

# Sullivan University



# 2024 ACADEMIC CATALOG



# A Message from the System Chancellor

“Sullivan University is truly a unique and student success focused institution.” I have shared that statement with numerous groups and it simply summarizes my basic philosophy of what Sullivan is all about. When I say that Sullivan is “student success focused,” I feel as Chancellor of the System that owns Sullivan University that

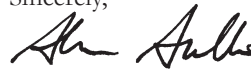


I owe a definition of this statement to all who are considering Sullivan University. First, Sullivan is unique among institutions of higher education with its innovative, career-first curriculum. You can earn a career diploma or certificate in a year or less and then accept employment while still being able to complete your associate, bachelor’s, master’s, or doctoral degree by attending during the day, evenings, weekends, or online.

Business and industry do not expand or hire new employees only in May or June each year. Yet most institutions of higher education operate on a nine-month school year with almost everyone graduating in May. We remain focused on your success and education, and continue to offer our students the opportunity to begin classes or to graduate four times a year with our flexible, year-round full-time schedule of classes.

If you really want to attend a school where your needs (your real needs) come first, consider Sullivan University. I believe we can help you exceed your expectations. Since words cannot fully describe the atmosphere at Sullivan University, please accept my personal invitation to visit and experience our campus for yourself.

Sincerely,



Glenn D. Sullivan  
Chancellor/Chief Executive Officer  
Sullivan University System

# A Message from the Sullivan University President



You make a difference.

You are an integral part of our community. What you do with your time and talents immeasurably impacts the world around you. There is no doubt that a well-educated, skilled workforce has a profound impact on our local, State, regional and national prosperity. We are ready to partner with you to have that impact.

Our University is a learning community with a rich history of preparing students for successful careers. Careers that benefit not only themselves, but the communities around them. We stand ready to be your partner on this journey.

We have one focus. A well-educated, skilled workforce. That focus enables you to make the difference only you can. Whether it be in the fields of nursing, allied health, pharmacy, culinary arts, business, or information technology, our region’s overall growth depends on its workforce – It depends on you.

We believe in you, and we are invested in your success. Welcome to a new beginning. Welcome to Sullivan University.

Sincerely,



Dr. Tim Swenson  
President  
Sullivan University

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Financial Information can be found in the Catalog Supplement A. If you have received this Catalog without the Supplement A included, please contact the Admissions Office at your Sullivan University location.

# Mission Statement

Sullivan University is a private institution of higher learning dedicated to providing educational enrichment opportunities for the intellectual, social, and professional development of its students. The institution offers career-focused curricula with increasing rigor from the certificate through diploma, associate, bachelor's, master's, and doctoral degree levels. Throughout those curricula, the University seeks to promote development of critical thinking, effective verbal and written communication, computer literacy, and teamwork as well as an appreciation for life-long learning, cultural diversity and the expression of professionalism in all activities. At the graduate level, the University also seeks to promote a culture of research.

The Sullivan University faculty, staff, and administration believe that qualified individuals should have the opportunity to pursue formal academic training at the institution of their choice. We welcome those students who seek such educational challenges. The University provides a student-centered learning environment that facilitates students' identification of their life goals and the means to achieve those goals. The University promotes a culture of teaching excellence throughout the institution which is augmented by a culture of research at the graduate level, and it also encourages faculty, students, administration and staff to participate in service activities and projects which enhance the quality of life in the local and surrounding communities. Upon completion of a program, the University provides employment assistance to graduates.

This mission is achieved by providing:

- A stair-step curricular progression for students from certificate through diploma, to associate, to bachelor's, to master's, to doctoral degrees with credentials earned at each level;
- Face-to-face, hybrid and online learning experiences in an environment enhanced by student services and activities outside the classroom that enable students to take advantage of their interests and abilities to develop teamwork and leadership capabilities;
- Faculty members who possess educational, experiential and distance learning qualifications for the classes they teach and who emphasize the process of learning as well as the assimilation of knowledge and skills;

- Equipment similar to that used in the professions for which the students are educated;
- A technologically state-of-the-art university library whose books, periodicals, professional journals, electronic databases and e-journals adequately support the programs offered;
- Undergraduate faculty who understand and use active, collaborative, experiential, and problem-based learning strategies while practicing in live, virtual, and blended environments; and graduate faculty who understand and use these learning strategies while also practicing in a scholarly research environment;
- Professional and research oriented doctoral programs which especially express the university's commitment to teaching excellence, scholarly research, distance learning, the application of knowledge, civic engagement and focused service to its various publics;
- Graduates earn the privilege to review, audit, or retake any course they completed without additional tuition;
- Career Services specialists to assist graduates with their job search at graduation and thereafter as requested.

# Accreditations & Approvals

## INSTITUTIONAL ACCREDITATION

Sullivan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters and doctorate degrees. Sullivan University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Sullivan University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## LICENSURE AND APPROVALS

Sullivan University is licensed by the Kentucky Council on Postsecondary Education.

Sullivan University has been approved by Kentucky to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education.

## PROGRAMMATIC ACCREDITATION AND APPROVALS

Sullivan University's Associate of Science in Health Information Management program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), 233 N. Michigan Avenue, 21st Floor, Chicago, IL 60601-5800

Sullivan University's Medical Assistant Diploma program offered in Lexington is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355 – 113th St. N. #77091 Seminole, FL 33775  
Telephone: (727) 210-2350

Sullivan University's Practical Nursing Diploma and Associate of Science in Nursing programs are approved by the Kentucky Board of Nursing (KBN). The Associate of Science in Nursing program is approved to be offered in both Louisville and Lexington, while the Practical Nursing Diploma is only approved to be offered in Louisville. The Lexington location is newly approved to enroll in the Associate of Science in Nursing while in the initial phase of approval.

Sullivan University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 190 S. LaSalle Street, Suite 3000, Chicago, IL 60603, (312) 664-3575; Fax (866) 228-2631, web site [www.acpe-accredit.org](http://www.acpe-accredit.org)

The pharmacy technician program conducted by Sullivan University, Louisville, KY is accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE).

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Sullivan University Physician Assistant Program sponsored by Sullivan University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2028. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy. The program's accreditation history can be viewed on the ARC-PA website at [<http://www.arc-pa.org/accreditation-history-sullivan-university/>].

Sullivan University's Limited Medical Radiography Diploma program is approved by the Kentucky Board of Medical Imaging and Radiation Therapy (KBMIRT).

Sullivan University's Associate of Science in Radiologic Technology program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Joint Review Committee on Education in Radiologic Technology  
20 N. Wacker Drive, Suite 2850 | Chicago, IL 60606-3182  
Telephone: (312) 704-5300

Sullivan University's Associate of Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-ST/SA).

Commission on Accreditation of Allied Health Education Programs  
9355 – 113th St. N. #7709 | Seminole, FL 33775  
Telephone: (727) 210-2350

# Sullivan University Success Story

## HISTORY OF THE UNIVERSITY

In early 1962, A. O. Sullivan and his son, A. R. Sullivan, recognized the need for an institution of higher education that would be devoted to the highest ideals and standards in preparing people for successful careers. They founded Sullivan Business College, a one-year school of business, to meet that need. Since that time, the University has earned a reputation as one of the leading career-focused institutions in the nation. Popular since its beginning, Sullivan continues to grow in stature and reputation.

The University has undergone many changes since its founding as a specialized business school. In 1972, Sullivan received authority to award the associate degree. In 1973, Bryant and Stratton Business College, whose history dated back to 1864, merged with Sullivan, giving the school a history of over a century of service to the people in this region.

In 1976, the University made a major move to its current main campus at the corner of the Watterson Expressway and Bardstown Road and changed its name to Sullivan Junior College of Business to better reflect its status as an accredited junior college.

In 1979, Sullivan became the first private career college in the South to receive collegiate accreditation from the prestigious Southern Association of Colleges and Schools Commission on Colleges at the Associate degree level.

In 1982, Sullivan opened a location on the Ft. Knox Military base at Ft. Knox, Kentucky, serving the military and civilian population in the Ft. Knox area.

In 1985, Sullivan continued its expansion with the opening of a location in Lexington, Kentucky.

Sullivan University moved into the last decade of the twentieth century in 1990 by adding a baccalaureate degree program at its main campus, giving students the options of first enrolling in a fast career-in-a-year program or enrolling in an associate degree program. By accepting employment after graduation from either a one-year diploma or two-year associate degree program and returning for evening, weekend and now through online courses, students can earn a Bachelor of Science degree three years after entry.

In December 1992, the Southern Association of Colleges and Schools Commission on Colleges granted accreditation to Sullivan's baccalaureate program, giving it the same baccalaureate accreditations as enjoyed by major colleges and universities in the eleven-state southern region. In 1994, that level of collegiate accreditation was extended through the year 2006. Most recently, in December 2015, accreditation was extended through 2025.

In the fall of 1995, Sullivan's Lexington and Ft. Knox locations were approved to offer baccalaureate degrees, furthering the University's strong commitment of providing students with quality career education. In 1997, the University initiated a graduate school offering the Master of Business Administration (M.B.A.) degree at its main campus in Louisville. Sullivan University had now grown to become Kentucky's largest independent university.

In early 1999, Sullivan opened a multi-million dollar Library and Learning Resource Center and began offering graduate degree courses at its Lexington location. In late 1999, Sullivan acquired a new suburban building in Lexington for the thousand-plus students attending the college in that city.

In 1999, Sullivan University established an international presence through online education that provides students the opportunity to attend across the globe.

In the spring of 2000, the institution's board approved the change of designation from Sullivan College to Sullivan University which officially took place at formal ceremonies on August 2, 2000.

In January 2004, the University opened a new multi-million dollar classroom and laboratory building with 400 additional students' parking spaces, directly adjacent to the main campus.

In the summer of 2008, Sullivan University accepted its inaugural class of Doctor of Pharmacy (Pharm.D.) students, at its main campus in Louisville, to provide career opportunities to students and to meet the growing need for pharmacists in the region. To accommodate this new program, an 80,000 square foot building on nearly 6 acres, adjacent to the Louisville location was purchased and a 20,000 square foot, three-story wing was added to meet the unique needs of pharmacy education.

In the fall of 2010, Sullivan University welcomed an inaugural class to its first Doctor of Philosophy (Ph.D.) degree program. The degree, a Ph.D. in Management, allows students to concentrate some of their studies in Strategic Management, Information Technology (IT) Management, Conflict Management, or Human Resource Leadership. With the addition of the Ph.D. program, the University's Mission Statement, whose core is to provide stair-step educational opportunities with appropriate support mechanisms, was revised to appropriately include research within the doctoral sphere of education.

In the summer of 2014, Sullivan University welcomed its inaugural class into the Master of Science Physician Assistant program.

In the spring of 2016, Sullivan University opened a Learning Center in Louisa, Kentucky to bring educational opportunities to the Appalachian region of Lawrence and surrounding counties.

In June 2018, following consideration that spanned nearly a decade, two of Sullivan University's sister schools, also owned by the Sullivan University System, Inc., merged with Sullivan University to create a singular, larger, and more sophisticated university. Those schools were Spencerian College and the Sullivan College of Technology and Design.



# Sullivan University Locations

## **Louisville – A Diverse Place to Live and Study**

Situated on the banks of the Ohio River, Louisville, Kentucky is the home of the main campus of Sullivan University. It is also home to the Dupont Circle location which includes the university's nursing and allied health programs. Louisville is a major city contrasting the modern with the traditional. The city enjoys a colorful history as an old river city with deep bluegrass traditions dating back to the pre-Civil War era. Yet this metro area of over one million people enjoys having a progressive business climate, a stable job market, and a highly diversified economy.

In recent years, Louisville has become one of the world's leading medical and research centers. The city is also proud of its long-standing interest in the arts and music.

As the largest financial center and Kentucky's largest city, Louisville is a major transportation hub for several large corporate headquarters and attracts visitors from all over the world. It has a dynamic cultural flavor due to its dedication to local artists, exhibits, worldwide entertainment events and attractions. Louisville is also well-known for its diversity and welcoming spirit and culture that is made up of people of all religions, ethnicities, and orientations.

## **Lexington – The Heart of Bluegrass Country**

Situated in Central Kentucky, the heart of Bluegrass Country, Lexington is the home of a location of Sullivan University.

Lexington is a mid-size city that enjoys a colorful Bluegrass heritage dating back to the pre-Civil War era. Yet, this metropolitan area of over five hundred thousand residents also enjoys a reputation of having one of the most progressive business climates in the country, a stable job market, and a highly diversified economy. In recent years, Lexington has become one of the region's leading business centers.

This city and its rolling countryside are also a popular tourist attraction that includes many beautiful horse farms, lush bluegrass pastures, a scenic downtown historical district, and a rich tradition of horse racing. The people and diverse attractions of Lexington make it the perfect community for students to study, work, and enjoy.

## **Fort Knox – Serving Our Military and Community**

Situated south of Louisville, Kentucky, the Fort Knox Military Installation is the home of a location of Sullivan University. This Army Installation covers over 100,000 acres in three counties. The area was named for General Henry T. Knox, chief of Artillery for the Continental Army (American Revolution) and the first Secretary of War. Fourteen years later, Camp Knox was renamed Fort Knox.

