

SouthUniversitySM



**TAMPA CAMPUS STUDENT
HANDBOOK 2011-2012**

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

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 student promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

Message from the Dean of Student Affairs

Dear Student,

Welcome to South University! We are so glad you have decided to pursue your education with us and we want to do everything possible to give you the tools necessary to be successful. At South University, students are encouraged to get involved with campus extracurricular activities. The philosophy of the Student Affairs department is that these activities will enhance your educational experience and help prepare you for a successful career.

We also encourage you to take advantage of the resources we offer as they fit your needs, such as career services, disability services, the Academic Resource Center (the ARC), and student clubs and organizations.

Please read through this student handbook and if you have any ideas or suggestions about how we can provide better services for you, please let us know.

Sincerely,

Heather R. Grabek, M.Ed.

Dean of Student Affairs

Institutional Mission

South 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.

South University does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

Academic Affairs

Class Attendance

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

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

Online Participation Policy

Students must contribute to the class discussion in a substantive way at least four out of seven days each week. As a general rule of thumb, students need to post at least 10 to 15 substantive notes each week above and beyond the posting of assignments to be considered for full participation points. The quality of the postings is most important.

Successful online learning requires active discussion area participation. Substantive participation is measured by recording the posting date on which a student makes a substantive classroom posting. Examples of substantive participation do not include posting assignments or a question a student might have for the faculty member or the group. Substantive participation does include responses to discussion questions as well as discourse between students related to the subject matter. Substantive responses must be based upon the course content, theory or personal experience; not mere opinion. A simple “I agree” will not count. Substantive responses should also include appropriate documentation/citation. The participation point value in the learning experience is defined within each assignment as presented in the assignment pages associated with each course; and/or as directed by the facilitator.

Participation in the discussion area must be completed before 3:00 a.m. Mountain Standard Time (MST). A one-day period is defined as that period of 24 hours from 3:01 a.m. MST to 3:00 a.m. MST the following day. Participation must be within this time frame to count for grades or assignments.

Students are not required to participate on any specific day; however, all assignments must be posted by the due date. Students may post assignments prior to the due date during the week the assignment is due. The only exception is the first week of class. During the drop/add period of week one, the student must post at least a biography and respond to one discussion question or assignment to be confirmed as a participant in the course. Failure to do this could negatively impact a student's financial aid. Students should receive faculty feedback/grades on assignments within 48 hours of an assignment being posted. Grades for the prior week are due by Day 3 of the following week.

Posting of assignments, 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 should expect to contribute 10 to 15 substantive postings each week. Students will earn weekly

participation grades based upon the quality of their responses to weekly assignments, including discussion questions.

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 will be respectful. Inappropriate language will not be tolerated, and the facilitator 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 Handbook.
2. For absence due to prolonged serious illness or personal emergency the student is expected to contact the facilitator as soon as possible. For absence due to technical problems, the student is expected to follow the steps outlined below:
 - Contact your facilitator and technical support the same day you are experiencing technical difficulties and workout a plan with your facilitator to make up missed assignments.
 - Contact your Academic Advisor or Campus-based Online Advocate (for PLUS students) and advise them of your technical difficulties within 48 hours.
 - If your technical difficulties will not be fixed for a prolonged period, it is the student's responsibility to find another source for internet service such as a Public Library, Internet Café or a friend's computer.
 - Failure to notify the facilitator will be considered a missed deadline. All assigned work must be completed regardless of the reason for absence. Please be advised in the unforeseen event that you would need to formally withdraw from the course this must be done by contacting your Academic Advisor or Campus-based Online Advocate (for PLUS students).

Changing Program

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

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

Drop/Add Period – Campus Based Students

Students may adjust their schedules without penalty by dropping and/or adding courses during the first week of classes. Specific dates are reflected on the academic calendar or can be obtained through the Registrar's office. Students are encouraged to consult the professor and/or department chair before dropping any course. All schedule revisions must be made through the registrar's office, where an official Drop/Add Form must be completed. Students should consult with financial aid to ascertain implications of schedule changes. Courses

cannot be added after the late registration period indicated on the University calendar. Students taking online courses may adjust their schedules without penalty by adding and/or dropping courses during the first week of classes of the session of their quarter. All requests for schedule changes must be sent to the student's Academic Advisor. Students should consult with Financial Aid to determine the implications of schedule changes. Courses cannot be added after the late registration period indicated on the University calendar.

Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, or equivalent percentage, will result in a grade of "W". Courses that are dropped after the Drop/Add period but prior to the end of the ninth week of the quarter, Week 4.5 or 31st day of 5.5 week terms, (Online terms and mid-quarter terms on ground), or equivalent percentage will also result in a grade of "W". Courses dropped after this point will result in the grade of a "WF".

Graduate students whose programs are offered in a prescribed sequence should consult their departmental handbooks for applicable policies.

Email

All South University-Tampa students are issued a specific personal email address: xxxxx@stu.southuniversity.edu. This email address will be utilized for all official communications to the student, both administrative and academic, and the student is responsible for checking the email account at frequent intervals.

Grade Reports

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

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

Students may repeat course work to meet academic requirements. The last grade received replaces any previous grade in the calculation of the cumulative grade point average unless the last grade is a W. Developmental classes (MAT 99 and ENG 99) can be taken no more than three times. See the [South University Catalog](#) for more information.

Grading System

The following grade scale is used:

Grade	Quality Points	Range	Interpretation
A	4.00	90-100	Excellent
B	3.00	80-89	Above Average
C	2.00	70-79	Average
D	1.00	60-69	Minimum Passing
F	0.00	Below 60	Failing

Graduation

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

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

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

Undergraduate

<i>Summa cum laude</i>	3.90 - 4.00
<i>Magna cum laude</i>	3.70 - 3.89
<i>Cum laude</i>	3.50 - 3.69

Graduate

<i>High Honors</i>	3.90 – 4.00
<i>Honors</i>	3.75 – 3.89

Registration Procedures

Students are encouraged to register during the two week pre-registration period listed in the [South University Academic Catalog](#) which normally takes place during the sixth and seventh week of the quarter. Pre-registration allows continuing students the opportunity to reserve classes early. Students must see an academic advisor, usually the department chair for their major, in order to register. Dates for pre-registration are announced quarterly and posted in the student lounge along with instructions on how to sign up for advising appointments. South University cannot guarantee course availability for students who register after the pre-registration date. Students who have questions about registration or miss the pre-registration date should contact their academic departments or the registrar's office.

Satisfactory Progress

Students must meet satisfactory progress guidelines in order to be eligible to receive financial aid and to register for classes. A student makes adequate satisfactory progress by maintaining a minimum cumulative grade point average and completing a minimum percentage of the classes in which they have enrolled. A student with an adequate grade point average and completion rate is considered in good academic standing. Falling below the minimum could result in academic probation or dismissal.

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

Transcript Requests

Transcript request forms may be obtained at the office of the Registrar. All outstanding financial balances must be cleared before transcripts are released. The first transcript request is free; there is a \$5.00 fee for each subsequent request. Transcripts will be processed within two weeks of the transcript request. Please note that same day requests will not be honored. South University cannot guarantee the transfer of credits earned while attending this institution because each institution determines what transfer credits it will accept.

Online Transcript Requests

Online students should contact student support at 888-444-3404 or send email to studentsupport@southuniversity.edu to request an official transcript.

Library Services

The South University Tampa Library is a shared facility between South University- Tampa and the Art Institute of Tampa. The library is located on the first floor, south side of the Parkside building. The hours of operation are:

Monday-Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 7:00 pm
Saturday	9:00 am – 2:00 pm
Sunday	Closed

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

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

The combined campus libraries have more than 89,500 print book titles, 4700 AV titles, 400 print journal titles, and 23 newspapers in their collections. Access to additional journals, newspapers, e-books, and other materials is provided through over 59 electronic databases. New students participate in a library orientation to help familiarize them with the facility's resources and procedures. Please take advantage of this session to update your research skills.

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

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

On Line students follow the link to the library from their academic class.

Student Affairs

The Dean of Student Affairs is responsible for all aspects of student life outside of the classroom, including but not limited to bookstore services, campus security, career services, counseling referral services, disability services, graduation, housing, orientation, peer tutoring, student activities, alcohol and drug information, and student discipline.

Campus Bookstore

The South University bookstore's operating hours are:

Monday and Wednesday 8:30 am – 5:30 pm

Tuesday and Thursday 9:30 am – 5:30 pm

Friday 8:00 am – 5:00 pm

Any changes to the hours of operation will be posted outside the bookstore. The bookstore is closed one hour daily for lunch.

Extended hours for the first week of classes will be posted. The bookstore is maintained for the convenience of the students. All necessary books required for courses and some supplies may be obtained from the bookstore. Books are not included in tuition costs and can be paid for by cash, check, credit card, or approved financial aid at the time of purchase.

A campus store is operated by The Art Institute of Tampa and is available on the second floor, south side of the building. The store stocks snacks and limited office/school supplies.

Online Bookstore

South University -- Online Programs is in the process of enhancing the learning experience by converting traditional textbooks to electronic media.

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

Campus Security

South University provides students and staff with a well-maintained campus. Security officers, who are on duty at all times when classes are in session, monitor security cameras and regularly patrol the buildings. Access to buildings is limited and unauthorized persons will be asked to leave.

Any occurrence of criminal activity should be reported to the facilities manager, the Dean of Student Affairs, the security officer, or the front desk immediately. In such cases, a South University incident report will be completed. The Hillsborough County Police Department will also be notified in order for a uniformed police officer to respond, make a preliminary investigation and write a police report.

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

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

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

Information on campus safety statistics, security personnel and policies, procedures for reporting a crime, and sexual assault policies can be found in the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report. A copy of this report is included in this handbook and is also available on the University's Web site at <http://www.southuniversity.edu/documents/crime-report-tampa.pdf>

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

Career Services

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

Online students can contact the online Director of Career Services.

Computer Labs

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

Counseling

Students who are experiencing academic, personal or career concerns and problems are urged to call or stop in to see their instructor or advisor. Specific academic problems should first be discussed with the individual instructor who is directly involved. Career and job concerns can be addressed to the Director of Career Services or the Dean of Student Affairs. Please let us know when you are experiencing difficulties in any of these areas. A major concern in one area can affect your abilities in others. If we cannot help you, we will refer you to someone who can.

South University-Tampa participates in ULifeline, an anonymous, confidential, online resource center, where college students can be comfortable searching for the information they need and want regarding mental health and suicide prevention. ULifeline is available where college students seek information the most—at their fingertips on the Internet. The URL is www.ulifeline.org: under student login, pick Florida and then South University-Tampa for the specific resources available on the campus and in the Tampa area.

Social Services are available by calling 2-1-1 or at www.211atyourfingertips.org. Free crisis counseling is provided along with useful information and referral 24 hours a day, 365 days a year.

Disability Services

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

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at 813.393.3761 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in Room 1112 or by phone at 813.393.3761.

Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Emergency Notification

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

Financial Aid

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

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

Fire Evacuation

Fire extinguishers are located throughout the campus and can be used for small fires. In case of a major fire, all individuals should remain calm and leave the building through the closest door or emergency exit available. Evacuations should be orderly with no running or unnecessary talking. Maps and signs of emergency exits are posted in each classroom.

Gainful Employment

Your education is an important and substantial investment in your future. That's why we want you to have comprehensive and specific information about our programs so that you can determine what's best for you and your career goals.

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

Health Insurance and Medical Referrals

Students are encouraged to maintain health insurance and coverage for their well-being. Non-immigrant students are required to have proof of health insurance in order to matriculate. Additionally, certain academic programs in the School of Health Professions require students to maintain health insurance. See the University Catalog for details.

Students can enroll on-line in the student medical insurance program sponsored by National Collegiate Underwriters & Administrators once they are enrolled as a student. Information is available at the following web site:

<http://collegiateinsuranceresources.com/southuniversity>

Information concerning medical and dental providers as well as emergency resources is available from the Dean of Student Affairs. In the event of a medical emergency, the Hillsborough County emergency medical service will be contacted by calling 911. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Online Campus Common

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

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

Orientation

All students are required to attend a University-wide orientation program prior to the start of classes at South University. Most graduate programs offer specialized orientation sessions for their students. The program provides an overview of South University and acquaints students with academic policies, faculty and staff resources, and registration procedures. At the conclusion of the program, students are able to finalize their schedules, purchase their books, obtain their parking permits, and have their photo taken for their student IDs.

Online Orientation

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

You will be given a username and password prior to starting your orientation. When you are ready to begin your orientation, you will login into the orientation course through your computer and internet connection. The orientation contains several exercises that you will go through to make sure that you are knowledgeable and comfortable working before the class begins. It is absolutely necessary to make sure you are ready to begin working in class when your first session begins. You will not have the time to orient yourself once classes are underway. Should you have any problems getting to class or operating within your online classroom, a toll-free number for 24-hour online classroom support is available for your use, 1-800-351-3891. This number is posted on the course home page within your course under the heading “Support” located on the left navigation bar.

Parking

All vehicles parked on campus are required to display a parking hang tag, which may be obtained during orientation or at any time from the Student Accounting Office. Parking fees benefit the South University – Tampa Scholarship Fund.

Students should park on the north side South University entrance to the Parkside Building. Space is also available in the parking garage on the south side of the Parkside Building. **Be sure not to park in any spaces marked reserved or for visitors.** Vehicles are prohibited from being parked on curbs or in designated faculty spaces, or spaces for those with disabilities. Vehicles that are illegally parked may be ticketed. Continued failure to comply with parking policies will result in the vehicle being towed at the owner’s expense; non compliance with University policies is also a Code of Conduct violation. Students park at their own risk and liability.

Note: During special events at Tampa Stadium, a South University ID card and parking tag may be required to enter the campus. Students are encouraged to carry both ID card and parking tag at all times.

Posting on Bulletin Boards

Students are encouraged to check the University bulletin boards for notices and important information. Students who wish to post information such as items for sale, roommates needed, etc. should submit their notices to the Dean of Student Affairs. Notices must be approved by the Dean of Student Affairs. All postings will be removed after 30 days. Students wishing to re-post their flier may re-submit it for approval.

Student Housing

South University - Tampa offers general housing assistance and information about the local area.

