physiology I (4cr hr.)* BIO1012 Anatomy and Physiology I (2cr hr., lab)^	HUM1001 History of Art through the Middle Ages (4cr hr.) SPC1026 Public Speaking (4cr hr.)
Spring 2022	BIO1013 Anatomy and Physiology II (4cr hr.) BIO1014 Anatomy and Physiology II (2cr hr., lab)	ENG1200 English Composition II (4cr hr.) PSY2022 Human Growth and Development (4cr hr.)
Fall 2022	ENG1100 English Composition I (4cr hr.) CHM1010 General Chemistry (4cr hr.)	HUM1002 History of Art from the Middle Ages to Modern Time (4cr hr.) MAT1001 College Algebra I (4cr hr.)
Winter 2023	ENG1200 English Composition II (4cr hr.) BIO2015 Human Pathophysiology (4cr hr.)	MAT1500 College Mathematics (4cr hr.) ENG1300 English Composition III (4cr hr.)
Spring 2023	NTR2050 Nutrition (4cr hr.) MAT1005 College Algebra II (4cr hr.)	ITS1000 Computer and internet Literacy (4cr hr.) CHM1010 General Chemistry (4cr hr.)
Potential Earned Credits	44	48

*BIO1012 Anatomy and Physiology I (2cr hr., lab) BIO1012 must be taken concurrently with BIO1011 Anatomy and Physiology I.

^ BIO1014 Anatomy and Physiology II (2cr hr., lab) BIO1013 must be taken concurrently with BIO1013 Anatomy and Physiology II.

Fall 2021 Schedule

Courses offered in the Fall 2021 quarter will be offered on the following days and times:

AHS1001 Medical Terminology, Monday/Wednesday 1:30p-2:50p

MAT1001 College Algebra, Monday/Wednesday 3:00p-4:40p

ENG1100 English Composition, Tuesday/Thursday 1:30p-2:50p

PSY1001 General Psychology, Tuesday/Thursday 3:00p-4:40p

The Fall 2021 Quarter begins on Saturday, October 5th, 2021.

Course Prerequisite Listing

Course	Title	Prerequisites
AHS1001	Medical Terminology	ENG0099 or exemption from ENG0099
BIO1011	Anatomy and Physiology I	ENG0099 or exemption from ENG0099, MAT0099 or exemption from MAT0099, AHS1001 with grades of "C" or better; Corequisite: BIO1012
BIO1012	Anatomy and Physiology I Lab	ENG0099 or exemption from ENG0099, MAT0099 or exemption from MAT0099, AHS1001 with grades of "C" or better; Corequisite: BIO1011
BIO1013	Anatomy and Physiology II	ENG0099 or exemption from ENG0099, MAT0099 or exemption from MAT0099, AHS1001, BIO1011, BIO1012 with grades of "C" or better; Corequisite: BIO1014
BIO1014	Anatomy and Physiology II Lab	ENG0099 or exemption from ENG0099, MAT0099 or exemption from MAT0099, AHS1001, BIO1011, BIO1012 with grades of "C" or better; Corequisite: BIO1013
BIO2015	Human Pathophysiology	BIO1013, BIO1014 with a grade of "C" or better
CHM1010	General Chemistry	MAT0099 or exemption from MAT0099, Math Elective
ENG1100	Composition I	ENG0099 or exemption from ENG0099
ENG1200	Composition II	ENG1100
ENG1300	Composition III	ENG1200
HUM1001	History of Art through the Middle Ages	ENG1100
HUM1002	History of Art from Middle Ages to Modern Times	ENG1100
ITS1000	Computer Literacy	None
MAT1001	College Algebra I	MAT0099 or exemption from MAT0099
MAT1005	College Algebra	MAT1001
MAT1500	College Math	MAT0099 or exemption from MAT0099
PSY1001	Introduction to Psychology	None
PSY2022	Human Growth and Development	PSY1001 with a grade of "C" or better
SPC1026	Public Speaking	None
UVC1000	Strategies for Success	None

Note: Dual enrollment students are not required to complete ENG0099 Principles of Composition or MAT0099 Principles of Algebra