Fort Knox is surrounded by several communities and enjoys a rich history. The U.S. Bullion Depository and the Patton Museum are located at the installation. Fort Knox has historically been "Home of Armor" for the U.S. Army and is now home for the U.S. Army Human Resource Command, U.S. Army Cadet Command, and the U. S. Army Recruiting Command.

Sullivan University at Fort Knox services not only the military, their family members, and civil servants, but also the local community.

## **Louisa Learning Center**

Situated in Eastern Kentucky along the West Virginia border, the Center provides and facilitates online educational opportunities for residents of Lawrence and surrounding counties.

Founded in 1823, Louisa is full of history that includes being the birthplace and home of Fred M. Vinson, the 13th Chief Justice of the United States Supreme Court. The area also boasts about being off the Country Music Highway—a stretch of road beginning at the Ohio state line and ending on the Virginia line. Popular local activities include recreational opportunities at the nearby Yatesville Lake State Park and the annual Septemberfest, which is known as the "Best Little Festival in Kentucky."

*As a result of administrative structure and control, all Sullivan University off campus instructional sites are evaluated during reviews for reaffirmation of accreditation and they are dependent on the continued accreditation of the Sullivan University Main Campus.*

# Facilities and Equipment

## LOUISVILLE - MAIN

The Main Campus of Sullivan University is located on approximately 15 acres in Louisville, Kentucky. The campus has four major buildings that are used for its educational programs and support services and includes more than 215,000 square feet of space. Three of the four buildings include the main campus facility on Bardstown Road, Library and Learning Resource Center, and The Bakery, a classroom and laboratory setting that serves the College of Hospitality Studies. The three buildings encompass 30 classrooms, eight computer labs, thirteen culinary and baking labs, and a 90-seat multimedia auditorium. The Nolan Building, the fourth major property on the main campus in Louisville, was purchased in 2008 to house the College of Pharmacy and Health Sciences and additional support services. The property was originally 80,000 square feet with a 20,000 square foot addition built to meet the unique needs of the Doctor of Pharmacy and Physician Assistant programs. The remodeled section and new addition includes faculty and administrative offices, a faculty lounge, conference rooms, a model pharmacy, a 50-station wet lab, two 100-seat theater-style lecture halls, 75-seat lecture hall, 4 physical exam rooms, five research labs, a student lounge, and student study rooms.

## LOUISVILLE - DUPONT CIRCLE

Located in the heart of the East End Medical Complex near three major hospitals, Louisville's Dupont Circle location houses the university's College of Nursing and College of Allied Health. Opened in January 2018, the 44,000 square foot building houses 18 classrooms, four nursing skills and simulations labs, two fully energized radiology labs, a double surgical suite and scrub room, a science lab, phlebotomy lab and three computer labs. The location also hosts a library facility, lounge, an auditorium and faculty and staff offices.

## FT. KNOX

The Ft. Knox location is located on the U.S. Military Installation at Ft. Knox, Kentucky to serve military personnel and their family members and civilian students from the local community. The facility is owned, inspected, and maintained by the United States Army. The U.S. Army provides classrooms and administrative offices. Classrooms are equipped with TVs, Internet, and instructor computers. The Ft. Knox location has two computer classrooms for student use.

## LEXINGTON

The Lexington location sits on a 10-acre wooded site well suited to serve the needs of Lexington and the surrounding communities. The 44,000 square foot building includes an extension of the Main Campus Library and Learning Resource Center, with more than 12,000 volumes, plus access to more than 45,000 e-journals and other online resources. The building has 27 classrooms including

three culinary labs, three medical sciences labs, and a radiographic technology lab. All classrooms and non-culinary labs are equipped with a computer and large LCD monitors to give the faculty greater teaching flexibility.

## LOUISA

The Louisa Learning Center is conveniently located in downtown Louisa, Kentucky and occupies a newly refurbished facility adjacent to the Lawrence County Courthouse. In addition to Sullivan's full array of online courses, the center features computer labs, study spaces and administrative offices.

## ONLINE

Although not a physical facility, the University provides a stable, functional online platform within which courses are taught. For all online courses, Sullivan University utilizes the Blackboard platform which is a user-friendly, intuitive, and interactive means by which academic courses are delivered. Students will normally use the learning management system and University email to access faculty. During those times when faculty may be unavailable, students will have 24/7/365 e-mail and phone access to the Online Technical Help Desk or access to Student Success during normal business hours.

## STUDENT HOUSING

Gardiner Point Residence Hall is conveniently located one exit over from the Sullivan Louisville - Main Campus. Rooms are available for single, double, and triple occupancy. Each room has twin XL beds, two study desks and chairs, closet space, separate vanity and bathroom, streaming television services, and wireless internet. Students at Gardiner Point Residence Hall also enjoy:

- 24/7 security
- A convenience store
- Seasonal swimming pool
- "Live and Play" Center (including TVs and a game room)
- Fully-equipped fitness center
- Computer Center
- Theatre Room and meeting space
- Dining Hall
- Large outdoor patio
- Private mailbox for all rooms
- Complimentary Student laundry
- Several quarterly residence life activities and programs

Sullivan Lexington offers student housing through an agreement with the Beaumont Farms apartment complex. Each apartment houses up to four students who share a kitchen and two bathrooms. The complex features an outdoor pool, fitness center, and on-site laundry facility. It's located in the upscale Beaumont subdivision that features many restaurants and retail shops.

# Academic Calendars: Sullivan University

1.

YEAR BY QUARTER	2024	2025	2026
<b>Winter Quarter</b>	*January 2 - March 17	*January 6 - March 23	*January 5 - March 22
Module 1	January 2 - February 6	January 6 - February 11	January 5 - February 10
Module 2	February 7 - March 17	February 12 - March 23	February 11 - March 22
Holidays			
ML King, Jr. Holiday	January 15	January 20	January 19
Spring Break	March 18 - 24	March 24 - 30	March 23 - 29
<b>Spring Quarter</b>	*March 25 - June 9	*March 31 - June 15	*March 30 - June 14
Module 1	March 25 - April 30	March 31 - May 6	March 30 - May 5
Module 2	May 1 - June 9	May 7 - June 15	May 6 - June 14
Holidays			
Memorial Day	May 27	May 26	May 25
Juneteenth	June 19	June 19	June 19
Summer Break	June 10 - 23	June 16 - 29	June 15 - 28
<b>Summer Quarter</b>	*June 24 - September 8	*June 30 - September 14	*June 29 - September 13
Module 1	June 24 - July 30	June 30 - August 5	June 29 - August 4
Module 2	July 31 - September 8	August 6 - September 14	August 5 - September 13
Holidays			
Independence Day	July 4	July 4	July 3
Labor Day	September 2	September 1	September 7
Fall Break	September 9 - 22	September 15 - 28	September 14 - 27
<b>Fall Quarter</b>	*September 23 - December 15	*September 29 - December 21	*September 28 - December 20
Module 1	September 23 - October 29	September 29 - November 4	September 28 - November 3
Module 2	October 30 - December 15	November 5 - December 21	November 4 - December 20
Holidays			
Veterans Day	November 11	November 11	November 11
Thanksgiving Week	November 25 - December 1	November 24 - 28	November 23 - 27
Winter Break	December 16 - January 5	December 22 - January 4	December 21 - January 3

\*Sullivan offers a full schedule of classes year-round, utilizing a four (4) quarter academic calendar. Students may begin and graduate four (4) times each year to facilitate entry into the chosen career field and to shorten the time required to earn a diploma or degree. Please refer to the student portal for quarterly drop/add deadlines for day, night and online courses.

2. The Pharm.D. and Master of Science Physician Assistant Academic Calendar is listed on page 10.

# Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) Academic Calendar

PROFESSIONAL YEAR	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027
<b>Summer Quarter (PharmD: P1s and P2s PA: PA1s)</b> Holidays Independence Day Labor Day Break (2 weeks)	July 3 - September 17  July 4 September 4 September 18 - October 1	July 1 - September 15  July 4 September 2 September 16 - September 29	July 7 - September 21  July 4 September 1 September 22 - October 5	July 6 - September 20  September 7 September 21 - October 4
<b>(PharmD: P3s - APPEs PA: PA2s)</b> No Holidays Break (1 Week)	July 3 - September 24 (6 Week APPE) September 25 - October 1	July 1 - September 22 (6 Week APPE) September 23 - September 29	July 7 - September 28 (6 Week APPE) September 29 - October 5	July 6 - September 27 (6 Week APPE) September 28 - October 4
<b>Fall Quarter (PharmD: P1s and P2s PA: PA1s)</b> Holidays Veterans Day Thanksgiving Break (2-3 Weeks)	October 2 - December 17  November 10 November 23 and 24 December 18 - January 1	September 30 - December 15  November 11 November 28 and 29 December 16 - January 5	October 6 - December 21  November 11 November 27 and 28 December 22 - January 4	October 5 - December 20  November 11 November 26 and 27 December 21 - January 3
<b>(PharmD: P3s - APPEs PA: PA2s)</b> No Holidays Break (1-2 Weeks)	October 2 - December 24 (6 Week APPE) December 25 - January 1	September 30 - December 22 (6 Week APPE) December 23 - January 5	October 6 - December 28 (6 Week APPE) December 29 - January 4	October 5 - December 27 (6 Week APPE) December 28 - January 3
<b>Winter Quarter (PharmD: P1s and P2s PA: PA1s)</b> Holidays ML King, Jr. Holiday Break (2 Weeks)	January 2 - March 17  January 15 March 18 - March 31	January 6 - March 23  January 20 March 24 - April 6	January 5 - March 22  January 19 March 23 - April 5	January 4 - March 21  January 18 March 22 - April 4
<b>(PharmD: P3s - APPEs PA: PA2s)</b> No Holidays Break (1 Week)	January 2 - March 24 (6 Week APPE) March 25 - March 31	January 6 - March 30 (6 Week APPE) March 31 - April 6	January 5 - March 29 (6 Week APPE) March 30 - April 5	January 4 - March 28 (6 Week APPE) March 29 - April 4
<b>Spring Quarter (PharmD: P1s and P2s PA: PA1s)</b> Holidays Memorial Day June 19th Break (2 Weeks)	April 1 - June 16  May 27 June 17 - June 30	April 7 - June 22  May 26 June 19 June 23 - July 6	April 6 - June 21  May 25 June 19 June 22 - July 5	April 5 - June 20  May 31 June 18 June 21 - July 5
<b>(PharmD: P3s - APPEs PA: PA2s)</b> No Holidays Break (1 Week)	April 1 - June 23 (6 Week APPE) June 24 - June 30	April 7 - June 29 (6 Week APPE) June 30 - July 6	April 6 - June 28 (6 Week APPE) June 29 - July 5	April 5 - June 27 (6 Week APPE) June 28 - July 5

The Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) Academic Calendar differs from the standard Sullivan University Academic Calendar. There are occasional changes made to this academic calendar due to changes in pharmacy or physician assistant curriculum. Please refer to the Sullivan University College of Pharmacy and Health Sciences website (<https://sullivan.edu/college-of-pharmacy-and-health-sciences/>) for the most current Doctor of Pharmacy (Pharm.D.) and Master of Science Physician Assistant (P.A.) academic calendars.

# Admission to The University

Sullivan University continually strives to attract students who are committed to higher learning and career development. The university actively searches for students who have the aptitude and desire to earn a university diploma or degree within their chosen career field.

## Application Procedure

For admission to a certificate, diploma, associate, or bachelor's degree program, an applicant is required to demonstrate the appropriate aptitude and background for the anticipated area of study. This is accomplished through the following means:

- Applicants must complete an application for admission to the university with a paid enrollment fee.
- Request transcripts from all postsecondary educational institutions previously attended.
- Before gaining formal acceptance to undergraduate programs in the College of Allied Health, College of Nursing, or College of Pharmacy and Health Sciences, applicants must complete an entrance evaluation. (See specific program pages for details on admission to these programs). For some programs, the university administers this evaluation free of charge. Other programs may require the use of additional testing that charges a testing fee. Submission of the student's ACT or SAT scores, may be accepted for scores within 5 years of the test date. Applicants who have completed a bachelor's degree or higher, may be eligible to waive the entrance exam after review/approval from the respective college dean. An authorized member of the Academic Services staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.
- At the time of matriculation, a regular student must possess a high school diploma, have an official General Educational Development (GED) certificate, or a homeschooled certification. Homeschooled applicants should refer to the "Homeschool Applicants" section of the catalog for more requirements. Applicants accepted into the university prior to completion of the aforementioned credential being attained are accepted contingent upon attainment of said credentials. The university will accept a student's self-certification on the Free Application for Federal Student Aid (FAFSA) that they have received the credential as sufficient evidence of completion. If there is reason to believe that self-certification is not valid or, if an applicant does not complete a FAFSA, the university will require additional evidence of completion. Additional evidence of completion may include an unofficial copy or picture of a transcript, a copy or picture of the diploma, a letter on school letterhead from a school official confirming completion, a copy or picture of the official GED certificate, or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma. At its discretion, the university may recognize as equivalent to a high school diploma an academic transcript that demonstrates a student has successfully completed an associate degree (recognized by the USDOE or CHEA) or an equivalent college-level two-year program (a minimum of 60 semester/trimester credit hours or 72 quarter credit hours that does not result in the award of an associate's degree, but that is acceptable for full credit toward a bachelor's degree at any institution). Requests should be presented to the Executive Director of Academic Operations and Institutional Effectiveness for approval.
- Any applicant/student with a criminal record should be aware that certain criminal records might make it difficult or impossible for the student to secure an externship, required clinical placement, or obtain employment in certain career fields. Some programs require background checks to be done prior to admissions. A student in a Sullivan University program with an externship requirement will receive guidance and assistance in finding an externship sponsor. However, it is ultimately the student's responsibility to secure an externship position and complete the externship successfully. Likewise, the Career Services Office will provide all students with guidance and assistance in finding positions in their chosen career fields. However, it is ultimately the student's responsibility to secure a position. Students seeking guidance based on their criminal record may speak privately with Career Services staff member regarding their situation.