Student Activities and Clubs

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

Student IDs

Student ID photos are taken during Orientation and student IDs are issued to new students during their first week of classes. Student ID cards include student identification numbers (that are different from social security numbers). ID cards also function as library cards for utilizing the University library. Student ID cards are issued in the library.

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

Student Lounges

Students are encouraged to utilize the student lounge on the South side of the Parkside building. Vending machines with snacks and drinks are available as well as an ATM machine. Microwaves are available for student use.

The Atrium of the Parkside building is also available for student, faculty and visitor use, except it may be reserved for specific functions. Noise or inappropriate behaviors are not tolerated in the Atrium.

Online students should see "Online Campus Common" in this section.

Student Publications

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

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

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

Technology Support

South University students have access to Technical Support by calling: **1(866) 848-5515** to receive personalized assistance from a live tech support representative, *Monday through Saturday, from 8am to 10pm ET*. If preferred, or outside the listed hours, technical support is also available by e-mailing the technology support group at campus_support@southuniversity.edu. Please allow 24-48 hours for e-mail response.

This support is available for:

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

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

Veterans Affairs

Assistance for veterans is available by contacting the veteran affairs coordinator in the financial aid office. Students need to be aware of the following veteran's administration policies that apply to anyone using veterans' educational benefits.

- Veterans must consult with the financial aid office prior to changing their major.
- The Veterans Administration will not pay for a course that the student drops after the first week of class unless mitigating circumstances can be proven. Please see a financial aid representative before dropping a class.
- The Veterans Administration will pay for a repeat course only if the student has received a failing grade in said course and only if it is required for graduation.
- The Veterans Administration may pay for a student to repeat a remedial class up to three times per remedial course if mitigating circumstances can be proven.
- The Veterans Administration will not pay for classes in which punitive grades are earned.

Weather Announcements

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

Code of Conduct

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

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

1. **Abuse/Assault:** Verbal abuse, assault, battery, or any other form of physical abuse of a student or University employee is prohibited.
2. **Alcohol:** Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school, including school sponsored housing, is prohibited. Exceptions may be made for certain school sponsored events pending approval of the Dean of Student Affairs and the President. Being under the influence of alcohol on school property or at any school function is also prohibited.
3. **Computer Policies:** Violation of the institution's policies on the responsible use of technology includes but is not limited to
 - A. The theft or abuse of computer, computer server, email, Internet or Intranet resources
 - B. Any unauthorized entry into a file for any purpose including reading, changing, or distributing the contents of the file
 - C. Unauthorized transfer of a file
 - D. Abuse of printers or printing privileges
 - E. Unauthorized downloading of copyrighted materials in violation of the law
 - F. Unauthorized use of another individual's identification and/or password
 - G. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - H. Use of computing facilities to send obscene or abusive messages
 - I. Use of computing facilities to interfere with normal operation of the school's computing system
4. **Disorderly Conduct:** No student shall engage in disorderly conduct. Students are expected to contribute to an academic climate that encourages learning, mutual respect, and that is conducive to study. The following behaviors are prohibited:
 - A. Interference with or disruption of the normal operations of the school such as teaching, administrative functions, pedestrian or vehicular traffic, school activities or the online classroom;
 - B. Unauthorized entry into, or use of, school facilities;
 - C. Breach of peace on school property or at any school-sponsored or supervised program or inciting others to riot or cause destruction.
5. **Dress:** South University seeks to properly prepare students for the general business and professional community. Students in allied health majors have specific dress requirements which are defined by their departments. If a student is improperly dressed, he/she will not be permitted to attend class or use University facilities. Inappropriately revealing and/or improper dress includes but is not limited to: sagging and low-rise pants, low-cut necklines, and bare midriffs. Hats may not be worn on campus.

6. **Drugs:** Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property or at any function sponsored or supervised by the school, including school sponsored housing, is strictly prohibited. Being under the influence of illegal or controlled substances on school property, at any off-campus sites while participating in academic learning experiences or at any school function is also prohibited.
7. **Failure to Comply:** Failure to comply with the direction of school officials, faculty, staff or security officers who are acting in the performance of their duties is a violation of the Code of Conduct. Students on school property or at school-sponsored or school-supervised functions must identify themselves to school officials who are acting in the scope of their duties upon the school official's request.
8. **Falsification of Records:** Forgery, falsification, alteration or misuse of school documents, records or identification is prohibited.
9. **Fire and Safety:** Students are prohibited from violating school safety regulations that include but are not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drills, turning in false fire alarms or making bomb threats.
10. **Harassment:** Harassment of a member of the University community including written or verbal acts or uses of technology which have the effect of harassing or intimidating a person is strictly prohibited. This includes harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
11. **Hazing:** Students are prohibited from any form of "hazing" and must abide by the "Anti-Hazing Policy" found on page 53 of this handbook.
12. **Health and Safety:** Any conduct that threatens the health or safety of a student or another individual in the University community is prohibited.
13. **Noise:** In order to maintain an environment conducive to study, students are prohibited from activating noise making devices such as radios, cellular phones, beepers, and alarm watches while in any South University building.
14. **Obstruction of the South University Disciplinary Process:**
Violations of the Code of Conduct include, but are not limited to:
 - A. Failure to respond to the request of a disciplinary body or school official.
 - B. Falsification, distortion, or misrepresentation of information before a disciplinary body or school official.
 - C. Disruption or interference with the orderly proceedings of a disciplinary meeting or hearing.
 - D. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
 - E. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
 - F. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
 - G. Failure to comply with the sanction(s) imposed under the student conduct policy.
15. **Offensive Conduct:** Lewd, indecent, or offensive conduct is prohibited on ground and online. This would include but is not limited to verbal profanity, obscene gestures, clothing, materials, or electronic content brought onto the premises or the online classroom by any student or guest deemed to be lewd, indecent or offensive as determined by school officials.

16. **Parking:** All vehicles parked on campus must have parking permits. Students may only park in designated student areas. Students are prohibited from parking on curbs or in designated faculty spaces, staff spaces, or spaces for people with disabilities.
17. **School sponsored Housing:** Any violation of the student housing license agreement and/or the rules and regulations of the school-sponsored housing program shall also constitute a violation of the Code of Conduct.
18. **Smoking:** Smoking in classrooms, school buildings or any area not specifically designated as a smoking area is prohibited.
19. **Solicitation:** Solicitation is defined as any activity designed to advertise, promote, or sell any product or commercial service or encourage support for, or membership in, any group, association or organization. Solicitation in University facilities is not permitted. Individuals and organizations may not solicit on campus. This includes students who operate direct sales or other business enterprises. Specifically, soliciting students to sign up for credit cards is not permitted.
20. **Student ID:** The use of a student identification card by anyone other than its original holder is prohibited. Lending, selling, or otherwise transferring a student identification card is prohibited.
21. **Theft:** Without proper authorization no student shall take, attempt to take, or keep in his possession items of University property, or items belonging to students, staff, student groups, or visitors to the campus.
22. **Threats:** Students are prohibited from threatening any student, guest, or university employee, with physical harm, damage to property, or other dangerous or intimidating behaviors by any means of communication.
23. **Unauthorized Student Publications:** All student publications including those on paper, in an electronic format, or on a web page must be approved in advance and must follow the guidelines stated in the Student Handbook.
24. **Unauthorized Use of University Resources:** Use of University resources including library, computer and medical labs, and student facilities is limited to currently enrolled students.
25. **Vandalism:** Vandalism, damage or defacement of school property or the property of another student or University employee is prohibited.
26. **Visitors:** Unauthorized visitors may be asked to leave if their presence is disruptive to the orderly operation of the University. Students are responsible for any misconduct or vandalism of their guests while on South University property. In order to maintain a study environment and protect their safety, children are not allowed on the South University campus.
27. **Violation of Law:** Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions are in violation of the Code of Conduct.
28. **Weapons:** Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions is prohibited.

Disciplinary Procedure

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

Procedures Regarding Student Dismissals

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

- a.) The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate
- b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") ***according to the following guidelines:***
 - Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
 - In hearings involving more than one student, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
 - The complaining party (which may be a member of the Administration) and the student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
 - All procedural questions are subject to the final decision of the Hearing Officer
 - After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from South University is an appropriate sanction for the offense(s)
 - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of South University
 - The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal to the University Conduct Committee.

Sanctions

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

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

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

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

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

The University Conduct Committee will hold a hearing on the appeal and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. Committee members are chosen at the sole discretion of South University and will be comprised of one department chairperson or coordinator, one faculty member, and one student. South University reserves the right to exclude a student member from the Conduct Committee when circumstances merit. The Dean of Student Affairs or his/her delegate will coordinate and provide logistical support to the hearing. The student making the appeal and the person bringing the charges will be provided an opportunity to

address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, the weight to be given any evidence.

The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal and communicate same promptly to the student. The President's decision shall be final.

Interim Suspension or Immediate Expulsion

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

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of South University community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. South University will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

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

Academic Integrity Policies (Undergraduates)

Introduction

South University is committed to nurturing the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in its students. South University provides undergraduate and graduate programs taught through on-line, on-ground and blended programs that adhere to the principles of honesty and academic integrity. These principles apply to all learning modalities and are essential to ensuring and maintaining excellence in the quality of its instructional programs and facilitating the intellectual development of its students. Therefore, academic dishonesty in any form - written or non-written, media or technology - seriously compromises the mission of South University to provide quality programs and opportunities for the optimum development of all students.

Maintaining high standards of academic integrity is the obligation of all members of the South Community – students, faculty, and administration. The Academic Integrity Policy ensures the application of the highest academic standards and principles of conduct, honesty and truth. An individual's work (student, faculty or administration) must reflect that person's own efforts and achievements. Any collaboration of effort by an individual or groups of individuals must be acknowledged. Failure to acknowledge such contributions constitutes an act of dishonesty and a misrepresentation of the individual's work.

The University maintains that all members of the academic community are expected to employ the highest standards of academic integrity in their work. Any violation of such may be subject to a penalty based on the infraction, which may include a reprimand, reduction in grade, failing grade, suspension, or dismissal from the University.

Nature of 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 falls into four 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 shall ensure that they protect their rights to access and use resources and shall engage only in authorized access and use of resources.

Support for Academic Integrity

Faculty and administration are aware of and sensitive to the pressures exerted by students' peers and family, work environment, the academic process, and society in general. Faculty and administration of South University are committed to creating an environment in which academic integrity is supported and academic dishonesty is not

tolerated. To that end, the University has taken steps to ensure that all members of the academic community are fully aware of the Academic Integrity Policy.

Faculty and Administration Support

Administration and faculty at South University have an obligation to support academic integrity by ensuring that all members of the University community understand:

- What constitutes academic integrity
- How to prevent academic dishonesty
- What penalties are imposed for academic dishonesty
- What consequences ensue as a result of such penalties
- What process is used to impose those penalties

Faculty members are required to support the Academic Integrity Policy by discussing the value of integrity and by reporting academic dishonesty.

As the first line of support, faculty shall ensure that the Academic Integrity Policy is discussed to an appropriate extent in every class, with emphasis on the elements that pertain particularly to that class. Faculty shall distribute a syllabus in every class that, among other criteria and information, specifically defines the methods of evaluation of course work, including the percent to which each activity affects the final grade.

Faculty Resources

South University is committed to assisting faculty in promoting academic integrity in all aspects of the University's education program. In addition to resources listed below the University has also purchased the right to use Turnitin.com to assist faculty with checking the authenticity of work submitted by students. The web site is www.turnitin.com. Faculty members should contact their Dean of Academic Affairs for information on utilizing the service and for passwords.

Student Support

Students shall actively engage in the academic process. In order to ensure compliance with the Academic Integrity Policy, minimally, students should:

- Represent their identity truthfully in all situations
- Protect their materials, including papers, tests, and other academic exercises, from unauthorized access.
- Protect their access to resources, including computer passwords and library access codes, from unauthorized access.
- Respect the work of others by appropriately acknowledging their words, ideas, opinions, theories, data, programs, and other intellectual material.
- Report data or source information accurately.
- Refuse to participate in activities that violate the Academic Integrity Policy
- Read, understand, and comply with the Code of Ethics and/or clinical code of the their chosen profession

Promoting Academic Integrity

It is the faculty member's responsibility to promote and foster academic integrity for all students. It is a concept and a practice that needs to be emphasized in classroom and highlighted in the syllabus. Students need to be educated on the definition of academic dishonesty and shown examples of both good and unacceptable academic practices. It is more than a practice of dealing with dishonesty in a punitive way but an obligation to educate students in the practice of good scholarship.

Specifically, all syllabi for both undergraduate and graduate courses should include a definition of cheating and plagiarism. Part of at least one class presentation should include a comprehensive discussion of acceptable and unacceptable practices with examples to review and discuss. Then students should be referred to the Student Handbook for the detailed policy on academic dishonesty for a discussion of the repercussions to cheating and plagiarism. The entire policy need not be reprinted in the syllabus.

If an instructor uses online resources to check for plagiarism, such as Turnitin.com, and all faculty members are strongly encouraged to do so, students should be informed of this practice. Such a reminder may serve as a deterrent.

Finally, instructors should be resources for students providing guidance and materials to promote good, solid, honest scholarship. One valuable practice to help students, especially those new to college, is to assign some relatively simple research assignments early in the quarter and provide immediate feedback. This will relieve some of the students' anxiety and give them guidance before more major assignments are due. Additionally, again if the students are new and inexperienced, make major assignments with incremental portions where the instructor can provide feedback. It is a good practice to provide online resources to promote academic integrity and to encourage students to use them.

Academic Dishonesty

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

Categories of Academic Dishonesty

- *Cheating.* Cheating is an act of deception by which a student misrepresents his or her mastery of material on a test or other academic exercise. This includes unauthorized assisting, attempting to assist, or receipt of assistance on an exam. For example, copying from another student's work or allowing another student to copy one's own work is cheating.
- *Plagiarism.* Plagiarism occurs when a person represents someone else's words, ideas, phrases, sentences, or data as one's own work. For example, quoting another person directly without acknowledging the source is plagiarism.

Copying from the Internet

Students should be aware that material on the Internet may be protected by copyright. The fact that it is on the Internet does not mean it is "copyright free".