## Clinical Facilities and Vaccines

Sullivan University secures clinical experience sites at various medical facilities. The facilities are not owned or operated by Sullivan University. Due to ongoing changes in the facilities' requirements, it is possible that those facilities/agencies contracted to provide Sullivan University students with clinical experiences may NOT accept student vaccine waivers. Therefore, Sullivan University cannot guarantee a student who obtains a waiver for the Covid-19 or any other vaccination will be able to complete a medical program requiring clinical experiences for course completion and/or graduation purposes.

## Two Plus Two Program

Sullivan University's undergraduate academic programs are set up on a 2 + 2 format, meaning that a student may progress through an associate degree (first 2 years) on the way to a bachelor's degree (last 2 years) as a college junior. For the Bachelor of Science degree programs in Accounting, Business Administration, Hospitality Management, Information Technology, Interdisciplinary Business Studies, and Criminal Justice, students may choose to enroll directly into those programs or still have the option of completing an associate degree program first. The courses required to complete programs are listed by major in this catalog. In all instances, a minimum of 180 quarter credit hours are required for bachelor's degree completions; some majors will require more than the 180 credit hour minimum.

## Equal Opportunity Admissions

It is the policy of Sullivan University to admit all applicants who meet the university's academic and technical standards for admission or participation in a particular education program or activity without regard to race, color, religion, sex, national origin, creed, sexual orientation, disability, veteran status, or age.

## Homeschooled Applicants

Applicants who have been homeschooled will be required to self-certify that they have completed the minimum high school course of study and other legal requirements established by their state on the FAFSA. If/when a transcript is needed to verify homeschool completion beyond the self-certification, the transcript must include the student's name, date of birth, courses taken at levels 9-12, grade earned in each course and date of graduation. A signature must also be included from the homeschool administrator to certify the validity, accuracy, and completion of the homeschool program. Note that while a homeschool transcript may be used to verify completion when required, for employment purposes some employers and government agencies may require a GED score in place of a homeschool diploma or transcript.

Homeschooled applicants are also expected to meet all other admissions requirements expected of other applicants based on program choice and level of entry.

## Admission of International Students

Sullivan University encourages global understanding through intercultural exchange derived from the admission of qualified international students from countries throughout the world. The university's academic requirements for admission, as described in other sections, must be met and all necessary documents must be received before permission to enroll and the Form I-20 can be issued.

Any individual seeking a F-1 non-immigrant student visa for admission to the United States (U.S.), as well as any student who currently resides within the U.S. on an approved F-1 visa, must enroll in a full course of study in an "academic" educational program to maintain their status.

Note: Applications received from international students will be reviewed on a competitive basis and fulfillment of the minimum requirements does not guarantee admission to the university. An effort will be made to admit students from a variety of countries.

## Required Documentation for Admission and Issuance of Form I-20

*(Changes to these policies are effective as of the date of publication and are a result of the COVID-19 pandemic. Any additional updates will be reflected in the Sullivan University 2022 Catalog Addendum Errata.)*

Students are required to provide official or certified copies of academic records. For purposes of admission, the University may accept unofficial copies of some academic records. If such accommodations are made, official, certified, or other determined appropriate copies of academic records must be received for continued enrollment. Students may have up to the end of their second quarter of enrollment to submit their undergraduate or graduate foreign transcripts in fulfillment of the requirement for continued enrollment. Records in any language other than English must be accompanied by a certified English translation and statement of equivalency to U.S. credits, diplomas, or degrees by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). The student is responsible for any fees or other charges related to the obtainment of these documents.

Financial ability must be demonstrated by providing a valid bank statement or other financial document which demonstrates possession of the equivalent of one academic year's tuition and living expenses in addition to an official financial certificate including signatures of the sponsor and a bank official and/or a notarized affidavit of support signed by the applicant and sponsor(s), specifying amount pledged in support that is accompanied by official bank documents such as an issued monthly statement. Persons receiving a scholarship may demonstrate financial ability by sending an original or certified copy of the award letter including the amount of the scholarship or the expenses it covers. The university may require an advance deposit of funds to cover one year's tuition and living expenses for all non-immigrant international students before issuance of the Form I-20.

Initial applicants, undergraduate and graduate, whose native language is not English, must demonstrate an appropriate level of English Language proficiency.

English Language Proficiency may be demonstrated by submission of current TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), iTEP (International Test of English Proficiency), Pearson Academic (PTE) scores, or a Certificate of Completion from an accredited ESL (English as a Second Language) institution.

It is the applicant's responsibility to obtain necessary information and application forms, and to schedule and take the test by a date that will assure delivery of results to the university by required deadlines. Only TOEFL scores of greater than or equal to 197 (computer-based), 500 (paper-based) or 70 (Internet-based) will be considered for admission to any program in the university. TOEFL scores are only valid for two years after the test date. An IELTS score of 6.0 or an iTEP score of 4.0 is required for undergraduate students and 5.0 is required for graduate students. A minimum Pearson Academic (PTE) score of 50 can also be used.

Note: All students must meet the English language requirements outlined above; however, individual colleges or programs may require higher minimum scores and any student may have the English Language Proficiency requirement waived if they meet one or more of the following criteria:

- Completed an undergraduate program or graduate degree from an accredited institution in one of the following countries (Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad and Tobago, United Kingdom, & United States of America)
- Has completed a year or more of full-time coursework at an institution outside the United States where English is the primary language of instruction, earned a minimum of 12 semester or 16 quarter credit hours, and earned a minimum of a 3.0 cumulative GPA (or equivalent)
- Attended a minimum of two full academic terms at an accredited United States Institution, earned a minimum of 12 semester or 16 quarter credit hours, and acquired a 3.0 cumulative GPA
- Applicant is native to Australia, Canada, New Zealand, or the United Kingdom

Additionally, applicants to the College of Business and Technology Graduate Programs must submit an original 750-word entrance essay. The topic will be included within the application packet.

### **Rolling Acceptance Policy**

There is no deadline for submitting an application for admission. The university has a rolling admissions policy with the exception of the Master of Science Physician Assistant and Doctor of Pharmacy (see those programs for admissions information). Those who apply first tend to be accepted first. It is best to submit an application as early as possible prior to the anticipated start date. See applicable academic calendar(s) for start dates.

### **Applicant Interview**

The university individually interviews and advises each person seeking admission. This interview often takes place at a Sullivan University location. Interviews can also be conducted off campus or a virtual interview can be scheduled and conducted via telephone and computer. Students from other parts of the United States or international students may complete an application by mail or online. Students may visit the university's website at [sullivan.edu](http://sullivan.edu) if a visit to a Sullivan University location is impossible. An unsuccessful interview may result in denial of admission.

### **Jump Start Students**

Jumpstart students are typically high school seniors who may earn a maximum of 20 general education credit hours as a non-degree seeking student. A 2.50 high school GPA is required, but a GPA of 2.00 to 2.49 may be considered with the submission of one letter of recommendation from a guidance counselor and a completed interview by an Admission Advisor.

Upon enrollment, Jumpstart students must obtain a grade of "C" or higher to continue in subsequent quarters. Failure to meet this requirement due to extenuating circumstances should be directed to the Executive Director of Academic Operations & Institutional Effectiveness, and approval may be granted for one additional quarter. Should a course(s) have prerequisites or co-requisites that have not been met, approval to register must be obtained from the Vice President/Provost, or President. Credits earned as a Jumpstart student are not guaranteed to be credited toward a Sullivan University degree seeking program. After application for admission, such credits will be evaluated as to applicability to the specific degree in which the student wishes to enroll. All courses completed as a Jumpstart student, regardless of grade attained, are applied and configured into a student's satisfactory academic progress.

### **Non-Degree Seeking Students**

Students who opt to complete individual course(s) for personal or professional development rather than declare a certificate, diploma, or degree are considered a non-degree seeking student. Non-degree seeking students are ineligible for financial aid.

To be admitted to complete a course or courses as a non-degree seeking student, a student must declare their intent on the application and have a high school diploma or equivalent or meet the bachelor degree requirements for graduate level courses. See the Graduate Programs policy for more information..

Credits earned as a non-degree seeking student are not guaranteed to be credited toward a Sullivan University certificate, diploma, or degree program. After admission, such credits will be evaluated as to applicability to the specific degree program in which the student wishes to enroll. All applicable courses, regardless of grade attained, are applied and configured into a student's satisfactory academic progress.

Non-degree seeking students are restricted to the amount of credit earned, not to exceed 16 credit hours combined, as follows:

Course Type	Maximum Credits
100-400 level courses	16 credit hours
500-600 level graduate courses	16 credit hours
700-900 level, 5000-7000 courses	Not eligible
CAM256, HIM, HSS, LMR, MSS, NUR, PA, PHT, RAD, and SUR courses	Not eligible
Capstone Courses	Not eligible

Requests to exceed the maximum allowable credits earned should be directed to the Executive Director of Academic Operations & Institutional Effectiveness for consideration and approval.

Should a course(s) have prerequisites or co-requisites that have not been met, approval to register must be obtained from the Vice-President/Provost, or President. Should the student opt to enroll and declare a degree, prerequisite or co-requisite requirements not previously met through transfer credits, course completion, or Prior Learning Assessment must be completed, where applicable.

A student who converts to certificate, diploma, or degree-seeking status must meet all regular admissions requirements of the desired new program, including the entrance evaluation, where applicable. When a student intends to declare a degree in a subsequent quarter, Academic Services should be notified.

### Receipt of Transcripts

Upon receipt, high school and post-secondary transcripts become property of Sullivan University and originals are not authorized to be released to a student or third party. In rare circumstances, an unofficial copy(s) may be provided to the student upon written request to the Office of the Registrar at [online@sullivan.edu](mailto:online@sullivan.edu).

### Foreign Credentials

Domestic, United States citizens who possess foreign high school credentials may be accepted via a student's self-certification on the Free Application for Federal Student Aid (FAFSA). If there is a reason to believe the self-certification is not valid, or if an applicant does not complete a FAFSA, the University will require additional evidence of completion. Evidence must be accompanied by an evaluation performed by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Evaluators (FCSA), or Educational Credential Evaluators (ECE).

Students who have taken college-level coursework and wish to have it applied should refer to the Transfer of Credit policy for additional requirements. International students who possess foreign credentials should refer to the Admission of International Students policy for additional requirements.

### Transfer of Credit

It is the policy of Sullivan University to accept transfer credit from other postsecondary institutions when accredited by an agency recognized by the USDOE or CHEA when certain criteria are met for most SU programs. During enrollment and/or re-entry, Sullivan University requests all new and returning students disclose all prior post-secondary institutions previously attended by requesting transcripts from all previous institutions to be sent directly to Sullivan University. This helps ensure all possible transfer credit is applied to each individual's Sullivan University academic record. Students who wish to reject/waive transfer credit that may be accepted and applied to their academic record at Sullivan University may submit a formal request to waive that application through the Registrar's Office (sans VA students and students enrolled in graduate-level programs). In limited circumstances, Allied Health and College of Nursing programs may require original transcripts to validate previous academic completion and CGPA, prior to admission. Unless required for a specific program, students will not be penalized when they are unable to provide Sullivan University with one or more official transcripts. Undergraduate transfer credit will be approved and applied toward the student's academic program if courses are equivalent to those courses offered at Sullivan, the program allows transfer coursework, and in which the student has earned a grade of "D" or higher (unless stated otherwise by the academic program). The Registrar, in consultation with Deans or faculty qualified in the subject matter, are responsible for determining coursework that will be applied toward a program of study at the University. If a student obtains approval for 24 or more transfer credit hours for courses completed prior to attending Sullivan University, this may result in the waiver of the Foundations for Student Success (FYE 105) course.

Students intending to transfer credits should refer to the transfer guidelines listed on the college/program pages in the catalog, if applicable. Academic transcripts from foreign colleges or universities must be accompanied by an evaluation performed by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). In light of difficulties in obtaining foreign transcripts from schools outside of the United States, students may have up to the end of their second quarter of enrollment to submit their undergraduate or graduate foreign transcripts in fulfillment of the requirement for continued enrollment. Exceptions to this policy should be presented to the Executive Director of Academic Operations and Institutional Effectiveness and require Provost approval.

Graduate Program transfer credit will be approved by the Executive Dean of the College of Business and Technology, in conjunction with faculty qualified in the subject matter, and applied toward the student's academic program if the courses are equivalent to those courses offered at Sullivan, and in which the student has earned a grade of "B" or higher. Applicable credits earned at Sullivan University in which the student has a minimum passing grade will be applied to fulfill program requirements in a dual or additionally enrolled degree programs.



Transfer students must earn at least 25% undergraduate credit, or 33% graduate credit required for the certificate, diploma or degree through instruction offered at Sullivan University. A non-inclusive list of maximum number of credits accepted from another CHEA or USDOE recognized institution, which is Title-IV certified, are as follows:

Degree	Maximum Credits Accepted
24-hour undergraduate certificate	18 hours
36-hour undergraduate diploma	27 hours
92-hour associate degree	69 hours
180-hour bachelor degree	135 hours
48-hour graduate degree	32.16 hours

Organizational Credit (non-Title IV) – See Prior Learning Assessment Section of the University Catalog, Credit by Examination (sans Sullivan University course-level bypass assessments) and Evaluations for Workplace Learning sections:

Sullivan University (SU) Program Type	SU Program Quarter Credits	Maximum Potential <sup>^*</sup> Semester Credits	Maximum Potential <sup>^*</sup> Quarter Credits	Percentage of SU Program <sup>^*,**</sup>
Certificate	36	5.334	8	22.22%
Diploma	48	7.334	11	22.91%
Diploma	72	11.334	17	23.61%
Associate of Science	92	14.667	22 <sup>**</sup>	23.91%
Bachelor of Science	180	29.334	44 <sup>**</sup>	24.44%

<sup>^</sup>Percentage of all applied credit from non-title IV certified organizations must be less than 25% of any Sullivan University program and must be approved via a Sullivan University (SU) articulation agreement. See Prior Learning Assessment section of the university catalog, Credit by Examination (sans Sullivan University course-level bypass assessments) and Evaluations for Workplace Learning sections.

\* A student should discuss with a Sullivan University admissions representative (future/new students) or Student Success Advisor (continuing students) for program specific information prior to enrollment.

\*\*Most Sullivan University courses are 4 quarter credit/2.667 semester credit hours. Please note: If a student graduates with a Sullivan University associate degree and 22 quarter credits were transferred and applied towards this degree, then the maximum bachelor-level credit from the associate degree would be up to 22 quarter credits, for a total up to 44 quarter credits in a 180-quarter credit bachelor program.

## Transfer Credit from Sullivan University

The acceptance of credits earned at Sullivan University by another educational institution is not guaranteed. Students wishing to transfer outside of Sullivan are encouraged to speak with the intended institution of transfer to determine what credits, if any, will be accepted.

## Recency of Credit

Coursework taken five or more years prior to admission to any academic program is subject to review and may or may not be accepted for credit in a program of study. A lower time limit may apply to practical and clinical coursework, which will be reviewed individually by the respective program director to ensure that students have the knowledge required of the program.

## Prior Learning Assessment (PLA): Credit by Examination, Credit for Workplace Learning & Credit for Prior Learning Portfolios

See detailed information in the academic policies and general information section.

## Sullivan University System Credit (SC)

System credits (SC) are those earned from a previous Sullivan University System (SUS) educational institution and have been deemed undergraduate non-transferable. System credit may only be applied to one of the undergraduate non-transferable programs (e.g., Limited Medical Radiography, Radiologic Technology, and Surgical Technology). Undergraduate system credit may be approved and applied toward the student's academic program if courses are equivalent to those offered at Sullivan University, and in which the student has earned a grade of "C" or better.

Should the student transfer to a designed for transfer program at a later time (e.g., Associate of Science in Community Health Services, Bachelor of Science in Interdisciplinary Business Studies), none of the SC/ undergraduate non-transferable credits may be applied.

## Accommodations for the Disabled

Sullivan University supports the tenets and the spirit of the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. To properly support those with disabilities and for responding to requests for disability-related accommodations, Sullivan University has identified and designated administrative professionals at each location who can assist with disability-related need(s). (See the Administration section for a list of ADA Coordinators.)

Undergraduate and graduate students with learning or psychological disabilities should contact the ADA Coordinator at their location. Students enrolled in the College of Pharmacy and Health Sciences should contact the Office of Student Affairs at the College of Pharmacy and Health Sciences.

All students who have a mobility-related, physical, or other need for accommodation should contact the ADA Coordinator responsible for physical accommodations at their Sullivan University location. Students who would require assistance in the event of an emergency or evacuation should contact the ADA Coordinator

responsible for physical accommodations so proper planning and notification can be coordinated. These requests should be communicated to the ADA Coordinator (those individuals are listed on the Administration page of the catalog) by the first week of each quarter to ensure accommodations are in place.

Sullivan University will not inquire as to whether a student or applicant (hereinafter referred to as “student”) presently has a disability or if they have had one in the past. While an informational brochure or self-disclosure form may be provided to a student at any point, the decision to disclose a disability or, to not disclose a disability, is entirely up to the student. If a student chooses not to disclose their disability initially, they may later do so if desired. However, disclosure of a disability does not create an obligation for the university or instructor to re-test and/or re-grade any coursework, tests, etc. completed prior to the disclosure and verification process.

Students who come to Sullivan University who may have had an IEP (Individualized Education Plan) at any time throughout their K-12 education should understand that colleges and universities do not follow the same provisions of an IEP unless otherwise verified and affirmed through a separate verification process that is age and level- appropriate. Since IEPs are written specifically for students in K-12 environments, an IEP is not sufficient documentation to determine appropriate and reasonable accommodations at Sullivan University. To request accommodations at Sullivan University, the student should submit a Sullivan University Disability Verification Form, completed by an appropriately licensed professional along with any required information and supporting documentation. Although not required, upon acceptable review of a high school IEP, an ADA Coordinator may approve extended time as an appropriate accommodation on the Sullivan University internal entrance evaluation. Any other academic accommodation requests should follow the Sullivan University disability verification process.

Sullivan University will make a good faith effort to reasonably modify policies, practices, and procedures to ensure they do not discriminate against individuals with disabilities. Sullivan University cannot alter the standards of practice required by the program and industry. The University is not required under the law to provide modifications that would fundamentally alter the nature of a service, program, or activity.

The Verification Process and procedure for students to request disability-related accommodations is as follows:

1. The disability must be disclosed to the appropriate ADA Coordinator by using the Sullivan University Disability Self-Disclosure Form.
2. After a student discloses his/her disability, a Verification of Disability Form will be provided and is to be completed by an appropriately licensed professional. That completed form and all supporting documentation must be returned to the appropriate ADA Coordinator for further consideration.

3. The ADA Coordinator will normally, upon receipt, review the documentation within 3-5 business days and determine the following:
  - a. Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act?
  - b. What are the functional limitations of the disability in an educational setting?
  - c. What, if any, accommodations are reasonable and appropriate for the student?
4. After the student confirms delivery or personally provides delivery of the documentation to the ADA Coordinator, the student should confirm with the coordinator that the documentation is sufficient. If it is not, the student will be informed that they are required to provide additional documentation.
5. If the documentation is sufficient, the student will meet (in person or virtually) with the ADA Coordinator to develop a plan for accommodation. An Accommodation Agreement will be produced for the student that verifies the disability and describes the nature of each accommodation to be made.
6. The student then has the responsibility to deliver a copy of the Accommodation Agreement to his/her instructors and discuss, in confidence, the listed accommodation(s). If a student has difficulty receiving the accommodation(s) listed, the student should request assistance from the designated ADA Coordinator. If additional copies of the Accommodation Agreement are needed for subsequent terms, the student should contact the ADA Coordinator with whom they originally worked.

Effort will be made by University officials to process requests and review material within a reasonable amount of time.

If you feel as though you have been discriminated against because of disability, please refer to the university's Grievance/Official Complaint Procedure OR you may contact the Office of Civil Rights (OCR) in the U.S. Department of Education. OCR is responsible for enforcing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

#### *Service and Emotional Support Animals*

All students using Service Animals should request them using the Request for Accommodation process outlined above. An ID will be provided for the Service Animal. While Emotional Support Animals, which are different from Service Animals, are not allowed in the classroom, students who live in University housing may request approval to bring their Emotional Support Animal into University housing. For complete information on how to request approval for an Emotional Support Animal in University housing, please see the appropriate section of your location's Housing Handbook.

## Accommodation of Food Allergies for Culinary and Hospitality Students

Sullivan University uses numerous foods and food products in its classrooms, laboratories, A' la Café, The Bakery, and student dining facility, including, but not limited to, spices, milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat, soybeans, and other potential allergens.

All students are required to meet the essential academic and technical standards of Sullivan University's College of Hospitality Studies (CoHS) culinary and baking & pastry education programs, including, but not limited to, active participation in classes and culinary labs, with or without a reasonable accommodation. Students with known allergies are required to self-monitor and manage their safety to mitigate the risk of an allergic reaction.

Students with airborne food allergies (or any other disability) who would like information on accommodations may contact an ADA Coordinator, who will work with each student on an individualized, case-by-case basis to determine whether any reasonable accommodations can be made. Due to the technical standards, as well as content requirements, and student-centered educational programming, the university cannot guarantee an allergen-free environment. Foods cannot be removed from the curriculum; therefore, it is critical that you confer with your medical provider about the health risks you may experience and the precautions that must be taken. Policy and procedures regarding allergies:

### 1. Notice Regarding Allergies

- a. The CoHS (Louisville and Lexington locations) use hundreds of foods and related products in its classrooms and laboratories, including, but not limited to, eggs, fish, milk (and other dairy products), nuts (peanuts and tree nuts), shellfish and other seafood, soybeans, spices, wheat, and other potential allergens, as well as cleaning supplies that may contain potential allergens ("Foods/Ingredients with Allergens" or "FIA"). Such uses include baking, cooking, preparing, and serving FIA and foods containing FIAs, and using cleaning products that may contain FIAs. The CoHS uses many FIAs, including the specific foods and items mentioned, very extensively throughout its required curriculum.
- b. Depending on the nature of an allergy, the allergy may be life-threatening or otherwise severe. Depending on the nature of an allergy, the allergy may or may not constitute a "disability" within the meaning of applicable law.
- c. All students enrolled in the CoHS are required to meet the essential academic standards of the courses or the educational programs of the college in which they are enrolled (including, but not limited to, active participation in classes and culinary labs) with or without academic adjustments. That includes being able to actively participate in classes and culinary labs that involve baking, cooking, preparing, and serving FIAs and beverages and foods containing FIAs, and cleaning using products that contain FIAs.

- d. The CoHS incorporate significant use of foods and beverages have minimized certain exposures that could trigger an allergic reaction by eliminating the requirement that students touch FIAs without gloves or other PPE. However, due to the nature of the programs, with extensive use of many FIAs and hands-on instruction and participation, the university cannot guarantee an allergen-free environment and cannot eliminate FIAs from its required curriculum. Nor can Sullivan University prevent airborne ingestion of FIAs.

### 2. Student Responsibilities Regarding Allergies

- a. Students with potentially life-threatening or otherwise serious allergies (e.g., allergies that could result in a serious reaction, including anaphylaxis) that could be triggered at the university (e.g., in courses using food, beverage, or cleaning products with allergens) should disclose such allergies to an ADA Coordinator at the earliest possible time. Where students identify such allergies an ADA Coordinator, in coordination with the College of Hospitality Studies leadership, will work with the student on an individualized, case-by-case basis to determine whether any academic adjustments are appropriate. Any student seeking academic adjustments must provide appropriate medical documentation identifying the nature and scope of the allergy, including its severity; any functional limitations resulting from the allergy; and proposed academic adjustments supported by such medical documentation. For further details, consult the Accommodation for the Disabled policy in the Sullivan University Catalog.
- b. The health and safety of all Sullivan University students are paramount. Students with known allergies are expected to engage in self-care to mitigate the risk of an allergic reaction. Self-care expectations may include, but are not limited to, refraining from tasting foods with allergens, wearing gloves, wearing alert bracelets, carrying/administering prescribed medications, including epinephrine, and refraining from placing themselves in environments or situations they know are hazardous. Students should discuss any resulting absences with the appropriate university personnel—including an ADA Coordinator and the relevant faculty members—as part of the process of determining whether and/or how an academic adjustment may apply and may or may not excuse the absence.

### 3. Faculty and Staff Responsibilities Regarding Allergies

- a. If a student has potentially life threatening or otherwise serious allergies, the university, after considering the student's individual circumstances and medical documentation, if any, may prohibit the student from (1) interacting with the allergen at issue pending the determination of whether there is an academic adjustment that enables the student safely to interact with the allergen in question; or (2) being

in an environment or a situation that exposes such student to the allergen pending the determination of whether there is an academic adjustment that enables the student safely to interact with the allergen in question. In imposing these conditions, the university will endeavor to minimize interruption to the student's educational program to the extent feasible.