Material on the Internet is included under the provisions of the Copyright Act, but there may be conditions on the site that indicate what you may do with it. Some Web sites give permission for the material to be copied for

certain purposes (e.g. educational and non-commercial purposes). You should always check the Website for any such statements. Additionally, **ALL** Internet materials used within student's assignments must be correctly cited and proper references provided. This includes: graphics, figures, tables, pictures, text, music or any other material that the student did not create.

- *Fabrication.* Fabrication refers to the use of invented information or the falsification of research or other findings. For example, listing sources in a bibliography or other report that were not used in the paper or project is fabrication.
- *Academic Misconduct.* Academic Misconduct includes the alteration of grades, involvement in the acquisition or distribution of un-administered tests, unauthorized submission of student work in more than one class and collusion to commit any act of academic dishonesty. For example, unauthorized copying or duplication of copyrighted material, including computer programs, is academic misconduct.

Collusion, Fraud and Purchased Term Papers

Collusion is the unauthorized collaboration with any other person in preparing work offered for credit. An example of collusion is purchasing a term paper from another student or from a term paper research company and submitting that paper as one's own.

- The concept of Collusion and Fraud also applies to work previously submitted in other courses at South or any university. Unless permission is received in advance from the faculty member a student may not submit work for one course that has been used to fulfill any academic requirement in another course at South or any other institution.

Classification of Academic Integrity Violations and Possible Penalties

When presented with a potential violation of the academic integrity policy it is the responsibility of the faculty member to do two related tasks: first, to analyze the violation and determine its seriousness and, second, to recommend a penalty for the student's infraction. Basically this first task, assessing the seriousness of the infraction, is the more difficult problem for the instructor. The second task, to recommend a penalty is largely determined by the determination of the seriousness of the infraction.

Unfortunately there is a wide range of conduct constituting academic dishonesty, ranging from plagiarism resulting from almost inadvertent citations of minor parts of assignments to more serious issues of academic dishonesty such as taking an exam for another student or falsifying University documents. Similarly, sanctions for these violations range from requiring the student to resubmit the assignment with the questionable sections corrected to expulsion from the University with a permanent dismissal notation on the student's internal transcript.

Ultimately the determination of seriousness will involve some degree of analysis using professional judgment by the faculty member. Critical in that decision are considerations the faculty member must try to make, including:

- Is the violation inadvertent or intentional?
- How extensive is the material being misused? Is it a minor component of the assignment or a major part of the overall work?
- Does this fit a pattern for the student or is it an isolated event?
- How critical is this assignment to the overall course grade?
- Does the violation harm other students' grades or standing?

Violations of academic integrity are classified based on the level of seriousness of the behaviors. Brief descriptions, examples, and recommended penalties are provided below. At the undergraduate level, however, these are more guidelines to follow than mandated requirements for faculty to follow. Additionally, these are general descriptions and should not be considered as all-inclusive.

Level One Violation

Level One violations consist of those instances when, in the opinion of the instructor, the student's actions were the result of ignorance or inexperience. Level One violations are considered academic issues and not disciplinary offenses. Inherently, Level One violations would be most common among new or beginning students.

Examples:

PLAGIARISM

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

Recommended Penalty: make-up assignment at a more difficult level or assignment of no credit for work in question, required attendance at a workshop on preparation of term papers, or a library assignment on preparation of term papers.

Level Two Violation

Level Two violations consist of those instances involving cheating, plagiarism or fabrication when, in the opinion of the instructor, one or more of the following conditions exists:

- The student's actions constitute a violation of academic integrity that cannot be dismissed as a result of ignorance or inexperience.

Examples:

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

Level One violations not attributable to ignorance or inexperience

- 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

ACADEMIC MISCONDUCT

- Using university computing and telecommunication facilities for activities unrelated to the purpose for which it is intended and unrelated to the mission of the University
- Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the present instructor

Recommended Penalty: A failing grade on the assignment.

Level Three Violation

Level Three violations consist of those instances 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.

Examples:

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 instructor
- Unauthorized access to or use of someone else's computer account or computer files for any purpose.

PLAGIARISM

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

- Submission as one's own of any academic work prepared in whole or in part by others, *unless the assignment allows students to work collaboratively*
- Misrepresenting oneself or providing misleading information in an attempt to access another user's computer account

ACADEMIC MISCONDUCT

- Altering test answers and then claiming instructor inappropriately graded the examination
- Misrepresenting oneself or providing misleading and false information in attempt to access another's computer account

Recommended Penalty: Probation or suspension from the University for one or more quarters with a notation of "disciplinary suspension" placed in a student's internal academic file and a failing grade in the course.

Level Four Violation

Level four violations are the most serious breaches of academic integrity and include violations that may potentially result in legal action against the perpetrator. Level Four violations consist of those instances 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 Three violation
- The student's actions are initial offenses of other specific academic misconduct
- The student's actions represent any degree or category of infraction relating to a senior thesis
- The student's actions involve academic dishonesty committed after return from suspension for a previous violation

Examples:

PLAGIARISM

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

- 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
- Substituting for another student or permitting any other person to substitute for oneself to take a test or examination
- 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 of another's work

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

Faculty Responsibility and Procedures

When any academic dishonesty occurs it is the responsibility of the faculty member to immediately and decisively deal with the infraction and communicate with the student and the appropriate SU administrators.

Level One infractions do not require completion of the Academic Integrity Violation Report, but Level One infractions must be documented and communication with other SU administrators. A memorandum must be sent to the Dean of Academic Affairs, with copies to the school dean and department chair/program director on the student's campus. E-mail should not be used to send either the memorandum to report Level 1 infractions or any communication regarding academic integrity violations.

Violations of Level 2, 3, or 4 the University's academic integrity policy must be reported to the Dean of Academic Affairs, with copies to school deans and department chairs/program directors. Completion and filing of the AIVR form by an instructor, as outlined below, will serve as the official written notification of an Academic Integrity Policy offense. The burden of proof shall be upon the faculty member bringing the charges to prove the case. Consequently all faculty should keep thorough records and documentation with copies of the work submitted.

The Academic Integrity Violation Report is a confidential document which identifies the student and instructor involved, the course name, number and section, course assignment and specific details of the offense. It shall also designate the category and classification of the violation.

In the case of Level two violations, the instructor will meet with the student to address the charge, including the level of violation and recommended penalty, and impose the penalty as specified for Level 2 violations. The penalty imposed by an instructor must be recorded and forwarded to the Office of the Dean of Academic Affairs. All Level 2 appeals will proceed through the Dean of Academic Affairs in consultation with the School Dean. All violations of the academic integrity policy must result in the filing of a report, to be kept on file in the Dean of Academic Affairs office.

All student/instructor conferences about Level 3 and 4 violations will be informational only; it is not appropriate for these sessions to be considered appeals at this time. Unlike prior procedures the instructor is now responsible for determining the penalty or action that will be taken in response to these violations. It is then the responsibility of the student to appeal the action if he/she feels it is unfair. However, the instructor must inform the program director or department head on his/her campus and the School Dean of the penalties in all Level 3 and Level 4

violations. It is possible a Level 2 violation, resulting in a grade of “F” will also be appealed and as a result records should be kept and notification should be made. ***All penalties and sanctions imposed by an instructor, Department Chair or the School Dean must be consistent with the published Academic Integrity Policy.***

Appeal of Academic Integrity Violation Charge or Penalty Imposed

Students are encouraged to work out any academic issues with their instructor and then their program director. When that process has been exhausted the student may appeal to the next levels. Once a penalty has been imposed at level 3 or 4, the student may file a written appeal. However, no appeal will be considered until the student first discusses the incident and penalty with the instructor. Then the appeal proceeds to the first level of appeal as outlined below:

- First level of an appeal is to the program director or department head, whichever is located on the student’s campus.
- Second level of appeal is to the Dean of Academic Affairs at the South University campus where the infraction occurred.
- The third and final level of appeal, after the Dean of Academic Affairs, is to the School Dean. The decision of the School Dean is final.

The appeal with the first level must be filed within ten (10) course meeting days, and failure to meet this deadline may render the appeal moot. Should an Academic Integrity Violations charge be made at the end of a quarter, a grade of I will be assigned until the charge is adjudicated. It is the responsibility of the student then to appeal the decision to the next level, again within ten (10) days of the decision being appealed. The next level in the appeal process will not automatically consider it unless the student appeals it in writing.

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

- a clear explanation of the nature of the appeal
- a clear explanation of the reason(s) for the appeal
- a clear concise statement of the facts as known, with appropriate supporting documentation
- a clear statement of what is being appealed; i.e., the dishonesty charge and/or the penalty imposed.

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

If a student does not appeal, the Academic Integrity Violations charge is substantiated and the Academic Integrity Violation form remains on file in the Office of the campus Dean of Academic Affairs.

Academic Integrity Policy (Graduate-level Students)

Honor Code and Honor Council of South University Graduate Schools

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

The honor code is a policy describing expectations of students with regard to academic integrity in all aspects of graduate educational programs at South University. The honor code of South University is set forth to guarantee that students subscribe to the highest levels of moral and ethical behavior. The Honor Council is intended to provide a forum for the investigation of alleged incidents of violation of the Honor Code and for recommending penalties that are appropriate and consistent with the violation. Unequivocal and documented incidents of violations of academic integrity exposed by faculty may be dealt with directly by the Department chair, School Dean, and Vice President for Academic Affairs for South University without convening the Honor Council.

Each graduate program, due to their administrative structure and the lengths of their programs, may deviate slightly in the constitution of their particular Honor Council or in the nature of the flow of information. However, the fundamental concepts of definition of violations, reporting, investigation, hearing, and penalties are consistent throughout all graduate programs.

Article I - Name

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

Article II - Purpose

The purposes of the Honor Council are to:

1. Investigate and hear cases involving Graduate School students accused of academic dishonesty,
2. Act as a judicial body and establish the guilt or innocence of students, who have allegedly committed such violations,
3. Recommend the disciplinary action to be taken in all cases, in which the Honor Council determines there has been a violation,
4. Work with the faculty, and the administration of all of the Graduate programs in all matters regarding the administration of the Honor Code,

Article III - Authority

Student authority to request revision of the contents of any article resides with the Honor Council. Any revisions are subject to approval by the faculty, the Dean and the Vice President for Academic Affairs. The responsibility

for the enforcement of the Honor Council's findings and recommendations lies with the Program Director and Department Chair

Article IV - Membership

Section A. The Honor Council shall be assembled on an ad hoc basis. The Honor Council consists of five voting members, two student members at-large selected by the faculty one from the first year class and one from the second year class. An alternate member shall be chosen to replace a member that may be unavailable, recused or removed from the Council. The faculty will provide a list of nominees from which the two appointed students will elect three additional members from either class. Of the five members, three must be from the second year class and two from the first year class. To be a member of the council, one must be in good academic and professional standing. Terms of office shall last from the date of election until the particular incident is completely resolved unless decided otherwise by the council. . In all cases an alternate will be retained or elected.

Section B. The duties of the members are to:

1. attend all meetings of the Honor Council;
2. participate in and render objective judgment in discovery and trial procedures;
3. Assist in educating Graduate School students and faculty on the principles and practice of the honor code.

Section C. In the event of a vacancy in the Council, an alternate member chosen by majority vote of the Council from the faculty provided list, from the respective class where the vacancy exists will become an active member of the Council. The notification will occur within 7 days of the vacancy and will be made by the President of the Council (see Article V). If, for any reason, the President of the Council leaves office it will be the Council's responsibility to replace his or her office. This should be done by a majority vote.

Section D. The Honor Council will have a Faculty Advisor appointed by the Department Chair. The Faculty Advisor is a non-voting Member of the Honor Council. The Faculty Advisor is recused should he or she have direct involvement in a case before the Council. The duties of the Faculty Advisor shall be to:

1. advise the Honor Council on procedural matters;
2. ensure that due process and equitable procedures are followed in all cases before the Honor Council and advise on matters of precedent;
3. inform accused students of the Council's protocol and procedures throughout the progression of a case;
4. notify the accused students of actions, hearings, verdicts and penalties as well as to generally act as a liaison between the Council and the accused student;
5. provide proper notification of any Council action to the appropriate administrative personnel and faculty;

6. ensure that appropriate documentation is completed by the Secretary for all hearings and other Council meetings.

The Department Chair shall also appoint a Faculty Alternate. In the event the Faculty Advisor is recused from a case, the Faculty Alternate will replace the advisor during the proceedings of that particular case.

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

1. If a special reason or potential conflict of interest exists, a member of the Honor Council may recuse himself or herself in a particular case. The wish of a council member to recuse one's self from a specific hearing should be reported to the President of the Council within 3 days of written notification of the case. This request should be made before any active participation occurs with the case.
2. If the Council President considers that, for some special reason or potential conflict of interest, one of the council members should not hear a particular case; he/she shall inform him/her accordingly. Should the decision of the President be disputed by the Council Member, this issue of recusal should be decided by a vote of the full Council following open discussion.
3. If the Council considers, for some special reason or potential conflict of interest, that the President should be recused in a particular case, the issue should be addressed with the President in a meeting of the Council. Should the President dispute the recusal, the issue should be decided by a vote of the full Council following open discussion.

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

Article V - Officers

Section A. The officers of the Council shall consist of a President and a Secretary, chosen from among and by the Council members.

Section B. Officers must have completed at least three quarters of the program or have past experience serving on the Honor Council.

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

1. preside over all meetings;
2. direct the processes of all trials;
3. represent the Honor Council in all appropriate affairs;
4. supervise the investigation of all cases;
5. ensure the integrity of all proceedings by strict adherence to the established procedures of the Honor Council.

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

1. maintain written minutes of all Council meetings and hearings;
2. maintain a true and accurate record, by tape and in writing, of all trial proceedings;
3. prepare written communications from the Council regarding violations and Council actions;
4. prepare official written communications to the Faculty Advisor for distribution to appropriate persons regarding Council actions;
5. inform the members of the Council of all meetings through written communication;
6. promptly communicate in writing with all persons involved in cases.

For hearings, written minutes should be de-identified and assigned a specific case number.

Article VI - Meetings

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

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

Section C. The time and place for all meetings shall be determined by the President and shall be as convenient as possible for all concerned. The meeting shall be held in a location where confidentiality can be ensured.

Section D. All members of the Council are expected to attend all meetings of the Council. Failure to do so may be considered neglect of office.

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

Article VII - Instigation of Proceedings

Section A. All persons, including faculty having knowledge of or being witness to acts believed to be in violation of the Honor Code shall report in writing the fact, along with any physical evidence, to any Member of the Council or the Faculty Advisor within 72 hours of the alleged violation. Unequivocal and documented incidents of violations of academic integrity exposed by faculty may be dealt with directly by the Department chair, Dean, and Vice President for Academic Affairs for South University without convening the Honor Council.

Section B. When there is no physical evidence, a written affidavit about the observed violation by the witness(es) shall be required to begin an investigation and secure a conviction.

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

Article VIII - Case Procedure

Section A. Cases shall be resolved within 30 days after they are reported.

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

1. Within 5 days of receiving written information about a possible violation, the President of the Honor Council and two Council members chosen by lot shall act as a pre-hearing review board to interview witnesses, review evidence, and make a decision regarding whether or not to bring the case before the entire Honor Council. If feasible, members of the pretrial review board shall not be members of the same class as that of the accused.
2. The pre-hearing review board shall decide by majority vote within seven days of receiving the case if there is sufficient evidence to proceed with a hearing. If the vote is negative in this regard, the case will be dropped. If the vote is positive, the case will be presented to the Council and a trial will be scheduled to begin within 7 days.
3. If the case is accepted, the Secretary will promptly notify the accused that he or she has been accused of a violation. The defendant shall be fully informed of the nature of the charges. Notification will be done orally and in writing. The accused shall be given a copy of the violation and written notice of his or her rights to appear before the Council, to testify on his or her own behalf, to present evidence and to call or question witnesses. If the Honor Council is using the accuser's testimony in determining the guilt or innocence of the accused, the student has the right to confront the accuser. The accused may at any time waive the right to a hearing by entering a plea of guilty to the charges.
4. The accused may choose another registered, degree-seeking student as his/her defense advocate. He/she shall also have the right to provide his/her own witnesses. Witnesses are strictly limited to persons with *direct* evidence or *direct* knowledge of the alleged offense. Character witnesses are excluded from providing testimony.
5. All persons involved shall promptly receive written notification to attend a hearing. The Secretary shall provide this notification. Each individual shall be bound not to reveal the details of any alleged violation of the Honor Code. Any disclosure by any participant about the case shall be considered a violation of the Honor Code.

Article IX - Hearing Procedure

Section A. Hearings of the Honor Council are closed unless the defendant requests they be open. If the proceedings are closed, all witnesses will be interviewed separately. The accused and any defense advocate will be present for all presentation of evidence and witness testimony. If the proceedings are open, all witnesses and the accused may be present simultaneously.

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

1. Following a formal reading of the charges, the defendant is required to enter a plea before testimony is heard.

2. Each person giving testimony will be required to testify under oath. Both the Honor Council members and the defendant will be afforded an opportunity to question persons giving testimony.
3. The Council may allow the introduction of evidence other than testimony of witnesses if the Council determines that the evidence is relevant.
4. Proceedings of each hearing shall be recorded in writing and on audio tape and shall be labeled and signed by the Secretary and the President of the Council.
5. After hearing all testimony and reviewing all relevant evidence, the defendant, any defense advocate, and all witnesses will be excused for the Council deliberation.
6. The Council shall vote by secret ballot with the outcome determined by a simple majority.
7. The Honor Council Faculty Advisor shall verbally notify the defendant of the judgment of the Council. In cases of guilt the Faculty Advisor shall inform the defendant of the penalty. All communication must be done verbally and in writing within 2 working days of the final hearing. The faculty advisor shall provide a summary report along with specific outcomes of the Council's proceedings to the appropriate Department Chair and School Dean.
8. In cases in which the accused is adjudged not guilty, all transcriptions, except de-identified minutes, and tapes shall be destroyed immediately by the President and Secretary of the Honor Council. De-identified minutes shall be provided to the appropriate School Dean. In cases of guilt, the transcriptions and tapes shall be delivered by the Secretary and filed in a closed file in the office of the School Dean. The office of the School Dean shall maintain this file for a period of 10 years.

Section C. The decision rendered by the Council will be its final decision. If a confessed or convicted student continues to believe the penalty is inappropriate, the student may then appeal that decision of the Council to the School Dean.

Section D. In cases of a guilty verdict, the defendant may appeal the decision of the Council to the School Dean. The grounds for the appeal should be submitted in writing to the office of the School Dean by the defendant within five (5) business days of written notification of the verdict and penalty. The School Dean may uphold or negate the recommendation of the Council following due consideration of the appeal. The decision of the School Dean is final.

Section E. Confidentiality and Notification:

1. The only individuals who will be informed of an *investigation* of the Honor Council will be the council members, the accused, the accuser(s), the witness (es), the Faculty Advisor to the Honor Council, the Department Chair and the School Dean.
2. The only faculty members who will be informed of the *outcome* of the Honor Council investigation will be the Faculty Advisor to the Honor Council, the Department Chair, the School Dean and the accused student's Faculty Advisor and the faculty accuser(s). The Chair of the Progress and Promotions Committee shall be notified when appropriate. The appropriate course program directors will be notified of grades assigned as an outcome of a conviction of violation of the honor code.

3. The Department Chair and the School Dean will be informed promptly in writing by the Faculty Advisor following the decision of the Honor Council.

Article X - Honor Code Violations

Section A. The following shall be deemed Honor violations and shall be the basis for reporting cases to the Council and for convictions by the Council:

1. Cheating on an academic work. For example:
 - Knowingly or intentionally giving or receiving, or otherwise utilizing unauthorized assistance in connection with any examination, work submitted by the student for credit, or work performed as a required element of a course or clinic;
 - Using or attempting to use unauthorized material, aid or device prior to or during a test;
 - Knowingly using, buying, selling, stealing, transporting or soliciting, in whole or in part or the attempt to use, buy, sell, steal, transport or solicit the contents of an un-administered test that is expected to be administered;
 - Substituting for another student, or permitting another student to substitute for oneself, to take a test;
 - Obtaining or attempting to physically obtain a test without authorization prior to administration or attempting to obtain unauthorized or reserved information about a test prior to administration;
 - Obtaining, replicating or attempting to replicate, without authorization, an administered secure examination which has been designated for viewing only.
2. Committing an intentional act of lying, cheating or stealing.
3. Knowingly providing incorrect information to another person about any matter with the intent that another student's academic performance be harmed as a result.
4. Knowingly obstructing the attempts of another student to engage in academic activities with the intent that the other student's academic performance be harmed as a result.
5. Recklessly placing anyone at increased risk of injury or disease while the student is engaged in activities directly connected with patient care or academic activities.
6. Knowingly making a material misrepresentation of the student's class rank, grade point average, or any other academic achievement or endeavor.
7. Recklessly, and without prior authorization from the patient, disclosing information about a patient, along with information suggesting the identity of that patient, to a person who is not, at the time of the disclosure, a member of the patient's health care team.

8. Knowingly making a false report of an Honor Code violation.
9. Knowingly obstructing the investigation or prosecution of an alleged Honor Code violation, including, but not limited to, giving false information or testimony to the Honor Council, the pre-hearing review board, any person connected with the prosecution of an Honor Code violation.
10. Destroying, hiding, or fabricating evidence in an Honor Council proceeding.
11. Academic indiscretion.
12. Plagiarism or the appropriation of an author's work and the unacknowledged incorporation of that work in one's written work offered for credit or otherwise submitted or performed as a required element of a course or clinic.
13. Fabrication, which is defined as the intentional or unauthorized falsification or invention of any information or citation in an academic exercise.
14. Forgery, alteration, destruction, or misuse of School documents, medical records, prescriptions, physician's excuses, etc.
15. Attempted or actual theft of property of the School or of a member of the Institution's community or campus visitor.
16. Tampering with the election of any School recognized student organization.
17. Unauthorized possession, duplication or use of keys to any premises of the School, or unauthorized entry, or use of the premises of the School.
18. Conspiring, planning, or attempting to achieve any of the above acts.
19. Knowingly fail to report to a proper authority another student whom the student knows committed acts proscribed in Article X above.

ANY STUDENT WHO KNOWINGLY OR INTENTIONALLY PROVIDES ILLEGAL AID SHALL BE CONSIDERED AS RESPONSIBLE AS THE STUDENT WHO RECEIVES IT AND WILL BE DEALT WITH BY THE HONOR COUNCIL IN THE APPROPRIATE MANNER.

Article XI - Penalties

Section A. Upon conviction of a violation of the Honor Code or a plea of guilty, the Honor Council will make a recommendation of the penalty for violation of the honor code. The Honor Council shall have the option of the following penalties:

The standard penalty for violation of the Honor Code is permanent expulsion. The Student will receive a grade of Incomplete for all courses in which the student is enrolled at the time of the infraction.

Depending upon the circumstances of the case, the Honor Council may recommend a penalty less severe than permanent expulsion in a report to the appropriate Department Chair and the School Dean. These penalties include, but are not limited to, the following:

- a) Disciplinary probation for Honor Code Violation. The student may receive a grade of F (0.00) for a given course as well as a grade of Incomplete, Withdrawal, or Withdrawal Failing for one or more courses in which the student is enrolled at the time of the infraction.

A mandatory leave of absence from South University for approximately one academic year. The student will be permitted to return from a mandatory leave of absence at the commencement of the term for the courses in which the violation occurred.

The student will receive a grade of Incomplete for all courses in which he or she is enrolled at the time of infraction.

Upon receipt of a mandatory leave of absence, the student cannot advance until he or she has completed the term in which the Incomplete grades were given.

At the discretion of the Department Chair in consultation with the School Dean, the student may be required to enroll as a student in special standing for purposes of review or remediation prior to re-enrollment as a full-time student.

- b) Assignment of a grade of zero for a given examination or test.
- c) Academic indiscretion – Administrative probation which shall carry the same restrictions as academic probation.

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

Section C. In the case of an appeal the School Dean makes the final decision and reports the decision to the Vice President of Academic Affairs.

Article XII - Amendments

Section A. Amendments to the present statute may be proposed by the Honor Council or by Class Officers representing their respective student body. Such proposals shall be forwarded to the faculty for final approval when ratified by three-fourths of the members of the Honor Council at the next meeting following the proposal of the amendment.

Section B. Ratified amendments shall become effective thirty days after final approval by the faculty.

South University Anti-Hazing Policy

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the university student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at room 1112. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

South University Firearms Policy

South University is committed to maintaining educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This Policy applies to anyone on South University's premises, unless otherwise prohibited by law.

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Student Affairs or a member of management.

Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.**

Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law

Any student who becomes aware of a violation of this policy should immediately notify Student Affairs, the President or a member of management or a member of school staff.

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

Policy Concerning Sexual Violence

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by South University. Complaints of sexual violence should be made to the Dean of Student Affairs in room 1112 or by phone at 813.393.3761.

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

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

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

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

Disciplinary Actions and Sanctions

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

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

Mandatory, Binding Arbitration of Disputes

Every student and South University agrees that any dispute or claim between the student and South University (or any company affiliated with South University, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at South University whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or South University's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If South University intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with South University and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, South University will select one.

South University agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if a student's claim exceeds than the relevant jurisdictional threshold South University reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR SOUTH UNIVERSITY CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, A STUDENT WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT A STUDENT OR SOUTH UNIVERSITY WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against a student may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which the student resides. Upon a student's written request, South University will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act (FAA), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of a student's relationship with [SCHOOL NAME]. If a student has a

question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

Student General Complaint Procedures

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

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

Savannah, Georgia Campus (Online)

Georgia Nonpublic Postsecondary
Education Commission
2189 Northlake Parkway
Building 10, Suite 100
Tucker, GA 30084
Phone: (770) 414-3300

Columbia, South Carolina Campus

South Carolina Commission
on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201
(803) 737-2260

West Palm Beach, Florida Campus

Tampa, Florida Campus

Florida State Board of Independent
Colleges and Universities
Department of Education
Apalachee Parkway, Suite A
Tallahassee, FL 32301

Richmond and Virginia Beach, Virginia Campus

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

Or you may contact:

The Commission on Colleges

Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, GA 30033-4097
Phone: 404-679-4501

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

Non Discrimination Policy

South University- Tampa does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, South University – Tampa will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school’s compliance efforts regarding the Non-Discrimination Policy:

Dean of Student Affairs
Phone: 813.393.3761

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.

Definition of Sexual Harassment

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

- a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

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

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

Other Forms of Harassment

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

Complaint Procedure

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

Student Grievance Procedure for Internal Complaints of Harassment and Discrimination

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether the South University - Tampa non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Student Affairs at 813.393.3761 or for academic matters with the Dean of Academic Affairs at 813.393.3791. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Dean of Student Affairs for non-academic matters or the Dean of Academic Affairs for academic matters will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. When evaluating complaints of sexual harassment, the Dean of Student Affairs for non-academic matters or the Dean of Academic Affairs for academic matters will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Dean of Student Affairs for non-academic matters or the Dean of Academic Affairs for academic matters may be appealed by either the complainant or the accused by petitioning the President's Office of South University – Tampa. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Student Affairs for non-academic matters or the Dean of Academic Affairs for academic matters. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or the South University Academic Catalog.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

Family Educational Rights and Privacy Act

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-Tampa may disclose to third parties without receiving prior written consent from the student.

Procedure to Inspect Education Records

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

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

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

Disclosure Of Educational Records

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

1. To South University-Tampa officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or

- b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for South University-Tampa has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (*see* Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and South University-Tampa will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

Record of Requests for Disclosure

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

Directory Information

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

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

Notice of these categories and of the right of an individual in attendance at South University-Tampa to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, South University-Tampa, 4401 North Himes Avenue Suite 175 Tampa, FL 33614. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Correction of Educational Records

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

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

Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by South University-Tampa to comply with the requirements of FERPA.

The name and address of the governmental office that administers FERPA is:

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

Food and Drink Policy

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

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

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

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

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

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

Intellectual Property Policy

1. Purpose – Policy Statement

The purpose of this document is to set forth the general policies and guidelines that define the rights and obligations of South University faculty, staff, and students with regard to Inventions and other Intellectual Property (as such terms are defined below) that result from their University activities.