- b. If the university determines there is no academic adjustment that will enable the student safely to complete any particular class or culinary lab (or alternative thereto), such student may not be eligible to remain in the particular class or culinary lab or earn any credit. Further, the inability to earn credit may result in an inability to complete a particular degree program. The university will work with the student to determine whether any adjustments are possible without fundamental alteration of the program in question and will engage in an interactive dialogue with the student to explore options.
- c. On learning that a student is suffering a serious allergic reaction, a faculty or staff member shall immediately call 9-1-1 and, thereafter, Campus Safety & Security.

### **Orientation**

Prior to beginning classes, Sullivan students are encouraged to participate in an orientation program designed to acclimate them to college and specifically to Sullivan University. Orientation is held prior to the start of each quarter and introduces the student to University policy as well as to staff and faculty. Please note that some programs have mandatory orientations. These will be discussed with the student upon acceptance to the program.

Orientation offers incoming students helpful ways of adjusting through personality analysis, class scheduling, and special informational sessions.

The transition to college is an important time in a person's life; Sullivan's orientation gives students the foundation to begin their success in a college career.

### **Admission to the Graduate Programs, Physician Assistant Program, PharmD Program, College of Allied Health and College of Nursing**

In addition to the application process and international student procedures listed above, see the Graduate Program section, Physician Assistant program section, College of Pharmacy and Health Sciences section, College of Allied Health section, or College of Nursing section of this catalog for admission requirements to those programs.

# Services for Graduates

## CAREER PREPARATION

From the time a student enrolls at Sullivan, the primary goal is to quickly prepare each student for a successful career by providing a collegiate education leading to a certificate, diploma, associate, bachelor's, master's, or doctoral degree. The success of Sullivan University's graduates is the most important and celebrated outcome of Sullivan University.

At Sullivan, students enjoy every advantage: smaller class sizes, modern equipment, and a qualified faculty that teaches a curriculum designed to meet today's job market. While Sullivan cannot guarantee a job, effort is directed toward helping each graduate earn that important first career position in their chosen field of study or the next step in their career after graduation.

Upon completion of all requirements for graduation from an academic program and a graduate account that is in good standing with the university, a Sullivan University graduate receives the following privileges throughout their career. Note: These services are only available to graduates of a full program of study who have met all obligations, financial or otherwise, to the university and their account is in good standing.

### 1. Career Services for Graduates

The Career Services (CS) department plays a major role in the successful employment of graduates in their field of study. A highly qualified and professional staff works with each graduate individually to determine the best use of their skills and abilities within their chosen career field. The CS staff assists graduates with all aspects of the career search process through the following services:

- Résumé and cover letter preparation
- Résumé submission to employers
- Mock interviews
- Assistance with employer and salary research
- Job search planning sessions
- Career workshops/class presentations

In addition to individual coaching, CS provides opportunities for graduates to interact with area employers through career fairs. Employers are regularly invited to speak to classes, introduce their organization to graduates through information sessions, and hold on-campus interviews.

### 2. Graduate Review Privileges

Another valuable benefit graduates receive is the right to return to Sullivan at any time, as many times as desired, to review any course previously completed without additional tuition cost. Course fees, such as Lab Fees, Comprehensive Fees and Academic Support Fees may apply. For those who have been out of the job market for a period of time or for those who simply want to refresh their knowledge, this review privilege is a helpful way of revitalizing or enhancing their career. Courses no longer offered or whose context has changed substantially, as well as clinicals or practicums are excluded. Review privileges will be allowed for a class no longer offered at the original campus of record but is now offered with the equivalent content at another Sullivan University Campus location even if the class carries a different course code designation. Courses reviewed will be assigned a grade of GR, and no additional credit is awarded toward graduation. For more information, contact the Office of the Registrar.

The tuition-free review privilege and tuition-free, nationwide career service are part of Sullivan University's national reputation as a leader in career education. It is this kind of assistance that adds an invaluable dimension to the education of Sullivan graduates.

### 3. Alumni Association

Graduates are encouraged to remain connected to Sullivan University by joining the Alumni Association at <https://alumni.sullivan.edu>. They have access to a wide variety of special services and offers designated specifically for them. Membership is FREE.

# Financial Assistance

## Affording Sullivan University

Some students may believe they are not financially able to attend a college or university; however, almost everyone can afford Sullivan University. From this perspective, Sullivan approaches financing with the expectation that there is a way if a student really wants an education.

For this reason, Sullivan has an Office of Financial Planning with a staff that is thoroughly knowledgeable about today's student aid programs, private loan plans, scholarships, and grants. In addition, the staff is current with all educational programs for veterans, as well as national, state, and local vocational rehabilitation programs.

The Financial Planning staff will offer support and find ways to help obtain the financial assistance necessary to complete a university education. Students who wish to obtain financial assistance are urged to contact an admissions officer as early as possible to collaborate with Financial Planning.

## Financial Aid Programs

Students attending Sullivan have access to numerous federal and state student financial aid programs. Note: Amounts described may change without notice.

The first step for applying for federal and state aid is to complete the Free Application for Federal Student Aid (FAFSA). Completing and submitting the FAFSA is free and quick, and it gives you access to the largest source of financial aid to pay for college. In addition, many states and colleges use your FAFSA data to determine your eligibility for state and school aid. Visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov) for additional information regarding filing options and deadlines.

There are federal, state, and college deadlines for the school year for which you are applying for student aid. These deadlines can be found on the FAFSA website. Your state of legal residence determines state deadlines for the school year. You are encouraged to apply as early as possible after the FAFSA is made available in order to allow adequate processing time and increase the likelihood of qualifying for state aid. The FAFSA is available October 1st each year. All financial arrangements must be made before starting classes.

To ensure students receive the correct types and amounts of federal financial aid, the Department of Education has established procedures to verify the accuracy of the information reported on a students' FAFSA (Free Application for Federal Student Aid). Some students are selected for verification by the Department of Education and Sullivan University may select additional students for verification. Sullivan University partners with Kentucky Higher Education Assistance Authority (KHEAA) to complete the verification process. All students selected for verification will receive an email from KHEAA to set up a secure account to complete verification documents. A student selected for verification should provide the documentation to KHEAA within 30 days of notification that the student was selected for verification. If there is an

unforeseen circumstance that prevents the student from meeting this deadline, a student may submit a request for up to an additional 14 days in writing. For PELL grant fund consideration, students have 120 days after their last date of enrollment or by the deadline published in the Federal Register for each award year whichever is earlier, to complete verification. A student who is selected for verification but fails to complete the process will not receive federal financial aid.

Visit [www.studentaid.ed.gov](http://www.studentaid.ed.gov) for more information regarding how to prepare for college, types of aid, qualifications, and how to apply.

In no case can the total amount of a student's financial aid exceed his or her cost of attendance.

## Federal Pell Grants

Pell Grants are gift aid from the United States Federal Government, and available to all who are eligible by demonstrating a financial need as determined by the FAFSA. A lifetime undergraduate limit applies. Repayment is not required. Grant amounts are determined by the Department of Education, upon their approval and acceptance of your Free Application for Federal Student Aid (FAFSA). Aggregate limits apply.

## William D. Ford Federal Direct Student Loans

Low interest loans for students are available through the Direct Student Loan Program. Under this Direct Loan program, the federal government makes loans directly to students and parents through schools. Once a Direct Loan is made, it is managed and collected by the U.S. Department of Education's Direct Loan Servicing Center.

Students must maintain at least a part-time enrollment status to be eligible and cannot be in default on any existing federal student loans. Aggregate limits apply.

## Direct Stafford Loans

*Direct Subsidized Loans* – you must have financial need to receive a subsidized loan. The first academic year the maximum loan is \$3,500, the maximum amount increases during the sophomore year to \$4,500 per year, and to \$5,500 per year for junior and senior years. The U.S. Department of Education will pay the interest that accrues on your Direct Subsidized Loan during certain periods. Repayment begins six (6) months after graduation, ceasing studies, or changing enrollment to less than half-time.

*Direct Unsubsidized Loans* – financial need is not a requirement to obtain an unsubsidized loan. For the freshman academic year, the maximum is \$9,500 (\$3,500 of this amount may be in subsidized loans if eligible). The sophomore academic year maximum for this loan is \$10,500 (\$4,500 of this amount may be in subsidized loans if eligible). Junior and senior academic year maximums are \$12,500 each (\$5,500 of this amount may be in subsidized loans if eligible). The maximum for graduate and professional degree students is \$20,500. As an approved medical-related program, PharmD students can receive up

to \$33,000 per academic year. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan. Repayment begins six (6) months after graduation, ceasing studies, or changing enrollment to less than half-time.

*Direct PLUS Loans (PLUS Loans)* are loans parents can obtain to help pay the cost of education for their dependent undergraduate children. In addition, graduate and professional degree students may obtain PLUS Loans to help pay for their own education. A PLUS Loan applicant must not have an adverse credit history. A credit check will be conducted to determine eligibility.

### **Alternative Loans**

For those who qualify, various types of private, non-federal loans are available to help cover the cost of their education. For more information, interested students may speak to a financial planning coordinator.

### **College Access Program Grants (CAP)**

Kentucky students with financial need may qualify for CAP grants. The student must be attending at least part-time (8 credit hours or more), enrolled in a degree program, and be a resident of Kentucky. When a student indicates during the admissions enrollment process that he or she is a Kentucky state resident, the student will be required to complete a residency status form and provide supporting documentation to support their status. CAP is based on availability of state funds. Amounts are determined by the Kentucky Higher Education Assistance Authority Grant Program and CAP eligibility is in line with Pell Grant eligibility. Repayment is not required. Aggregate limits apply.

### **Company Pay**

Sullivan University works with businesses in the community to accept company sponsored tuition assistance and reimbursement. Check with your employer to see if you qualify.

### **Federal Supplemental Educational Opportunity Grants (FSEOG)**

FSEOGs are awarded to undergraduate students with exceptional financial need. Students who receive Pell Grants and have the most financial need will receive FSEOG awards first. FSEOG funds are based on availability. Repayment is not required.

### **Federal Work Study (FWS)**

Federal Work Study provides part-time jobs for undergraduate and graduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. Eligibility for FWS is initially determined by filing the FAFSA and marking yes to being interested in work study on the FAFSA. Recipients are normally awarded 20 hour-per-week work assignments at or above minimum wage. Positions and eligibility are based upon availability and the applicant's application for work.

## **Kentucky Educational Excellence**

### **Scholarship (KEES)**

Students enrolled in a Kentucky high school who have a Grade Point Average (GPA) of 2.5 or better and ACT scores of 15 or better are eligible for this award. Upon graduation, the student's high school must provide information to the Kentucky Department of Education. The Kentucky Department of Education must share this information with the Kentucky Higher Education Assistance Authority (KHEAA). KHEAA must notify Sullivan University of the award after the end of the school year. Sullivan must maintain information about acceptance and college GPA. To keep the maximum award for the second year in college, the student must complete his/her first year with a cumulative 3.0 grade point average. Aggregate limits apply.

### **Kentucky Tuition Grants (KTG)**

The Kentucky Higher Education Assistance Authority awards Kentucky Tuition Grants to eligible students who are enrolled in a degree program. The student must be attending full-time and be a resident of Kentucky. When a student indicates during the admissions enrollment process that he or she is a Kentucky state resident, the student will be required to complete a residency status form and provide supporting documentation to support their status. The KTG is based on availability of state funds and amounts are determined by KHEAA. Repayment is not required. Aggregate limits apply.

### **Military Student Benefits**

Active Duty, Reserve, and National Guard enrolled in specific programs may qualify for the Military Credit Hour Rate. See the Supplement A for the most current Military Credit Hour Rate and eligible programs. Students receiving the Military Credit Hour Rate are not eligible to combine additional institutional scholarships or grants while receiving that rate.

Active Duty Service members must enroll and follow their respective services' direction for application and approval of Active Duty Tuition Assistance. Students receiving the military credit hour rate are also not eligible for any discounts or reduced rates.

### **UPS Earn & Learn**

Due to a joint venture between Sullivan University's Louisville campus and United Parcel Service, students able and willing to work part-time can receive significant financial assistance to pay tuition and other costs. Contact the Admissions or Financial Planning department for details. For more information visit: <https://www.jobs-ups.com/earn-and-learn>

### **Veterans Benefits**

Sullivan University is an approved Institute of Higher Learning for Department of Veteran Affairs educational benefits. All program levels are certified as approved as educational programs by the Kentucky State Approving Agency. Military Liaisons at each Sullivan University location work with the School Certifying Officials to assist veteran and veteran dependents starting with the application process all the way to graduation.

### **Vocational Rehabilitation Programs**

For those students who have a substantial handicap to employment, this financial assistance may be available while the student is training. The amount available depends on the individual circumstances of each applicant. Information can be obtained from the vocational rehabilitation counselor in the student's hometown district.

### **Workforce Investment Board**

Available through the Workforce Investment Board, grants are provided to those eligible students who have been displaced or who are unemployed. Other minimum requirements also apply. Information can be obtained from the Workforce Investment Board in the student's hometown district or state.

### **Part-Time Jobs**

Available through information received by the Career Services office, students who are seeking part-time, after-school and weekend positions will find employment opportunities posted on the bulletin board and on the student portal.

### **Workforce Grant**

This grant is awarded to new and continuing students for up to 24 months, who demonstrate unmet financial need. Award amount varies and a specific eligibility criterion applies. Please contact you Sullivan University Financial Planning office for additional information.

### **College of Pharmacy and Health Sciences**

#### **Clinical Preceptor Educational Benefits**

Sullivan University College of Pharmacy and Health Sciences (SUCOPHS) continually seeks ways to provide benefits, beyond direct payment, to clinical faculty (preceptors) who are investing time in precepting students at his/her primary practice site, contributing to the education of our students in classrooms and laboratories, or are investing significant amounts of time in other activities (committees, taskforces, interviewing students, etc.). One way to stay competitive in the marketplace and recruit and maintain superb clinical faculty is to provide a discounted educational benefit to those seeking to continue their education through a higher institute of learning. Please contact the Office of Experiential Education at the College of Pharmacy and Health Sciences for more details on the benefit ([OEE@sullivan.edu](mailto:OEE@sullivan.edu)).





# Scholarships and Grants (Institutional)

## Scholarship and Grant Specifications and Qualifications

These scholarships and grants are valid only at Sullivan University and are funded by Sullivan University. All Sullivan University Scholarships and Grants are applied to tuition only, unless noted otherwise within a scholarship or grant description. All Sullivan University Scholarships and Grants are restricted to institutional charges. There is no cash value or refundable amount based on early graduation. They may not be transferred to another person or institution and some may only apply to specific Sullivan University locations and/or programs. Scholarship recipients should note that maintaining a specific GPA may be required. Recipients must maintain continuous enrollment (at least part-time, 6-11½ quarter hours) to receive scholarship and grant funds, unless otherwise stated in the scholarship or grant details.

\*\*A student's combined amounts of Sullivan scholarship awards cannot exceed \$2,000 per quarter and may not exceed a total of \$12,000, unless it is a single scholarship award (i.e. Presidential Scholarship). Students receiving a single scholarship award, including full tuition, or more, automatically forfeit their eligibility for all other Sullivan University scholarships. All scholarships and grants require approval by an authorized administrative official. In no case can the total amount of a student's financial aid, including scholarships and grants, exceed his or her Cost of Attendance or create a residual. Receiving scholarships and grants could affect eligibility for other student financial aid. Additional scholarships or grants may be offered at the discretion of the university.

\*\*\*Competition grants do not count toward the quarterly or annual cap and can be combined with a single scholarship award to apply to remaining need only.

\* Additional requirements may be found in some of the scholarship applications. The applicant is required to satisfy all requirements found in this section and within the applications to be eligible.

\* GPA requirements for all scholarships are based on a 4.0 scale.

\* The University retains the right and authority to change the requirements for applying and receiving University scholarships or grants with or without notice.

\* The University may choose to not award a scholarship should it determine no candidate satisfies the requirements or intent of the scholarship.

\* The University reserves the right and authority to not offer, temporarily or permanently, any scholarship or grant listed in the catalog with or without notice.

\* Unless otherwise noted, Amounts are effective for scholarships and grants awarded March 15, 2022 and after.

## HIGH SCHOOL SCHOLARSHIPS

The following scholarships are for high school seniors who want to attend Sullivan University during the year of their graduation. To be awarded one of these scholarships the student must start in the summer or fall quarter of the year of their high school graduation. The student must complete an application form and submit any other required documentation to be considered for these scholarships. These are one time scholarships and unless otherwise noted in the scholarship description, required applications and documentation are due before the student's registration date.

### *Academic Scholarships*

#### **Presidential Scholarship\*\*\***

Application Procedure: Submit a completed application, official high school transcript, and test scores to the Admissions Department.

Basis for Selection: Must have a minimum 24 ACT, 1170 SAT or 24 APA score and a minimum 3.5 unweighted GPA.

Deadline: February 15th

Term: Paid equally over 6 quarters for full-time enrollment.

Eligibility: Must maintain continuous, full-time enrollment in an Associate or Baccalaureate program.

Number of Students: up to 25 Awarded annually

Amount: \$10,000

### *Participation Scholarships*

#### **Career and Technical Preparation Scholarship**

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a high school senior who has participated in a career and technical program that Sullivan University has established articulation with.

Deadline: Not applicable

Term: Paid equally over the first academic year

Eligibility: Must maintain continuous, full-time enrollment in an Associate or Baccalaureate program.

Number of Students: Open number of scholarship recipients annually

Amount: \$500

## **Educator's Day Scholarship**

**Application Procedure:** Kentucky High School Guidance Counselors/Teachers who have participated in the university's Educator's Day Training may nominate one (1) high school senior from their high school who meets the criteria for admission to Sullivan University.

**Basis for Selection:** Must be a high school senior who meets the criteria for admission and is selected from their high school. Must possess career aspirations, have a documented personal goal to complete a career degree, and be enrolled full time in an Associate Degree program of study.

**Deadline:** June 15 of each calendar year

**Term:** Paid equally over 6 quarters for full-time enrollment.

**Eligibility:** Must maintain continuous, full-time enrollment in an Associate or Baccalaureate program.

**Number of Students:** 20 scholarship recipients annually

**Amounts:** \$1000

## **Scholarship Fair**

**Application Procedure:** Contact the Admissions Department

**Basis for Selection:** Prospective students compete in the program area of interest to the student. Tests or hands-on projects are judged and scholarships are awarded to the top participants in each division.

**Deadline:** Not applicable

**Term:** Paid equally over 6 quarters for full-time enrollment.

**Eligibility:** Must maintain continuous, full-time enrollment in an Associate or Baccalaureate program.

**Number of Students:** up to 3 awards in each division

**Amounts:** Up to \$3,000 (Individual students may claim only one Scholarship Fair Award.)

## **SPECIALTY SCHOLARSHIPS**

### **Barbara S. Dean Scholarship**

This scholarship established by Sullivan University honors the long-term service of Barbara S. Dean, Executive Director of the Ft. Knox Location Extension.

**Application Procedure:** Contact the Ft. Knox Location Extension Administrative Office

**Basis for Selection:** Must be an outstanding sophomore at the Fort Knox location extension. Minimum 3.0 GPA required.

**Deadline:** July 15 of each calendar year

**Term:** Quarterly tuition paid for each remaining quarter of the Bachelor program as long as eligibility standards are met.

**Eligibility:** Must maintain continuous enrollment

**Number of Students:** 1 Awarded annually

**Amount:** Full tuition; to pursue a bachelor's degree program through the Sullivan Fort Knox location extension.

## **Chancellor's Excellence in Pharmacy Studies Scholarship (PharmD Program)**

The Chancellor's Excellence in Pharmacy Studies Scholarship is awarded to those students with the highest academic achievement. A maximum of one (1) full tuition scholarship (\$162,180) and two (2) partial (\$80,000) each will be awarded annually.

**Application Procedure:** Submit a completed PharmCAS and supplemental application. This includes, but is not limited to, all official transcripts and two letters of recommendation.

**Basis for Selection:** Given to Doctor of Pharmacy applicants who have displayed the highest academic achievement. Must have a minimum GPA of 3.5. Must showcase excellent interview skills and professionalism.

**Deadline:** Priority deadline by December 1st

**Term:** Paid equally over 12 quarters for full-time enrollment

**Eligibility:** Must maintain a minimum 3.5 cumulative GPA with continuous enrollment and a high level of professional behavior.

**Number of Students:** A maximum of one full tuition scholarship and 2 partial tuition scholarships.

**Amount:** \$162,180 OR \$80,000

## **Communication Excellence Scholarship (PharmD Program)**

The Communication Excellence Scholarship is awarded to those students with excellent written and oral communication skills.

**Application Procedure:** Submit a completed PharmCAS and supplemental application. This includes, but is not limited to, all official transcripts and two letters of recommendation.

**Basis for Selection:** Given to a Doctor of Pharmacy applicant displaying high academic achievement. Must have excellent verbal and written performance. Must have a minimum GPA of 3.0, excellent letters of reference and professionalism.

**Deadline:** Annual application deadline. Contact the College of Pharmacy and Health Sciences Office of the Dean for more information.

**Term:** Paid equally over 12 quarters for full-time enrollment

**Eligibility:** Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

**Number of Students:** Varies annually

**Amount:** \$9,000

## Eagle Scout Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained recognition of Eagle Scout from the Boy Scouts of America; have a minimum 3.0 high school GPA; have a minimum 24 ACT or 1170 SAT score.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: \$40,000 Culinary/Baking programs; \$35,000 all other programs (effective for scholarships awarded after 5/12/2020 – Fall 2023)

\$6,000 for all programs (effective beginning Winter 2024 quarter)

## Gold Award Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained the recognition of Gold Award from the Girl Scouts of America; have a minimum 3.0 high school GPA; have a minimum 24 ACT or 1170 SAT score.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment  
Number of Students: Open number of scholarship recipients annually

Amounts: \$40,000 Culinary/Baking programs; \$35,000 all other programs (effective for scholarships awarded after 5/12/2020 – Fall 2023)

\$6,000 for all programs (effective Winter 2024 quarter)

## Graduate Program Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a first-time enrollment in a Sullivan University graduate level program and have a minimum of 3.0 incoming cumulative GPA.

Deadline: prior to student's registration date

Term: Paid equally over 6 quarters for full-time enrollment or over program length if less than 6 quarters.

Eligibility: Must maintain a minimum 3.0 quarterly GPA with continuous full-time enrollments. International students attending on an I-20 and who choose to have a Standard Period of Non-Enrollment, as allowed by federal regulations, will be able to have the scholarship reinstated upon return. Once reinstated the scholarship will be paid equally over 6 quarters; for program lengths less than 6 quarters, the grant will be paid equally over remaining program length. Fort Knox, Physician Assistant, Ph.D., and Pharm.D. students are not eligible for this scholarship. This scholarship cannot be combined with the alumni discount. When determining the amount of scholarship the student is eligible for, the highest GPA from a completed degree will be used.

Number of students: open number of scholarship recipients annually

Amount: up to \$4,500 (based on incoming GPA)

3.0 - 3.24 cumulative GPA = \$3,000

3.25 - 3.49 cumulative GPA = \$3,600

3.5 and above cumulative GPA = \$4,500

## Health Equity Scholarship (PharmD Program)

The Health Equity Scholarship is awarded to students from communities disadvantaged in regards to the social determinants of health who are committed to promoting health equity and alleviating health disparities. A maximum of three (\$54,060) scholarships will be awarded annually.

Application Procedure: Submit a completed PharmCAS and supplemental application. This includes, but is not limited to, all official transcripts and two letters of recommendation. Following PharmCAS application submission, eligible students will be invited to submit an "Unessay" that reflects their interest in, passion for, and commitment to advancing health equity.

Basis for Selection: Given to Doctor of Pharmacy applicants from communities disadvantaged in the areas of: economic stability; educational access and quality, neighborhood/built environment; health care access and quality; and/or social and community support. Must have a minimum GPA of 3.0. Must showcase excellent interview skills and evidence of leadership and tenacity.

Deadline: March 1st

Term: Paid equally over 12 quarters for full-time enrollment

Eligibility: Must maintain a minimum 3.0 cumulative GPA with continuous enrollment and a high level of professional behavior.

Number of Students: Maximum of three annually

Amount: \$54,060

### **Sullivan University Ambassador Scholarship**

Application Procedure: Submit an application and a letter of recommendation to the Admissions Department.

Basis for Selection: Must be a full-time student with a minimum 2.5 GPA. Recipients selected based on personal interviews

Deadline: Not Applicable

Term: Paid quarterly

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment (Louisville and Lexington locations Only) and adhere to the Sullivan University Student Ambassador requirements, as stated in the Student Ambassador manual

Number of Students: Up to 10 awarded annually (per approved location)

Amounts: Up to \$500 per quarter and additional compensation based on duties performed

### **Sullivan University Black Achiever's Scholarship**

Application Procedure: Contact Admissions Department

Basis for Selection: Must have a minimum 22 ACT, 1150 SAT or 21 APA score and a minimum 3.0 high school GPA. The recipient for this scholarship will be chosen by the Lincoln Foundation or JCPS Academics.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment.

Eligibility: Must maintain continuous, full-time enrollment. (Louisville and Lexington locations only)

Number of Students: 1 awarded annually at each approved location

Amount: \$6,000

### **Alva Ray Sullivan Scholarship for the Salvation Army's Center of Hope Culinary Training Program**

Application Procedure: Three finalists will be selected from past graduates of the Salvation Army Center of Hope Culinary Training Program. Final selection of the scholarship recipient will be determined by a committee of four to include: two Salvation Army representatives and two Sullivan University representatives.

Basis for Selection: Must have successfully complete the Center of Hope Culinary Program, have a high school diploma or GED, pass the Sullivan University entrance exam, submit three letters of recommendation, and have six months of acceptable work record documented by the employer (preferably foodservice experience).