2. Objectives

South University has a responsibility for and an interest in the advancement of scientific knowledge and creative work that will enhance its educational, research and service missions and benefit the public it serves. The objectives of these regulations are fourfold:

- 2.1 to encourage the development of Intellectual Property for the best interest of the public, the creator of the Intellectual Property, and the University; and
- 2.2 to provide timely disclosure and protection of Intellectual Property whether by development, commercialization, or publication, or any combination thereof; and
- 2.3 to allow employees of South University maximum scientific and professional freedom with respect to the method of disclosure and publication of their findings, consistent with any contractual obligations of employment or sponsored research; and
- 2.4 to provide procedures for the protection of Intellectual Property through patents, copyrights and trademarks, and for the licensing of Intellectual Property for commercial application.

3. Definitions

For the purposes of this regulation, the following terms are defined as follows:

- 3.1 South University or the University: South University, any and all of its departments and offices, and any foundation or related entity associated with the University.
- 3.2 Invention: A process, method, discovery, device, plant, composition of matter, or other invention that reasonably appears to qualify for protection under the United States patent law (utility patent, plant patent, design patent, etc.), whether or not actually patentable. An Invention may be the product of a single inventor or a group of inventors who have collaborated on a project.
- 3.3 Creator: any faculty, staff, and other persons employed by South University, whether full or part time; visiting faculty and researchers; and any other person, including students, who create or discover Intellectual Property at the direction of the University or using University resources.
- 3.4 Copyrightable Work: An original work of authorship which has been fixed in any tangible medium of expression from which it can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device, such as books, journals, software,

computer programs, musical works, dramatic works, videos, multimedia products, sound recordings, pictorial and graphical works, etc. A Copyrightable Work may be the product of a single author or a group of authors who have collaborated on a project.

- 3.5 Trademark (including Service Mark): A distinctive word, design or graphic symbol, or combination word and design, that distinguishes and identifies the goods and services of one party from those of another, such as names or symbols used in conjunction with computer programs.
- 3.6 Tangible Research Property: Tangible items produced in the course of research including such items as biological materials, engineering drawings, integrated circuit chips, computer databases, prototype devices, circuit diagrams, and equipment. Individual items of Tangible Research Property may be associated with one or more intangible properties, such as Inventions, Copyrightable Works and Trademarks. An item of Tangible Research Property may be the product of a single creator or a group of individuals who have collaborated on a project.
- 3.7 Intellectual Property: Collectively, all forms of intellectual property including but not limited to Inventions, Copyrightable Works, Trademarks, and Tangible Research Property.
- 3.8 Institutional Works: Works created at the instigation of the University, under specific direction of the University, for the University's use, by a person acting within the scope of his or her employment or subject to a written contract.
- 3.9 Policy: This South University Intellectual Property Policy.

4. Applicability

This regulation is applicable to (i) all persons employed by South University; and (ii) any persons using South University facilities under the supervision of University personnel, including but not limited to visiting faculty and adjunct faculty, unless the University negotiates special terms for management of the work of such individuals. South University employees should not enter into intellectual property agreements related to outside employment, such as consulting or summer employment agreements, without affirmative notice to the prospective employer that the intellectual property rights of South University cannot be subordinated to a third party consulting or employment agreement. (*For more information see South University's Policy on Faculty Consulting and Outside Activities.*)

5. Copyrightable Works

- 5.1 Scholarly or Artistic Works. Notwithstanding any use of University resources or the "work made for hire" doctrine, the ownership of textbooks, scholarly monographs, trade publications, maps, charts, articles in popular magazines and newspapers, novels, nonfiction works, supporting materials, artistic works, and like works shall reside with the Creator(s). However, unless these works are Institutional Works, any revenue derived from such works will be distributed according to prior agreement with the University in accordance with Section 5.3 of *South University's Policy on Faculty Consulting and Outside Activities*. Except for textbooks, the University shall have royalty-free use of the work within the University, unless otherwise agreed in writing.
- 5.2 Manuscripts for Academic Journals.

- 5.2.1 Notwithstanding any use of University resources or the “*work made for hire*” doctrine, the ownership of manuscripts for publication in academic journals shall reside with the Creator(s) and any revenue derived from their works shall belong to the Creator(s) (unless such works are Institutional Works).
- 5.2.2 If the manuscript is to be published, the Creator(s) shall request the right to provide the University with a royalty-free right to use the manuscript within the University in its teaching, research, and service programs, but not for external distribution, and, if successful, the creator(s) shall grant such right to the University.
- 5.3 Student Academic Creations.
- 5.3.1 The ownership of student works submitted in fulfillment of academic requirements shall be with the Creator(s). The student by enrolling in the University gives the University a nonexclusive royalty-free license to mark on, modify, and/or retain the work as may be required by the process of instruction, or otherwise handle the work as set out in the course syllabus. The University shall not have the right to use the work in any other manner without the written consent of the Creator(s). Where the creation is part of any ongoing research or development project, the involved faculty or staff shall have the right to use and to modify the creation for use within that project and related research projects without additional consent of the Creator(s).
- 5.3.2 Students working on a project governed by a contract or agreement to which the University is a party shall be bound by the terms of that contract or agreement.
- 5.3.3 Students who are hired to perform specific tasks that contribute to a Copyrightable Work will ordinarily have no rights to ownership of that work, regardless of the source of funds from which they are paid. In such cases, the party who owns the copyright of the rest of the work will ordinarily retain copyright ownership of the portion contributed by the student.
- 5.3.4 Students working collaboratively with academic employees on projects that result in a Copyrightable Work may be granted the same rights and obligations of copyright ownership as would another academic employee working collaboratively on the project. Students and academic employees should establish these rights at the outset of their collaboration through authorization from that academic dean.
- 5.4.1 Institutional Works. The University shall retain ownership of Institutional Works. Institutional Works include, by way of example on not limitation, (i) work assigned to programmers, (ii) software developed for the University, and (iii) brochures, training programs, CD-ROMs, videos, and manuals for which staff members are hired to develop. The University owns all right, title and interest in such Institutional Works and the Intellectual Property related thereto, except as provided in prior written agreements between the University and Creator(s) of such works.
- 5.5 Works Developed with Significant Use of University Resources. Copyrightable Works that are not Institutional Works but are works that are developed with integral and significant use of funds, space, hardware, or facilities administered by the University, where use was essential and substantial rather than incidental, shall be owned by the University. In addition, Copyrightable Works that are not Institutional Works but are works that are developed in the course of or

resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, or by a private gift or grant to the University, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms and to the extent consistent with copyright law, shall be owned by University. The University recognizes and affirms the traditional academic freedom of its faculty and staff to publish pedagogical, scholarly or artistic works without restriction. In keeping with this philosophy, the University will not construe the provision of offices or library facilities as constituting significant use of University resources, except for those instances where the resources were furnished specifically to support the development of such Copyrightable Works.

5.6 Disclosure, Assignment and Protection.

5.6.1 Creators of Copyrightable Works that are not owned by the University under this Policy, own the copyrights in their works and are free to publish them, register the copyright, and to receive any revenues which may result therefrom.

5.6.2 Creators of Copyrightable Works that are not Institutional Works but are works that are owned by the University under paragraph 5.5 shall promptly disclose to the University any work of authorship covered by this Policy (including those made under sponsored research or cooperative arrangements). Disclosure shall be made on a disclosure form prescribed by and available from the University. Such persons shall cooperate with the University to the best of their ability in protecting intellectual property rights in the work of authorship. Furthermore, upon request by the University to perfect intellectual property rights, such persons shall (i) warrant that, to the best of his/her knowledge, the work does not infringe upon any existing copyright or other legal rights, that work not identified as quotations is the expression or creation of the author, and that necessary permission for quotation and the use of third party works has been obtained; and (ii) execute such documents as the University may reasonably require to perfect the University's rights in such works. Notwithstanding the foregoing, the University will process federal registration for University-owned Copyrightable Works when the University concludes that such University-owned Copyrightable Works should be licensed for commercial exploitation or when registration is required under terms of a sponsored agreement.

5.7 Software. For purposes of this Policy, Software includes computer programs, computer databases, documentation, source code, source code listings, design details, algorithms, processes, flow charts, formulae and any related materials that would enable the software to be reproduced, recreated or recompiled.

5.7.1 *University-Supported Efforts.* Rights to Software developed by a Creator shall vest in the University, when there was any support of the Creator(s)' efforts through use of University funds, facilities, personnel or other resources. In this case the Creator(s) will share in University-earned income according to the allocation described below.

5.7.2 *Sponsor-Supported Efforts.* A grant or contract between a sponsor and the University usually contains specific provisions with respect to the disposition of rights to Software, and such prior contractual obligations may define the disposition of Software developed during the project. In the absence of any such provisions, rights to Software developed by a Creator shall vest in the University. In those cases in which Software ownership

rights are vested in the University, or in cases in which income is shared between the sponsor and the University, the developers will share in University earned income according to the allocation formula described below.

- 5.7.3 *Software as Patentable Subject Matter.* In recent years, the United States Patent and Trademark Office has determined that software which meets certain technical and legal criteria may be patentable. In the case that software originally disclosed as a Copyrightable Work subsequently is determined to be patentable subject matter, and the University component chooses to seek patent protection for the software, then such software shall be managed under this Policy as an Invention.

6. Inventions and Patents

- 6.1 General. All Inventions (i) conceived or reduced to practice in the conduct of University research, (ii) that result from an individual's employment responsibilities, and/or (iii) that result from support from University-administered funds, facilities or personnel shall belong to the University. For the purpose of this Policy, University research includes all scholarly research conducted in the course of the Creator(s)'s University employment including performance of research sponsored by the University or an external agency/corporation or with University facilities or resources. South University shall have sole right to determine the disposition of such Inventions. In making such a determination the University will act in a manner, which in the judgment of the University, is in the best interests of the University, its Creators, its research sponsors and the public.
- 6.2 Disclosure and Assignment. All persons subject to this Policy shall promptly disclose to the University any Invention covered by this Policy, including those made under sponsored research or cooperative arrangements. Disclosure shall be made on the disclosure form attached to this Policy as Appendix A. Such persons shall cooperate with the University in protecting intellectual property rights in the Invention, to the best of their ability. All Creators shall execute appropriate assignments and/or other documents required to set forth effectively the ownership and rights to Inventions.
- 6.3 Ownership.
- 6.3.1 *University-Supported Efforts.* Rights to Inventions developed by Creators shall vest in the University when there was support of the Creator(s)'s efforts through use of University funds, facilities, personnel or other resources. In this case the Creator(s) will share in University-earned income according to the allocation formula described below.
- 6.3.2 *Individual Efforts.* An Invention unrelated to an individual's employment responsibilities that is developed on his or her own time without University support or use of University facilities is not owned by the University. In such cases the University shall make no claim on royalties.
- 6.3.3 *Sponsor-Supported Efforts.* Ownership of an Invention developed in the course of or resulting from research supported by a grant or contract with the federal government (or an agency thereof) or a nonprofit or for-profit nongovernmental entity, shall be determined in accordance with the terms of the sponsored grant or contract, or in the absence of such terms, shall be owned by the University. In the case of Government-supported research, the Bayh-Dole Act and subsequent amendments and federal

regulations provide the basis for current University technology transfer practices. Accordingly, while the University is assigned the rights to Intellectual Property generated during the course of federally-sponsored research activities, the Government retains the option to claim ownership under certain circumstances. In the event that the Government does not exercise its option (the usual circumstance) and regardless of ownership, the Government retains a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the Invention or to Copyrightable Works produced under Government sponsorship. In those cases in which all patent rights are vested in the University, or in cases in which income is shared between the sponsor and the University, the inventors will share in University-earned income according to the allocation formula described below.

6.4 University Decisions on Disclosed Inventions

6.4.1 *Patent Committee.* A Patent Committee, appointed by the Chancellor and whose membership will represent both faculty and administration, will make decisions on behalf of the University as to whether to seek intellectual property protection on disclosed Inventions. This committee will make every effort for prompt decisions, consistent with faculty publication and other obligations; the committee will establish procedures which empower the University to meet time-contingencies through the use of provisional applications or other appropriate measures. The policy recognizes, however, that technology evaluation procedures and prior art assessments can be complicated by a wide variety of factors. The committee shall inform Creators in writing of the status of their disclosure at intervals of no less than 90 days; in no case will the University take longer than one year to make a decision whether to file.

6.4.2 *Assignment of Right Ownership to Creator(s).* Should the University decide not to pursue patent protection, upon request, the University will assign to the Creator(s) the rights to the Invention, subject only to sponsor restrictions. In all cases in which the Invention is assigned to the inventor, the University will retain the rights to a non-exclusive, non-transferable, irrevocable, royalty-free, worldwide license to the Invention for research and educational purposes.

7. Distribution of Income

7.1 General. Revenue received by the University generated through income or other exploitation of University-owned Inventions or Software shall be distributed in a manner that recognizes the efforts and contributions of the Creator(s). The University will maintain a detailed accounting for all expenditures and receipts associated with each disclosed Invention or Software and will manage the distribution of income according to this Policy.

7.2 Distribution. Income shall be distributed as follows:

7.2.1 100% to the University until all its out-of-pocket expenses associated with the protection and exploitation of the Invention or Software have been reimbursed, such expenses include fees associated with patent filing and copyright registration and any other continuing costs associated with the licensing or other commercialization of the Intellectual Property.

7.2.2 Thereafter, income received by the University is distributed as follows:

40% to the Creator(s) (or their heirs);

20% to the organizational unit (the department or school) listed as the sponsoring unit by the Creator at the time of the invention disclosure;

40% to the University.

- 7.2.3 In the absence of an agreement to the contrary, income will be split equally among the multiple Creators. However, the Creators may enter into an agreement among themselves that specifies a different distribution formula that takes into account the differential contributions of the individual Creators. This income distribution agreement should be submitted to the University at the time of filing of the invention disclosure to the University. In the absence of such an agreement, the University's policy will be equal income payments to all Creators.
- 7.3 Institutional Works. The Creator(s) of Institutional Works shall exercise no rights in such works and shall receive no proceeds from the sale, assignment, licensing, or use of such works, except as provided in prior written agreements between the University and the persons who create those works.
- 7.4 Tangible Results of Research Proceeds. To the extent allowed by law, where any Tangible Results of Research is not within the scope of the claims of a patent, patent application or copyright, each Creator of such Tangible Results of Research shall share in any net proceeds or annual income to the same extent an Creator shares in income pursuant to Section 7.2.

8. Trademarks

In most situations, a Trademark identifies an item of Intellectual Property, such as a computer program or a plant variety. In other situations, a Trademark identifies an educational, service, public relations, research or training program of the University. The University owns all right, title and interest in Trademarks related to an item of Intellectual Property owned by the University, or to a program of education, service, public relations, research or training program of the University. All income from the licensing of a Trademark shall belong to the University.

9. Agreement of the Parties

This Policy constitutes an understanding that it is binding on the University, and its academic and non-academic employees, students and others as a condition for their participation in University research, teaching and service programs or their use of University resources. Furthermore, to avoid any potential for a conflict of interest, members of the University may not enter into a consulting agreement that is in conflict with the policies described here, and must provide affirmative notice to any outside prospective employer that the Intellectual Property rights of the University cannot be subordinated to any third party consulting or employment agreement.

Notice of South University 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.

EDMC'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. EDMC's policies prohibit use of the EDMC 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).

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

Introduction

South University - Tampa is providing the following information to all of its employees and students as part of South University – Tampa’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Dean of Student Affairs, Heather Grahek, 813.393.3800..

Campus Security and Crime Prevention Policy

South University – Tampa’s Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via faculty/staff mailboxes. The report is distributed to all students through the student handbook.

Reporting Crimes and Emergencies

A safe environment is everyone’s responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in the Dean of Student Affairs’ Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of South University – Tampa that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around South University - Tampa facilities to the Dean of Student Affairs either in person or by calling 813-393-3761. If the Dean of Student Affairs is not available, you may contact Dan Coble, President and/or the Police Department by dialing 911. Tampa’s non-emergency Police Department’s number is 813-231-6130.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Police by dialing 911 and then notify the Dean of Student Affairs.

Policies for Preparing the Annual Disclosure of Criminal Statistics

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in Dean of Student Affairs' Office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the Dean of Student Affairs.

Security and Access to the Campus Facilities

It is the policy of South University- Tampa that access to all campus facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to South University - Tampa policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty in Tampa may be asked to show their valid identification card to gain access to campus facilities. Security personnel are available within the building during routine university hours and landlord provided security services are available on adjacent properties.

Access to Academic Buildings

A welcome desk is located on the first floor of the entrance to the campus. Students, staff and faculty are asked to swipe and show their valid identification card to gain access to campus facilities. Cameras are positioned throughout the campus. After hours, proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas. Security personnel are stationed at the entrances to Tampa Bay Park in the morning and evening; they leave to patrol the parking lots throughout the day. Suspicious persons are questioned and asked to leave.

Security personnel do not have arrest authority. They do have the authority to evict unauthorized persons from the campus premises and to notify local and state authorities of all actual or suspected criminal activities.

Relationships with State and Local Police

South University - Tampa is located in Tampa which is part of Hillsborough County. South University - Tampa maintains a close working relationship with the Tampa Police Department with periodic contact initiated by the Dean of Student Affairs' Office to ensure that the University is aware of criminal offenses and arrests occurring on or near the campuses so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided via email, campus posters, notices placed in faculty and staff mailboxes, and announcements read in class.

Programs to Inform Students and Employees about Campus Security and Prevention of Crimes

All new South University - Tampa employees and students are instructed on crime awareness, prevention, and campus security during Orientation and encouraged to take responsibility for their own security, as well as others. The New Student Orientation program, which takes place eight times per year, includes a description of campus security policies and procedures and suggestions on how to avoid becoming a crime victim, as well as procedures for reporting any criminal activity or emergency. Students and employees are encouraged to be responsible for their own security and the security of others. Members of the local police departments will be invited to present or provide information regarding crime prevention.

Students are requested to review the Campus Security and Crime Statistics Report that is included in the University's *Student Handbook*. Employees are requested to review the University's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found. Individuals with questions about the Campus Security Report should contact the Dean of Student Affairs.

Emergency Notification

South University – Tampa uses a voluntary electronic emergency notification system, known as *My Campus Alert*. In an emergency, *My Campus Alert* will enable authorized college officials to reach members of the community through mechanisms other than regular college email and telephones. South University- Tampa will also update the telephone system to reflect the emergency. The students, faculty and staff will be notified through the schools internal email system and the school's web site. Evacuation procedures are posted on the inside of all the school's classrooms. The school' emergency response and evacuation are tested on an annual basis.

In the event of an emergency, the campus President, or a designee, will confirm that an emergency exists, determine who should receive notification and when, determine the content of the notification, and initiate the emergency notification process.

Off Campus Student Organizations

At the present time, South University – Tampa does not have any off-campus student organizations.

Drug and Alcohol Policies

In keeping with section 120 (a) through (d) of the Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided annually to all South University- Tampa students and employees.

South University- Tampa follows the policies for use of alcoholic beverages during school sponsored functions as described below:

- State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
- Signs reciting the above municipal and state law will be posted in the Student Lounge.
- Wine and beer are the only alcoholic beverages that may be served. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.

- Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
- The University does not have a license for the sale of alcoholic beverages. Therefore, the sale of alcoholic beverages on the school's premises or at any school-sponsored function is prohibited.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by South University - Tampa. The institution enforces all state and federal laws concerning illegal drugs.

Drug and alcohol use policies and abuse prevention will be discussed during Orientation. Information on drug and alcohol abuse prevention will be distributed to students and employees once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs will be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement or other appropriate agency.

For students, the Dean of Student Affairs' Office in conjunction with the President's Office will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Department of Human Resources in conjunction with the President's Office will provide referrals to specific programs of counseling, treatment, or rehabilitation.

Firearms Policy

South University is committed to maintaining educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This Policy applies to anyone on South University's premises, unless otherwise prohibited by law.

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Student Affairs or a member of management.

- a. Firearms, including concealed weapons, are not permitted on South University premises and/or at South University events, except that sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to South University or to South University's vendors and contractors (where approved by South University) may carry weapons.
- b. Firearms are not permitted in any vehicle while the vehicle is parked on South University property, whether said property is owned or leased by South University or provided to South University for its use, except where otherwise required by law and provided that the employee, student or visitor is licensed to carry the firearm, the firearm is not loaded, and the firearm owner has informed the facilities' owner/manager in advance of the presence of the unloaded firearm in the owner's vehicle in accordance with any applicable law.
- c. Any student who becomes aware of a violation of this policy should immediately notify Student Affairs, the President or a member of management or a member of school staff.

- d. Violation of this policy is considered a serious offense that endangers the safety of anyone on South University premises. Any person violating this policy may be required to leave South University premises. Students violating this policy are subject to suspension or dismissal from school.

Programs and Procedures Regarding Sexual Assault

Discussions promoting the awareness of rape, acquaintance rape, and other sex offenses are presented during Orientation. Brochures on sexual assault issues are distributed to students and employees once each academic year. A workshop will be offered once per academic year that is open to students and employees. Members of South University - Tampa faculty and staff will be invited to present.

If an alleged sex offense has occurred, it is the student(s) or employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. Remember, though, that reporting a rape is not the same thing as prosecuting a rape. At the student's or employee's request, South University - Tampa school officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease.
- (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you. You should not be alone.

Counseling and Student Services

2-1-1 Hotline Services are available in both Hillsborough and Pinellas Counties 24 hours a day. Hotline services provide assistance for suicide, rape, substance abuse, homelessness, hunger, and parenting.

In addition, the following is a list of off-campus counseling and mental health agencies available in Hillsborough County to assist a victim of sex offenses:

APPLEservices – Sexual Abuse/Assault Treatment and Counseling Program, 264-9955. Hours of operation are Monday through Thursday from 9:00am to 7:00pm and by appointment on Friday. Fees are calculated on a sliding scale based on income. Full level of confidentiality.

Domestic Violence Program, 813-272-6423, 24-Hour Hotline if referred by local law enforcement agency. No fee. No confidentiality. However, program provides therapy referrals.

Academic and Living Situation

A victim of a sex offense may request that his or her academic situation be changed. To make a request, the victim should contact the Dean of Student Affairs' Office. Every effort will be made to accommodate reasonable requests. Schedule changes including section changes, course drops, and course additions will be accommodated. Requests for a Leave of Absence will also be accommodated.

Campus Disciplinary Action and Sanctions

Victims of sexual assault perpetrated by another student may request the committee responsible for student evaluation hold a disciplinary hearing against the accused sex offender. The committee responsible for student evaluation will allow both the victim and the accused to present their case to the committee as part of the disciplinary procedures. Both the victim and the accused will have the right to have others present during disciplinary procedures. Both the victim and the accused have the right to be notified of the outcome of such proceedings. The accused will have the right to appeal the committee's decision based upon due process or bias only.

If the institution determines a forcible or non-forcible sex offense has occurred, sanctions may be imposed upon the sex offender which include warning, probation, dismissal, and referral to law enforcement agencies for prosecution.

Information Regarding Registered Sex Offenders

Information regarding registered sex offenders is made available to the public under section 170101 (j) of the Violent Criminal Control and Law Enforcement Act of 1994. This information may be obtained from the Florida Department of Law Enforcement by visiting their website at <http://www.fdle.state.fl.us>. The internet may be accessed by students and staff from any open computer lab on campus.

FDLE also has a toll-free number (1-888-357-7332) for information. Requests may be made between the hours of 8:00am and 7:00pm, Monday through Friday.

Crime Statistics

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. South University- Tampa prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted regularly to maintain a working relationship and formulate statistics for the annual crime statistics report.

Drug Free Schools and Campuses

The use of illegal drugs and the abuse of alcohol on the campus of South University- Tampa or in facilities controlled by the South University- Tampa are prohibited by college regulations and are incompatible with the South University- Tampa goal of providing a healthy educational environment for students, faculty, staff and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of South University- Tampa and the requirements of state and federal law, [school name] has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH ALCOHOL USE

Short Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects

- In males--testicular atrophy and breast enlargement
- In females--increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

HEALTH RISKS ASSOCIATED WITH DRUG USE

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense "downs" that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

Sanctions

South University- Tampa, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, the South University- Tampa will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of the South University- Tampa standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student's or employee's expense, if necessary.

Controlled Substances Act Schedule	1st Offense	2nd Offense	Quantity	Drug	Quantity	1st Offense	2nd Offense
I and II	<p>*Not less than 5 years. Not more than 40 years</p> <p>*If death or serious injury, not less than 20 years or more than life</p> <p>*Fine of not more than \$2 million individual, \$5 million other than individual</p>	<p>*Not less than 10 years. Not more than life</p> <p>*If death or serious injury, not less than life</p> <p>*Fine of not more than \$4 million individual \$10 million other than individual</p>	10-99 gm pure or 100-999 gm mixture	Methamphetamine	100 gm or more pure of 1 kg or more mixture	<p>*Not less than 10 years. Not more than life.</p> <p>*If death or serious injury, not less than 20 years or more than life.</p> <p>*Fine of not more than \$4 million individual, \$10 million other than individual</p>	<p>*Not less than 20 years. Not more than life</p> <p>*If death or serious injury, not less than life</p> <p>*Fine of not more than \$8 million individual, \$20 million other than individual.</p>
			100-999 gm mixture	Heroin	1 kg or more mixture		
			500-4,999 gm mixture	Cocaine	5 kg or more mixture		
			5-49 gm mixture	Cocaine Base	50 gm or more mixture		
			10-99 gm pure or 100-999 gm mixture	PCP	100 gm or more pure or 1 kg or more mixture		
			1-9 gm mixture	LSD	10 gm or more mixture		
			40-399 gm mixture	Fentanyl	400 gm or more mixture		
			10-99 gm mixture	Fentanyl Analogue	100 gm or more mixture		

Controlled Substances Act Schedule	Drug	Quantity	1st Offense	2nd Offense
I and II	Others (law does not include marijuana, hashish, or hash oil)	Any	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million not individual	*Not more than 30 years *If death or serious injury, life *Fine \$2 million individual, \$10 million not individual
III	All (included in Schedule III are anabolic steroids, codeine and hydrocodone with aspirin or Tylenol®, and some barbiturates)	Any	*Not more than 5 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 10 years *Fine not more than \$500,000 individual, \$2 million not individual
IV	All (included in Schedule IV are Darvon®, Talwin®, Equanil®, Valium®, and Xanax®)	Any	*Not more than 3 years *Fine not more than \$250,000 individual, \$1 million not individual	*Not more than 6 years *Fine not more than \$500,000 individual, \$2 million not individual
V	All (over-the-counter cough medicines with codeine are classified in Schedule V)	Any	*Not more than 1 year *Fine not more than \$100,000 individual, \$250,000 not individual	*Not more than 2 years *Fine not more than \$200,000 individual, \$500,000 not individual

*The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

Description	Quantity	1st Offense	2nd Offense
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	*Not less than 10 years, not more than life *If death or serious injury, not less than 20 years, not more than life	*Not less than 20 years, not more than life *If death or serious injury, not more than life *Fine not more than \$8 million individual, \$20 million other than

		*Fine not more than \$4 million individual, \$10 million other than individual	individual
Marijuana	100 kg to 999 kg mixture; or 100-999 plants	*Not less than 5 years, not more than 40 years *If death or serious injury, not less than 20 years, not more than life *Fine not more than \$2 million individual, \$5 million other than individual	*Not less than 10 years, not more than life *If death or serious injury, not more than life *Fine not more than \$4 million individual, \$10 million other than individual
Marijuana	50 to 99 kg mixture 50 to 99 plants	*Not more than 20 years *If death or serious injury, not less than 20 years, not more than life *Fine \$1 million individual, \$5 million other than individual	*Not more than 30 years If death or serious injury, not more than life Fine \$2 million individual, \$10 million other than individual
Marijuana	Less than 50 kg mixture	*Not more than 5 years *Fine not more than \$250,000, \$1 million other than individual	*Not more than 10 years *Fine \$500,000 individual, \$2 million other than individual
Hashish	10 kg or more		

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844(a)

1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:

- (a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- (b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- (c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7) Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4) Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g) Ineligible to receive or purchase a firearm.