Deadline: Not applicable

Term: Award is paid quarterly for all tuition and fees through the completion of an Associate of Science in Culinary Arts or an Associate of Science in Baking and Pastry Arts.

Eligibility: Recipients must meet all satisfactory academic progress standards, as described in the Sullivan University Catalog and must abide by all local, state, and federal laws and university policies. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds. Recipients must submit proof of grades each quarter before the scholarship is paid the following quarter.

Number of Students: Only one student can be utilizing this scholarship at any given time. A new recipient can be named if a recipient graduates or withdraws from the program.

Amount: Full tuition and fees toward a diploma in Culinary Arts or Baking and Pastry Arts at the Sullivan University Louisville Campus. A G.P.A. of 3.0 or above will allow the scholarship recipient to continue to a full associate degree.

## **The Sullivan University Southeast Christian Church Collaborative Scholarship**

In January, 2007, Chancellor A.R. Sullivan, the founder of Sullivan University and Pastor David Stone, Senior Minister of Southeast Christian Church, worked collaboratively and established the formation of two scholarships, to be awarded at the discretion of Southeast Christian Church, immediately following the semi-annual commencement exercises of Sullivan University. The scholarships recognize Southeast Christian Church, an organization which has given and continues to give a great deal to the Louisville community and seeks to help those who receive the scholarship with defraying the cost of higher education.

**Application Procedure:** Scholarships are awarded at the discretion of Southeast Christian Church.

**Basis for Selection:** Selection is left to the discretion of Southeast Christian Church leadership. Recipients must meet regular admission requirements and standards.

**Deadline:** Not applicable

**Term:** Award is paid quarterly for all tuition, books, and fees for one calendar year.

**Eligibility:** Must maintain continuous enrollment. Recipients have to be at least half-time, unless the required courses are not offered/available or the student has a less than half-time course load to complete the scholarship. Any exceptions need to be submitted to Financial Planning for approval.

**Number of Students:** Two are awarded at the discretion of Southeast Christian Church following each University commencement ceremony.

**Amount:** Full tuition and fees for one calendar year. A student may receive subsequent scholarships of up to a year, thereby granting additional years until completion of an associate, bachelors, or master's degree.

## **Taste of Derby Chef Showdown Scholarship**

**Application Procedure:** 1. Must submit an original Kentucky themed recipe to the Director of Culinary Arts (recipe must meet The Taste of Derby Chef Showdown Scholarship guidelines available from the Director of Culinary Arts). 2. Must execute the recipe in the preliminary event. 3. Must execute the revised recipe in the final portion of the event.

**Basis for Selection:** Must be an active College of Hospitality Studies student and participate in the three part Chef Showdown. The overall winner will be selected by the Taste of Derby judging panel based on his/her performance in the final event and will be awarded the scholarship.

**Deadline:** Initial recipe submissions are due by February, 28th of each calendar year

**Term:** Paid equally over 5 quarters for full-time enrollment, equally up to 10 quarters for part-time enrollment, or equally over remaining program length if less than 5 quarters for full-time or 10 quarters for part-time are remaining (Louisville Only).

**Eligibility:** Any College of Hospitality Studies student with an enrollment status of "active" during the annual spring quarter.

**Number of Students:** 1 awarded annually to an active College of Hospitality Studies student

**Amount:** \$5,000

## **Transfer Student Scholarship**

This scholarship is available to new transfer students planning to enroll at Sullivan University.

**Application Procedure:** Contact Admissions Department

**Basis for Selection:** must have an Associate Degree from another accredited institution, or approximately 90 quarter or 60 semester hours of credit and a minimum of 2.5 cumulative GPA.

**Deadline:** prior to student's registration date

**Term:** Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

**Eligibility:** Must maintain continuous enrollment. Graduate program and Ft. Knox students are ineligible.

**Number of Students:** open number of scholarship recipients annually

**Amount:** \$2,000

## **UPS College and Career Expo Scholarship**

**Application Procedure:** Contact Admissions Department

**Basis for Selection:** Selected by a random drawing of participants at the annual UPS College and Career Expo. Recipients must meet regular admission requirements and enroll.

**Deadline:** Prior to student's registration date.

**Term:** Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length.

**Eligibility:** Must maintain continuous enrollment.

**Number of Students:** One annually

**Amount:** Varies by degree program. See event guide for details.

## Warrior Battalion Scholarship

This scholarship established by Sullivan University is in honor and support of Warrior Battalion, a non-profit organization dedicated to connecting and helping America's military families through physical and mental therapy, home repairs, community outreach, financial assistance, and community reintegration.

Sullivan University assists veterans to prepare for fulfilling careers after military service, with emphasis on business and technology-related fields. Our fundamental objective is to enhance the educational and professional development of veterans.

**Application Procedure:** Submit a letter of application to the President of Warrior Battalion, or contact the Admissions Department. Must submit official transcripts of all post-secondary institutions attended and military documentation that shows proof of honorable discharge.

**Basis for Selection:** must be a Veteran, or spouse, child, or stepchild of a Veteran.

**Deadline:** Prior to student's registration date.

**Eligibility:** Must maintain continuous enrollment. Recipients have to be at least half-time, unless the required courses are not offered/available, or the student has a less than half-time course load to complete the program in order to receive the scholarship. Any exceptions need to be submitted to Financial Planning for approval.

**Number of Students:** 2 Awarded Annually

**Amount:**

1. 100%: Full tuition for up to six quarters toward any program. Fees are not covered by the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.
2. 50%: Tuition will be reduced by 50% for up to six quarters toward any program. Fees are not covered with the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.

Scholarship will be applied prior to VA benefits. Certified tuition amounts will be reduced by amount of scholarship awarded. Students using VA benefits based upon remaining tuition costs and percentage paid by VA and fees if applicable.

## Employer Partnership Discount and/or Scholarships

Sullivan University strives to assist employers and various organizations in the career skills development of their workforce and/or clientele. As part of these efforts the University may enter into agreements to offer tuition discounts and/or scholarships of various values and quantities. Each organization will complete a Memorandum of Agreement (MOA) or other descriptive document outlining the terms of the scholarship(s) to be awarded.

Application Procedures, Basis of Selection, Deadlines, Terms of Award, Eligibility Requirements, Award Amounts, Quantities Available, Elements Covered, etc., may vary and will be defined in the MOA.

Additional information regarding which organizations have an active MOA on file, the terms of each agreement, etc., can be obtained by contacting the Sullivan University Admissions Department.

## Competition Grant

**Application Procedure:** Contact Admissions Department

**Basis for Selection:** High school students who participate in competitions in high school at the regional, state, or national levels have the opportunity to win one Sullivan University competition grant. The competition may be food competition, business related, etc. Sullivan University usually has representation at these events (i.e. FCCLA, ProStart, Skills USA, FBLA, etc.) to present grants to the winners.

**Deadline:** Not applicable

**Term:** Paid equally over 6 quarters for full-time enrollment.

**Eligibility:** Only one competition grant will be awarded per student regardless of the number of competitions won during high school. Awards are payable toward majors related to the competition from which so earned.

**Number of Students:** Open number of grant recipients annually

**Amounts:** The amount of the grants will be determined by the Director of Admissions and may be up to the following amounts:

Amounts effective for grants awarded after 5/1/2022

**Regionals:**

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

**State:**

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

**National:**

1st Place: \$15,000

2nd Place: \$10,000 Culinary/Baking programs; \$8,000 all other programs

3rd Place: \$5,000

## International Student Referral Grant

International Student Referral Program is a tuition reduction incentive that enables current Sullivan University international students to receive a \$1500 tuition credit for each referred international applicant that successfully enrolls at Sullivan University. The \$1500 credit will be awarded to the current international student in the form of credit towards tuition expenses of the next academic term. If a current international student refers multiple international applicants for admission, the total amount of all awards shall not exceed the total cost of the student's tuition for the next academic term.

Written confirmation from each referred international applicant, verifying the identity of the specific current international student responsible for the referral, will be required prior to or concurrent with the submission of their application. The credit will only be applied to the referring international student after the referred international student pays the full tuition fee for the enrolled 1st quarter term, and completes a minimum of 7 weeks of classes. If the referred international student drops out of classes before the completion of 7 weeks of classes, the referring international student shall not receive the \$1500 tuition reduction incentive for that referred student. Questions regarding admission requirements for current international students or their referred international applicants can be directed to [iadmissions@sullivan.edu](mailto:iadmissions@sullivan.edu) or [iadmissionslex@sullivan.edu](mailto:iadmissionslex@sullivan.edu).

## Jr. Chef Competition USDA Grant

Application Procedure: Contact Admissions Department

Basis for Selection: Students who participate and place in the Southeast Regional Farm to School Jr. Chef Competition have the opportunity to win the USDA Junior Chef's Competition grant.

Deadline: Not applicable

Term: Paid equally over 6 quarters for full-time enrollment or equally up to 12 quarters for part-time enrollment or the remainder of the program (whichever is the least amount of time). If awarded to a current student, the student will become eligible the quarter after the grant is awarded.

Eligibility: The National Competitions may not take place until the next calendar year. Current Sullivan students will be allowed to compete with their high school teams for the National Competition. Awards are payable toward majors related to the competition from which so earned. Only one competition grant will be awarded per student regardless of the number of competitions won during high school. If a National Competition Grant is awarded, any regional or state competition will be forfeited.

Number of Students: Open number of grant recipients annually.

Amounts: effective for grants awarded after 5/1/2022

1st place: \$10,000

2nd place: \$8,000 Culinary/Baking programs; \$7,000 all other programs

3rd place: \$5,000

## Robin K. Underwood Scholarship

This scholarship honors the legacy left by Mrs. Robin Underwood (1964-2024). Mrs. Underwood valued education, earning her G.E.D. later in life. After earning her G.E.D., she obtained an associate, bachelor, and master's degree. Her hard work ethic and dedication to finishing her education provided her an opportunity in management at Sullivan University after working in a factory in her early career. Mrs. Underwood assisted students with academic progress and worked to get them back on track to completion of their goals.

Application Procedure: Contact the Admissions Department with a written letter stating why your goal of obtaining an education is beneficial to your and/or your family's life.

Basis for selection: Must have obtained a G.E.D. with an SAI of no more than 00000.

Deadline: August 1 of each calendar year.

Term: Paid equally over eight quarters.

Eligibility: Any non-traditional student. Must maintain continuous, full-time enrollment with a 2.00 cumulative term GPA. Student must have earned a G.E.D. with an SAI of no more than 00000.

Number of students: One awarded annually to any new or continuing student.

Amount: \$6000.00

## Spring Forward Grant

Application Procedure: Contact Admissions Department

Basis for Selection: Students who have actively enrolled for a Future quarter or student in a cancel status but choose to make an application for an earlier start date.

Deadline: Not applicable

Term: Paid equally over the first academic year (3 quarters).

Eligibility: Must be a first-time SU student enrolled in an eligible program at Sullivan University.

Number of Students: Open number of grant recipients annually.

Amounts: \$1,000

# General Education Courses

To graduate with an Associate degree from Sullivan University, the student must complete a minimum of 24 quarter hours of credit in General Education depending on the program. To graduate with a Bachelor degree, the student must complete a minimum of 48 quarter hours of credit in General Education depending on the program. Courses must be completed in each of these three categories:

- Humanities and Fine Arts
- Natural Sciences and Mathematics
- Social and Behavioral Sciences

## Humanities and Fine Arts Courses

ENG 101	Composition I**
ENG 102	Composition II**
ENG 204	Advanced Writing**
ENG 244	Introduction to Literature
FYE 105	Foundations for Student Success*
GEC 220	Essential Strategies for Applied Communications*
HST 215	American History I: Pre-Columbian to American Civil War
HST 254	Introduction to Film
HST 274	American Government
LNG 144	Conversational Spanish I*
PHL 224	Introduction to Philosophy
PHL 244	Introduction to Religion
PHL 344	Bioethics
PHL 464	Ethics

\*Course may not be the only Humanities and Fine Arts Course taken within a degree program.

\*\*Course includes a literature component, as evidenced by the course syllabus and student learning outcomes.

## Natural Sciences and Mathematics Courses

BIO 103	Human Anatomy and Physiology
BIO 103L	Human Anatomy and Physiology Lab
BIO 123	Anatomy and Physiology I
BIO 133	Anatomy and Physiology II
BIO 201	Medical Microbiology
BIO 201L	Medical Microbiology Lab
CHM 211	Introduction to General, Organic, and Biological Chemistry
GEO 234	World Regional Geography
GEO 244	North American Geography
GEO 274	Global Environment
MTH 101	College Mathematics
MTH 115	Principles of Mathematics
MTH 201	College Algebra
MTH 202	Introduction to Statistics
MTH 301	Quantitative Methods
MTH 305	Discrete Mathematics

## Social and Behavioral Sciences Courses

ECO 201	Microeconomics
ECO 202	Macroeconomics
PSY 214	Introduction to Psychology
PSY 229	Environmental Psychology
PSY 264	Psychology of Modern Lifestyles
PSY 274	Developmental Psychology
PSY 284	Psychology of Adjustment
PSY 299	Abnormal Psychology
SOC 214	Introduction to Sociology
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# Academic Programs

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**NOTE:** The stated length of each academic program in this catalog estimates how long it will take a full-time student to complete the program. It may take less time for full-time students with transfer credits. Part-time students will take longer.