Miscellaneous Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. *Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.*

Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the South University-Tampa need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

Other Federal Reports

Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the “Student-Right-to-Know” Act.

Suicide Prevention Guidelines

The Problem of Suicide

- In 1998, suicide was the eighth leading cause of death for all Americans, the third leading cause of death for those aged 15-24, and the second leading killer in the college population.
- These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
- Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

Symptoms

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

Depression and suicide have many common warning signs including:

- Sadness or anxiety
- Feelings of guilt, helplessness or hopelessness
- Trouble eating or sleeping
- Withdrawing from friends and/or social activities
- Loss of interest in hobbies, work, school, etc.
- Increased use of alcohol or drugs
- Anger

Specific signs of potential suicide include:

- Talking openly about committing suicide
- Talking indirectly about "wanting out" or "ending it all"
- Taking unnecessary or life-threatening risks
- Giving away personal possessions

Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

Suicide can be also be triggered by a number of things including:

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses
- changes in body chemistry
- high levels of anger or anxiety

How to help a friend

If you notice any of the above warning signs in a friend or loved one, you have reason to be concerned. There are ways that you can be helpful to a friend or loved one who is thinking of taking their own life.

- Be honest and express your concerns. For example, “You seemed really down lately; is something bothering you?”
- Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the college counselor, 9-1-1 or the local mental health association.
- Listen and offer emotional support, understanding and patience.
- Convey the message that depression is real, common and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

Resources

If you or a friend needs help, please contact 9-1-1. The college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or www.hopeline.com.

National Mental Health Association

1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health

1-800-421-4211 or www.nimh.nih.gov

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The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959
www.nmha.org/index.cfm

Procedures following suicide threats and attempts

South University-Tampa expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of the South University-Tampa student code of conduct. In the event that South University-Tampa has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, South University-Tampa will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately

and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. South University-Tampa will ask the mental health professional to share information about what steps South University-Tampa might take to protect the safety of the student and the school community at large. Students with psychological impairments which affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who have to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on interim suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, South University-Tampa at its discretion may set restrictions and/or conditions for the student to return South University-Tampa including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations.

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

Who to see if you have a question about...	
Academic Concerns	Faculty advisor, Program Director, Dean of Academic Affairs
Academic Advising	Faculty advisor or Program Director
Books and Supplies	Bookstore Manager
Clubs and Organizations	Dean of Student Affairs
Disability Services	Dean of Student Affairs
Finding a Job	Director of Career Services
Fees and Expenses	Financial Aid Officer/Student Accountant
Financial Aid	Financial Aid Officer
Graduation	Dean of Student Affairs or Registrar
Housing	Dean of Student Affairs
Locating a Campus or Community Resource	Dean of Student Affairs
Missing a Class	Instructor
Personal Concerns	Dean of Student Affairs
Payments	Student Accountant
Registration	Faculty Advisor, Program Director or Registrar
Reporting and Incident or Security Concerns	Facilities Manager, Security, Dean of Student Affairs
Schedule Adjustment	Registrar
Student Activities	Dean of Student Affairs
Transcripts	Registrar
Trouble with a Class	Instructor and Program Director
Tutoring	Academic Resource Center Coordinator
Veteran's Affairs	Financial Aid Officer and Dean of Student Affairs
Withdrawing from the University	Financial Aid Officer and Registrar
Work Study Program	Dean of Student Affairs
Verification of Enrollment	Registrar

Online Students: Who to see if you have a question about...

Academic/Personal Concerns	Academic Advising suoadvisors@southuniversity.edu
Academic Requirements for Graduation	Academic Advising and Registrar suoadvisors@southuniversity.edu suoreg@southuniversity.edu
Academic Advising	Academic Advising suoadvisors@southuniversity.edu
Adding a Class	Academic Advising suoadvisors@southuniversity.edu
Dropping a Class	Academic Advising, Registrar, and Financial Aid suoadvisors@southuniversity.edu suoreg@southuniversity.edu suosfs@southuniversity.edu
Fees and Expenses	Student Support studentsupport@southuniversity.edu
Financial Aid	Financial Aid suosfs@southuniversity.edu
Graduation	Registrar suoreg@southuniversity.edu
Registration	Registrar suosfs@southuniversity.edu
Textbooks	Online Bookstore http://direct.mbsbooks.com/southu.htm
Transcripts	Student Support studentsupport@southuniversity.edu
Trouble with a Class	Academic Advising suoadvisors@southuniversity.edu
Tutoring	Academic Advising suoadvisors@southuniversity.edu
Withdrawal from College	Academic Advising, Registrar, and Financial Aid suoadvisors@southuniversity.edu suoreg@southuniversity.edu suosfs@southuniversity.edu
Verification of Enrollment	Student Support studentsupport@southuniversity.edu

2011-2012 Calendar

<p>Fall Quarter 2011</p> <p>Tues. 9/13, Tues. 9/20, Wed. 9/28, Fri.10/7... New Student Orientation</p> <p>Sat., Oct. 1... Fall classes begin</p> <p>Thurs, Oct 6... Online Session One begins</p> <p>Fri., Oct. 7... Last day late registration and Drop/Add</p> <p>Mon. 11/14-12/2 Advisement/Registration</p> <p>Tues. 11/8... New Student Orientation, Mid Quarter</p> <p>Thurs., Nov. 3... Online Session Two begins</p> <p>Thurs., Nov. 10... Fall Session Two classes begin</p> <p>Mon., Nov. 14... Last day late registration and Drop/Add Mid Quarter</p> <p>Thurs., Nov. 24 & Fri., Nov 25... Thanksgiving Holiday, no classes</p> <p>Fri., Dec. 17... Quarter Ends</p> <p>Sat.–Sat., Dec. 10–17... Final Exams</p> <p>Thurs.–Sat., Dec. 14–15... Final Exams Session Two</p> <p>Thurs., 12/15..... Graduation</p>	<p>Spring Quarter 2012</p> <p>Thurs., 4/5..... New Student Orientation</p> <p>Sat., Apr. 7... Spring classes begin</p> <p>Mon., Apr. 16... Online Session One begins</p> <p>Fri., Apr. 13... Last day late registration and Drop/Add</p> <p>Tues., 5/15... New Student Orientation, Mid Quarter</p> <p>Mon., May 14... Online Session Two begins</p> <p>Thu., May 17... Spring Session Two classes begin</p> <p>Mon., May 21... Last day late registration and Drop Add Mid Quarter</p> <p>Fri., May 28... Memorial Day Holiday, no classes</p> <p>Fri., Jun. 23... Last day of classes</p> <p>Sat.–Sat., Jun. 16-23... Final Exams</p> <p>Thur.–Fri., Jun. 20-21... Final Exams Session Two</p> <p>Thurs., 6/21... Graduation</p>
<p>Winter Quarter 2012</p> <p>Thurs., 1/12 New Student Orientation</p> <p>Sat., Jan. 14... Winter classes begin</p> <p>Thurs., Jan 19... Online Session One begins</p> <p>Fri., Jan. 20... Last day late registration and Drop/Add</p> <p>Mon., Jan 16... Martin Luther King, Jr. Holiday</p> <p>Tues., 2/21... New Student Orientation, Session Two</p> <p>Mon., Feb. 13... Online Session Two Begins</p> <p>Thurs., Feb. 23... Winter Session Two classes begin</p> <p>Mon., Feb. 27... Last day late registration and Drop/Add Session Two</p> <p>Tues., 2/28 – 3/9... Advisement/Registration</p> <p>Fri., Mar. 31... Quarter Ends</p> <p>Sat.–Sat., Mar. 24–31... Final Exams</p> <p>Tues-Weds., Mar. 27–28... Final Exams Session Two</p>	<p>Summer Quarter 2012</p> <p>Thurs., 6/28... New Student Orientation</p> <p>Sat., Jun. 30... Summer classes begin</p> <p>Mon., July 2, Online Classes begin</p> <p>Wed., Jul. 4... Fourth of July Holiday no classes</p> <p>Fri., Jul. 6.. Last day late registration and Drop/Add</p> <p>Tues., 8/7... New Student Orientation, Session Two</p> <p>Thu., Aug. 9.. Summer Session Two classes begin.</p> <p>Thu., Aug. 9, Online Session Two classes begin</p> <p>Mon., Aug. 13.... Last day late registration and Drop/Add session two</p> <p>Mon., 8/13-24... Advisement/Registration</p> <p>Mon., Sept. 3... Labor Day, no classes</p> <p>Sat., Sept. 15... Quarter Ends</p> <p>Sat.–Sat., Sept. 8-15... Final Exams</p> <p>Wed.-Thur., Sept. 12-13... Final Exams Session Two</p>

Appendices

Program Complaint Procedure for Tampa Campus
Lab Safety
FERPA Authorization to Release Information
Computers and Information Technology
Online Classroom

Program Complaint Procedures for Tampa Campus

South University – Tampa recognizes the right of students, faculty, staff, and/or community members to register individual or group concerns regarding instruction, programs, policies, students, staff members and/or faculty. Complaints are best handled and resolved as close to their origin as possible, exploring every opportunity to consider issues and to resolve problems informally prior to escalation to a formal complaint/grievance. Complaints that fall outside of due process will be addressed by the relevant member of the institution and will be reported to the program director. If the complaint is about the program director, it will be directed to the Dean of Academic Affairs. A record of complaints will be maintained to inform the program's assessment processes.

Referral Process

1. Students – complaints by students or about students should be forwarded to the program director. Students should follow the complaint procedure in the South University Student Handbook or program specific handbook.
2. Faculty – complaints by or about faculty members should be forwarded to the program director. Faculty should follow the procedure in the Faculty Handbook.
3. Staff/Administrators – complaints by or about staff members/administrators should be forwarded to the appropriate department supervisor. Staff should follow the problem-solving procedure in the Employee Handbook.
4. Community members – complaints by community members should be referred to the program director or departmental supervisor for investigation.
5. If the problem is not resolved informally, the complaint will be escalated to the Dean of Students for non-academic issues or to the Dean of Academic Affairs for academic issues or to the President. The President may refer issues to the Vice Chancellor of Academic Affairs, College Deans, or others as necessary.
6. If the complainant is dissatisfied with the results, a written copy of the complaint may be sent to the Florida Commission on Independent Education or the Commission on Colleges of the Southern Association of Colleges and School, or to the program specific accreditation body (as listed in the catalog).
7. Copies of all written formal complaints are maintained by the program directors with a copy to the appropriate dean, supervisor or to the president.
8. The program directors and/or president will provide summary information about complaints and their resolution at departmental, university or faculty meetings at least annually.
9. Feedback will always be provided to the initiator of the complaint/concern.

Lab Safety

South University - Tampa is committed to maintaining a safe work environment for its faculty, staff and students. Ultimately, it is individual faculty, staff and students who are responsible for safety. Please take personal responsibility for those around you. It is your attitude, your knowledge of safe practices, and your actions that will determine the success of the safety program to prevent accidents, injuries and occupational exposures or disease in the laboratory and to help ensure compliance with government health and safety regulations.

1. In an Emergency – Call 911; pull fire alarm if appropriate
 - a. Notify the facilities manager or security, and campus president
 - b. Move any injured person to safety if possible.
 - c. Turn off utilities (gas supply, water) as appropriate and if safe to do
 - d. Complete an incident report

2. Emergency Supplies
 - a. First aid kits are maintained in all labs
 - b. Emergency eye wash stations are located in all labs
 - c. Emergency shower is located in 2128 Science Lab
 - d. Spill cleanup kits are located in 2128 Science Lab
 - e. Halothon fire extinguisher (A-B-C) is located in 2128 Science Lab; CO2 fire extinguishers are located in each hallway.

3. Training
 - a. Students and faculty are instructed on lab safety measures during first day of any course with a lab component.
 - i. Universal precautions
 - ii. Location of emergency equipment
 - iii. Disposal of contaminated supplies
 - iv. Cleaning of equipment

4. Students are not permitted in 2116 Skills Lab, 2128 Science Lab, or 2542 PTA Lab unless an instructor is present within the suite.

5. Students and faculty have the following responsibilities:
 - a. Know the location of all emergency equipment in the laboratory and the proper procedure for each.
 - b. Be familiar with all laboratory emergency procedures.
 - c. Be alert to unsafe conditions and actions and alert the facilities manager or security.
 - d. Do not perform unauthorized experiments or use any equipment without permission of the faculty.
 - e. Never work alone in the lab
 - f. Do not leave experiments unattended
 - g. Report unusual odors as soon as they are detected.
 - h. Extinguish burner when away from desk
 - i. Turn off all equipment, burners, and running water, etc. if leaving the area
 - j. Wear all required personal protective equipment.
 - k. Do not wear loose sleeves, shorts, or contact lens in the lab
 - l. Confine long hair and loose clothing when in the laboratory.

- m. Wear low-heeled shoes with fully covered ‘uppers’. Do not wear sandals or open toed shoes, or shoes made of woven materials.
 - n. Use equipment only for its originally designed purpose
 - o. Follow all laboratory specific requirements
 - p. Develop good personal laboratory safety habits
 - q. Use careful handling and storage procedures
 - r. Report any safety hazards or violations immediately
 - s. Never store, handle or consume food or beverages in the laboratory
 - t. Cease operations when anyone becomes ill, suspect that they or others have been exposed, or otherwise suspect a failure of any safeguards
 - u. Dispose of all contaminated materials appropriately
 - v. Whenever a chemical comes in contact with the skin, rinse the area with water promptly for at least 15 minutes.
 - w. Avoid inhalation of chemical aerosols, dusts, fumes, mists, and vapors. Do not try to determine chemical properties by “sniffing” the chemical.
 - x. Use pipette safety devices as appropriate. Do no pipette by mouth suction
 - y. Wash hands well with soap and water before leaving the laboratory.
 - z. Do not drink, eat, chew gum, smoke, use tobacco products, or apply cosmetics in the laboratory.
 - aa. Keep the laboratory clean and orderly.
 - bb. No running
 - cc. Keep aisles clear
6. The facilities manager has the following responsibilities:
- a. Completing monthly safety checks within each lab
 - b. Assuring all contaminated materials are collected in designated container
 - c. Maintaining disposal service for contaminated trash and laundry service for contaminated linens
 - d. Assuring electrical safety, biomedical and preventative maintenance checks are performed routinely on all equipment.
 - e. Logging and maintain any safety reports or violations.
 - f. Monitoring cleaning and housekeeping procedures
 - g. Maintaining compliance with all applicable government health and safety regulations
7. Policy Standards
- a. Students are not permitted in 2116 Skills Lab, 2128 Science Lab, or 2542 PTA Lab unless an instructor is present within the suite.
 - b. Biomedical waste collection and transport
 - i. Red trash bags and red laundry bags are used for containment of biomedical waste.
 - ii. Sharps are placed into sharps containers at the point of origin.
 - iii. Filled red bags and filled sharps containers are sealed at the point of origin and are not reopened in this facility.
 - iv. Ruptured or leaking packages of biomedical waste will be placed into a larger container without disturbing the original seal.
 - v. All sealed biomedical waste red bags and sharps containers will be labeled with the South University name and address prior to transport.
 - vi. When sealed, red bags, sharps containers and other containers are stored in the Science Lab 2128 with restricted access.

- vii. Transport of biomedical waste is provided by a Department of Health registered company.
- c. Decontaminating biomedical waste & spills
 - i. Steam autoclave is used to inactivate microbiological specimens prior to disposal.
 - ii. Universal precautions shall be used to clean any blood-related spills and the area disinfected completely.
 - iii. Spill cleanup kits are maintained in the Science Lab 2128 if needed.
 - iv. Notify the facilities manager and complete an incident report
- d. Contingency Plans are implemented if primary transporter is not available, during or after any emergency or hurricane related disaster, or as necessary to maintain the high level of safety within all laboratories.

FERPA Authorization to Release Information



AUTHORIZATION TO RELEASE INFORMATION

Student Consent for Education Records to be Released to Parent(s), Legal Guardian(s), Other Tuition Provider(s), or Other Indicated Individual(s):

Student's Name:

Student ID#:

PLEASE READ:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits South University and its representatives at Education Management Corporation to disclose the information specified below to the following individual(s) or agency(ies) (include name and address):

This consent shall be valid unless or until modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED:

The following information from my records at South University may be released to the above-specified persons:

- _____ Grades and academic standing
- _____ Academic information of any kind
- _____ Discipline records
- _____ Tuition and fee status
- _____ Other, please specify: _____
- _____ All records or information

____ DO NOT DISCLOSE ANY INFORMATION INCLUDING DIRECTORY INFORMATION AS SPECIFIED BY THE SCHOOL CATALOG.

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student's Signature:

Date:

Computers and Information Technology

Login Resources

- Logging on to Campus Computers
- Accessing the Student Portal
- Accessing Your Online Classes or ECompanion
- Accessing Your Degree Progress Audit
- Accessing Your Unofficial Transcript
- IT Support

South University – Tampa Wireless Connection Instructions

Signing Up For *My Campus Alert*

Login Resources

South University Computers

Login/User ID: _____

Password: _____

Description: Access to SU Classes

Students will need their Student ID number and a PIN number in order to log on to the computers.

Your student ID number is located on the back of your student ID card. This number can be used anywhere you need to login to a South University Network. PIN numbers are available from the Registrar's Office. You must show your South University student ID card to pick up your PIN number. PIN numbers are only given out in person and cannot be distributed by email or over the telephone; this is for your security.

If you attempt to log in with an incorrect User name or password a maximum of 3times, you will have your account locked for approximately 15 minutes.

How to log on to the campus computers:

1. User name: Student ID number
2. Password: PIN number that you receive from the administration.
3. When you are finished using the computer, it is important that you log off so that other students cannot access your information.

Student Portal

Website: <http://mycampus.southuniversity.edu>

Login/UserID: _____

Password: _____

Setting up your student portal:

1. Go to <http://mycampus.southuniversity.edu>
2. Select **"New Student? Click here to create a new account"**
3. Enter your social security number **OR** your student ID.
4. Enter your first and last name, and then click **SUBMIT**.
5. Verify your information and click **CONTINUE**.
6. Create a username that follows this format: **firstname_lastname**
IMPORTANT: This username will be the first part of your email address. Example: John Doe's email address is john.doe@stu.southuniversity.edu.
7. Enter and confirm your password.
Note: Your password must contain a **capital** and **lowercase** letter and a **number**.
8. Choose and answer your desired security questions.
9. Read the disclosure text and check the checkbox.
10. Click **SUBMIT** to create your account.

After your account has been created you will be redirected to the homepage where you can now use your username and password to login.

South University Email

Email: _____

Password: _____

Notes: Always login to email using the student portal.

Accessing Your Online Classes or ECompanion

1. Log on to the Student Portal
2. Click **“Access Learning Centers”** or **“Go To My Campus Classes”**

You can access the Online Classroom or Ecompanion tutorial via the website, <http://www.thecampuscommon.com/tutorials/suo>

Accessing Your Degree Progress Audit

Your Degree Progress Audit lists all courses that are required to complete your program. You can sort your courses by status, letter grade and term by selecting a column heading on the audit.

If you have questions about your Degree Audit, please contact your academic advisor.

1. Log on to the Student Portal
2. Click the **“Campus Info”** tab
3. Click **“Degree Audit”**
4. Make sure to view/print all pages of the audit.

Accessing Your Unofficial Transcript

An unofficial transcript is an unofficial copy of your South University transcript.

Official copies of your transcripts can be requested through the Registrar’s Office.

1. Log on to the Student Portal
2. Click the **“Campus Info”** tab
3. Click **“Degree Audit”**
4. On the first page of the Degree Progress Audit, click **“Unofficial Transcript”**
5. Make sure to view/print all pages of the transcript

IT Support

Website: <http://inside.southuniversity.edu/support>

Once you submit a Support Center Ticket, you will receive a confirmation email that contains a user name and password for this support site only. If you do not receive a confirmation email, please check your junk mail.

Wireless Connection Instructions

To connect to the SouthU wireless network, you must perform the following steps. If you are using a PC with Windows XP, you will be required to install a Cisco Clean Access client and have all the necessary MS Windows updates.

Step 1: Joining the Wireless Network

Using your wireless connection manager in Windows or MAC OS X, find the wireless network called “STUDENT_WIFI”. This is the main wireless network available across campus.

Step 2: Authentication to Cisco Clean Access

Open your Internet browser (we recommend Safari, Firefox, or Internet Explorer) and you will be re-directed to the Cisco Clean Access Network Access Authentication page. Use the same login credentials you use in the computer lab. Be sure to pick the correct campus group from the provider list.

Step 3: Installing the Cisco Clean Access Agent

If you are using MS Windows, you will need to install Cisco Clean Access Agent on your PC. This is a very small application that will sit dormant on your computer unless you are connected to the Tampa SSL wireless network.

Follow the prompts to install the Clean Access Client. When it is done, it will launch and present you with a login window.

Step 4: Authentication and Scanning with Cisco Clean Access Agent

After installing the client, you will be presented with a login dialog box. Login again with Cisco Clean Access and it will scan your computer for updates. If you need updates, follow the prompts to download them from Microsoft.

Once your computer passes the security inspection you will be given a window that states you have successfully logged in.

For technical assistance with password resets and/or other issues, contact the Tampa Technical Support line at 813.393.3699 and submit a trouble ticket through our site: insidesouthuniversity.edu/support

Signing Up for *My Campus Alert*

Students may sign up for *My Campus Alert* using their campus portal. Once you get to your campus portal, follow these simple steps:

1. Click “**View/Update My Profile**”
2. Click “**Update My Profile**”
3. Click “**Update Emergency Notification**”
4. **Enter email, cell phone, and work phone**

On Line Classroom

Online Orientation
Online Participation Policy
Assignment Guidelines

On Line Orientation

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

You will be given a username and password prior to starting your orientation. When you are ready to begin your orientation, you will login into the orientation course through your computer and internet connection. The orientation contains several exercises that you will go through to make sure that you are knowledgeable and comfortable working before the class begins. It is absolutely necessary to make sure you are ready to begin working in class when your first session begins. You will not have the time to orient yourself once classes are underway. Should you have any problems getting to class or operating within your online classroom, a toll-free number for 24-hour online classroom support is available for your use, 1-800-351-3891. This number is posted on the course home page within your course under the heading "Support" located on the left navigation bar.

On Line Participation Policy

Students must contribute to the class discussion in a substantive way at least four out of seven days each week. As a general rule of thumb, students need to post at least 10 to 15 substantive notes each week above and beyond the posting of assignments to be considered for full participation points. The quality of the postings is most important.

Successful online learning requires active discussion area participation. Substantive participation is measured by recording the posting date on which a student makes a substantive classroom posting. Examples of substantive participation do not include posting assignments or a question a student might have for the faculty member or the group. Substantive participation does include responses to discussion questions as well as discourse between students related to the subject matter. Substantive responses must be based upon the course content, theory or personal experience; not mere opinion. A simple “I agree” will not count. Substantive responses should also include appropriate documentation/citation. The participation point value in the learning experience is defined within each assignment as presented in the assignment pages associated with each course; and/or as directed by the facilitator.

Participation in the discussion area must be completed before 3:00 a.m. Mountain Standard Time (MST). A one-day period is defined as that period of 24 hours from 3:01 a.m. MST to 3:00 a.m. MST the following day. For participation to count for grades or assignments, they must be within this time period.

Students are not required to participate on any specific day; however, all assignments must be posted by the due date. Students may post assignments prior to the due date during the week the assignment is due. The only exception is the first week of class. During the drop/add period of week one, the student must post at least a biography and respond to one discussion question or assignment to be confirmed as a participant in the course. Failure to do this could negatively impact a student's financial aid. Students should receive faculty feedback/grades on assignments within 48 hours of an assignment being posted. Grades for the prior week are due by Day 3 of the following week.

Posting of assignments, 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 should expect to contribute 10 to 15 substantive postings each week. Students will earn weekly participation grades based upon the quality of their responses to weekly assignments, including discussion questions.

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 will be respectful. Inappropriate language will not be tolerated, and the facilitator 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 Handbook.
2. For absence due to prolonged serious illness or personal emergency the student is expected to contact the facilitator as soon as possible. For absence due to technical problems, the student is expected to follow the steps outlined below:

- Contact your facilitator and technical support the same day you are experiencing technical difficulties and work out a plan with your facilitator to make up missed assignments.
- Contact your Academic Advisor or Campus-based Online Advocate (for PLUS students) and advise them of your technical difficulties within 48 hours.
- If your technical difficulties will not be fixed for a prolonged period, it is the student's responsibility to find another source for internet service such as a Public Library, Internet Café or a friend's computer.

Failure to notify the facilitator will be considered a missed deadline. All assigned work must be completed regardless of the reason for absence. Please be advised in the unforeseen event that you would need to formally withdraw from the course this must be done by contacting your Academic Advisor or Campus-based Online Advocate (for PLUS students).

On Line Assignment Guidelines

Daily Assignments

With the exception of 11-week courses, all courses have a due date of 3 AM MT to coincide with the post time in the course.

Any student who posts before 3 AM MT will be meeting the deadline for that assignment.

For example, if a student has an assignment due Tuesday, and turns it in at 2:39 AM MT Wednesday, the assignment is on time. If a student turns that assignment in at 3:01 AM MT on Wednesday, the assignment is considered one day late.

Late Work

In the learning environment as well as in the real-work environment, due dates are essential. Our assignments have due dates to ensure that the student can successfully complete the class in an accelerated timeframe while also benefitting from instructor and peer input prior to completing each new assignment. Also important is timely participation in the threaded discussions to maximize the learning experience for all parties.

To avoid late penalty deductions, assignments should be submitted on or prior to the due date. A student needs to contact his/her instructor prior to the due date to discuss possible options when circumstances beyond the student's control prevent or will be preventing him/her from completing the assignments by the deadline. When circumstances are beyond the control of the student, an alternate due date will be set. In this situation, a penalty may or may not be assigned, at the discretion of the instructor.

If a student does not make prior arrangements with the instructor and fails to turn individual work in on time or if the alternate due date for the late assignment is missed, the following deductions may be applied:

Calendar Days Late	Maximum Point Deduction
1 day	15%
2 days	20%
3 days	30%
4 days	40%
5 days	50%
6 days	60%
7 days	70%
Greater than one week	No assignments will be accepted one week after the assigned due date.

Note: All assignments must be turned in no later than the last day of each assignment week unless an "Incomplete" has been granted. Extensions for late assignments are not granted during Week 6.

Participation in the threaded discussions is a core aspect of South University's learning environment. It is critical to the success of the classroom environment that students contribute to the threaded discussions in a timely manner. Please note that students can only earn participation points during the current week. For example, students must actively participate during Week 2 in order to earn participation points for Week 2. Students will not receive participation points for Week 2 if they respond in the discussion threads after the week has ended.

When posting a late assignment, student should post the assignment in the designated discussion thread. The instructor will provide feedback on the late assignment in the online grade book and not in the discussion threads unless it requires substantial feedback (e.g. final project assignments). It is important to note that the late penalty will be assessed first and then the assignment will be graded.

Please see below for an example of a late assignment and how the late submission affects the student's grade:

Scenario: Assignment was due on Day 4. Student submitted assignment on Day 6 and responded to two of his/her peers with substantive participation by Day 7.

Assignment Grading Criteria
Applied business tools and concepts. 10 pts.
Compared the similarities and dissimilarities between the two companies in terms of functioning, operations, and performance. 10 pts.
Evaluated the influence of the given factors on the overall business and functional strategy of the companies. 10 pts.
Analyzed the postings of at least one other student. 10 pts.
Total: 40 pts.

Student Assessment:

Maximum points now available based on late policy: 32 points

Assessment prior to late point penalty:

Assignment Grading Criteria
Applied business tools and concepts. 5 of 10 pts.
Compared the similarities and dissimilarities between the two companies in terms of functioning, operations, and performance. 10 of 10 pts.
Evaluated the influence of the given factors on the overall business and functional strategy of the companies. 8 of 10 pts.
Analyzed the postings of at least one other student. 10 of 10 pts.
Total: 33 of 40 points less late point penalty of 8 points = 25 points

Prior to the late point penalty, the student would have received a B, now the grade for the assignment is a D