# College of Allied Health

According to the U.S. Bureau of Labor Statistics, occupations and industries related to healthcare are projected to add more new jobs to the U.S. economy than any other industrial or occupational group between 2012 and 2022. Healthcare is currently the largest industry in the United States. Projected to employ 15.6 million people and account for nearly one-third of the total projected increase in jobs in the United States between 2012-2022, the demand for healthcare workers largely reflects the demand to address the needs of an aging population.

To help meet the expanding demand for qualified healthcare professionals, the Sullivan University College of Allied Health offers certificate, diploma, and associate degree programs in health and health-related fields of study. Qualified and credentialed medical professionals are being sought in the healthcare industry to meet demands and changes taking place in the United States.

Academic programs within the Sullivan University College of Allied Health are designed to meet the needs of the healthcare industry by providing graduates with the education, experience and credentials expected by the healthcare industry.

In addition to the requirements outlined under the “Application Procedure” and specific program sections of the Admission to the University, students in Allied Health programs must submit a satisfactory health evaluation form from a physician upon enrollment. This physical evaluation must be completed less than one year prior to enrollment.

## CERTIFICATE, DIPLOMA, AND ASSOCIATE DEGREE PROGRAMS

Programs	Approved Locations
<b>Community Health</b> Community Health Services Associate of Science (A.S.) Degree	Louisville (Dupont Circle), Lexington, Hybrid
<b>Health Information Management</b> Medical Coding Certificate Health Information Management Associate of Science (A.S.) Degree	Louisville (Dupont Circle), Online Louisville, Online
<b>Medical Assisting</b> Medical Assistant Diploma Medical Assisting Associate of Science (A.S.) Degree	Lexington Lexington
<b>Radiography</b> Limited Medical Radiography Diploma Radiologic Technology Associate of Science (A.S.) Degree	Louisville (Dupont Circle) Louisville (Dupont Circle), Lexington
<b>Surgical Technology</b> Surgical Technology Associate of Science (A.S.) Degree	Louisville (Dupont Circle)

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

NOTICE: Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state’s permit, license or certification requirements. A state’s requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan’s curriculum. Sullivan disclaims responsibility for failure of any student to meet the educational requirements for a permit, license, or certification in any jurisdiction other than Kentucky.

### Mission Statement

The Sullivan University College of Allied Health educates and prepares future allied health professionals to provide quality care in their respective fields. The College seeks to provide a pathway for students to academically advance by offering programs from the certificate level through the associate degree level. Consistent with the goals of Sullivan University, the College of Allied Health focuses on clinical skills, critical thinking, good communication, teamwork, professionalism, and ethical values as well as an appreciation for cultural diversity and life-long learning.

### Other Information:

- Most programs in the College of Allied Health require the following: Background Check, Specific immunizations, Physical Examination, Physical standard requirements, and Admission test requirements specific to the program. Specific program requirements are covered under each program. Applications to be reviewed by the program director and/or Dean who make the decision on approval of admission.
- Most programs in the College of Allied Health have a programmatic handbook which details program specific policies.
- Most of the programs in the College of Allied Health use a higher grading scale for specific core courses.
- A grade of C or better is required for all core courses in all College of Allied Health programs.

## Community Health

# Community Health Services

### ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 51.1504)

The purpose of this program is to prepare graduates with the training necessary to serve as facilitators, advocates, and referral professionals for public and community health organizations, social and human service organizations. The program will provide students the opportunity to study population's health, the promotion of healthy lifestyles, and the prevention of disease and injury through health education and by linking related social services with affected recipient communities.

In addition to general Sullivan University Admission requirements.

Meet one of the following:

- High school diploma OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated (online program)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>20</b>
HSS 101	Introduction to Human Services	4
HSS 110	Public and Community Health	4
HSS 220	Diversity in Human Services	4
HSS 225	Community Education	4
HSS 250	Health Services Administration	4
<b>Health/Human Services-Related Electives</b>		<b>28</b>
Elective courses are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives. Any elective courses must be designated as designed for transfer.		
<b>Support Courses</b>		<b>8</b>
CSC 118	Computer Applications I	4
MSS 204	Medical Ethics	4
<b>General Education Courses</b>		<b>36</b>
BIO 103	Human Anatomy and Physiology	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
PSY 274	Developmental Psychology	4
SOC 214	Introduction to Sociology	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

All HSS courses require a minimum 70% C or better for successful completion.

## Medical Coding

### CERTIFICATE (CIP Code 51.0713)

The purpose of this program is to prepare graduates with the necessary training to analyze medical records and abstract data for the purpose of billing and insurance reimbursement. Medical Coders learn to transform narrative descriptions of procedures and diagnoses into numerical billing format. Graduates possess the skills necessary for employment in doctors' offices, clinics, hospitals, insurance companies, and medical billing agencies.

In addition to general Sullivan University Admission requirements.

Meet one of the following:

- TEAS exam (proctored online or live) with 53 for reading or 50 for math OR
- High school diploma OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR CERTIFICATE

36 Credit Hours

Length: 9 months (online program)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>32</b>
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
HIM 132	CPT Coding	4
HIM 143	ICD-10-CM Coding	4
HIM 151	Healthcare Reimbursement	4
HIM 271	ICD-10-PCS Coding	4
HIM 285	Advanced Medical Coding	4
HIM 003	Medical Coding CCA Review	0
MSS 104	Medical Terminology	4
<b>General Education Course</b>		<b>4</b>
BIO 103	Human Anatomy and Physiology	4
<b>Total Quarter Credit Hours</b>		<b>36</b>

36 quarter hours is equivalent to 24 semester hours.

All HIM courses require a minimum 70% C or better for successful completion.

# Health Information Management

### ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 51.0707)

The purpose of this program is to prepare graduates with the training necessary to use advanced health information networks and databases. Graduates possess the skills necessary to manage these tools and processes, while ensuring the accuracy and security of healthcare information. Students should prepare to participate in an on-site practicum in their final quarter of study.

In addition to general Sullivan University Admission requirements.

Meet one of the following:

- TEAS exam (proctored online or live) with 53 for reading or 50 for math OR
- High school GPA of  $\geq 2.5$  OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 19

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated (online program\*)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>56</b>
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
HIM 132	CPT Coding	4
HIM 143	ICD-10-CM Coding	4
HIM 151	Healthcare Reimbursement	4
HIM 161	Legal Aspects of Health Information	4
HIM 170	Performance Improvement	4
HIM 250	Healthcare Statistics	4
HIM 261	Healthcare Management	4
HIM 271	ICD-10-PCS Coding	4
HIM 285	Advanced Medical Coding	4
HIM 290	Health Information Practicum*	4
HIM 295	Health Information Technology Review	4
MSS 104	Medical Terminology	4
<b>Support Courses</b>		<b>8</b>
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>28</b>
BIO 103	Human Anatomy and Physiology	4
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
Elective	Social/Behavioral Sciences Elective	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

\*Requires a residential component which may be arranged in the student's home community.

All HIM courses require a minimum 70% C or better for successful completion.

# Medical Assistant

## DIPLOMA (CIP Code 51.0801)

The purpose of this program is to prepare graduates with the training necessary to perform a variety of responsibilities for a physician's office, hospital, clinic, or medical laboratory. Graduates of the program may apply to sit for the Certified Medical Assistant (CMA (AAMA)) examination for certification. Graduates of this program possess the skills necessary to assist in administrative support duties, clinical procedures, insurance coding, and patient care. Due to facility availability, externship hours must be completed during the day.

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

- TEAS exam (proctored either online or live) with 53 for reading or 50 for math OR
- High school diploma OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR DIPLOMA

57 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>40</b>
MSS 104	Medical Terminology	4
MSS 144	Medical Laboratory Procedures I <sup>^</sup>	4
MSS 204	Medical Ethics	4
MSS 214	Medical Software Applications <sup>^</sup>	4
MSS 234	Medical Laboratory Procedures II <sup>^</sup>	4
MSS 244	Medical Laboratory Procedures III <sup>^</sup>	4
MSS 254	Pharmacology <sup>^</sup>	4
MSS 274	Medical Office Procedures <sup>^</sup>	4
MSS 275	Clinical Assisting Externship <sup>^*</sup>	4
MSS 276	Medical Assisting Externship <sup>^*</sup>	4
<b>Support Courses</b>		<b>5</b>
AOM 101	Speed Development <sup>^</sup>	1
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>12</b>
BIO 123	Anatomy and Physiology I	4
BIO 133	Anatomy and Physiology II	4
ENG 101	Composition I	4
<b>Total Quarter Credit Hours</b>		<b>57</b>

57 quarter hours is equivalent to 38 semester hours.

<sup>^</sup> = Undergraduate Non-Transferable (UN)

\*Requires a residential component which may be arranged in the student's home community.

All MSS and BIO courses require a minimum 70% "C" for successful completion.

Program requires a combination of face-to-face, hybrid, or online courses. Students are required to perform all competencies and skills instruction, practices, and check-offs in the face-to-face environment either on campus or with an approved preceptor depending on the course.

# Medical Assisting

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 51.0801)

The purpose of this program is to provide graduates with the training necessary to perform a variety of responsibilities for a physician's office, hospital, clinic, or medical laboratory. Graduates of the program may apply to sit for the Certified Medical Assistant (CMA (AAMA)) examination for certification because those graduates will also be awarded the Medical Assistant Diploma at the time of completion.

Due to facility availability, externship hours must be completed during the day.

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

- TEAS exam (proctored either online or live) with 53 for reading or 50 for math OR
- High school diploma OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

93 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>40</b>
MSS 104	Medical Terminology	4
MSS 144	Medical Laboratory Procedures I <sup>^</sup>	4
MSS 204	Medical Ethics	4
MSS 214	Medical Software Applications <sup>^</sup>	4
MSS 234	Medical Laboratory Procedures II <sup>^</sup>	4
MSS 244	Medical Laboratory Procedures III <sup>^</sup>	4
MSS 254	Pharmacology <sup>^</sup>	4
MSS 274	Medical Office Procedures <sup>^</sup>	4
MSS 275	Clinical Assisting Externship <sup>^*</sup>	4
MSS 276	Medical Assisting Externship <sup>^*</sup>	4
<b>Support Courses</b>		<b>9</b>
AOM 101	Speed Development <sup>^</sup>	1
AOM 105	Keyboarding Essentials	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>32</b>
BIO 123	Anatomy and Physiology I	4
BIO 133	Anatomy and Physiology II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Psychology Elective	4
<b>Free Electives</b>		<b>12</b>
Elective courses are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
<b>Total Quarter Credit Hours</b>		<b>93</b>

93 quarter hours is equivalent to 62 semester hours.

<sup>^</sup> = Undergraduate Non-Transferable (UN)

\*Requires a residential component which may be arranged in the student's home community.

All MSS and BIO courses require a minimum 70% "C" for successful completion.

Program requires a combination of face-to-face, hybrid, or online courses. Students are required to perform all competencies and skills instruction, practices, and check-offs in the face-to-face environment either on campus or with an approved preceptor depending on the course.



## Radiography

# Limited Medical Radiography

### DIPLOMA (CIP Code 51.0911)

The purpose of this program is to provide graduates with progressive academic and clinical educational training necessary for graduates to administer ionizing radiation for medical diagnostic imaging purposes.

Graduates of the program are eligible to apply to sit for the Limited Scope of Practice in Radiography exam administered by the American Registry of Radiologic Technologists (ARRT) but offered through the Kentucky Board of Medical Imaging and Raditation Therapy (KBMIRT). Through the program, graduates are prepared to perform x-ray (radiographic) examinations in clinics, physicians' offices, and urgent care centers. They prepare patients for radiographic examinations by explaining the procedure, ensuring proper positioning of both the patient and the radiographic equipment. Because they provide the necessary x-rays needed to help with the diagnosis of the patient they are members of the healthcare team.

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

- PAX score of 75 OR
- High school diploma OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 19

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DIPLOMA

48 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>36</b>
LMR 201	Radiographic Imaging <sup>^</sup>	4
LMR 300*	Limited Medical Radiography Clinical I <sup>^</sup>	4
LMR 301*	Limited Medical Radiography Clinical II <sup>^</sup>	4
LMR 400	Limited Medical Radiographic Certification Review <sup>^</sup>	6
MSS 154	Health & Safety Techniques	4
RAD 100	Introduction to Radiography <sup>^</sup>	4
RAD 102	Introduction to Radiographic Clinical Topics <sup>^</sup>	4
RAD 121	Radiographic Positioning I <sup>^</sup>	4
RAD 131	Radiographic Positioning II <sup>^</sup>	2
<b>General Education Courses</b>		<b>12</b>
BIO 123	Anatomy & Physiology I	4
BIO 133	Anatomy & Physiology II	4
MTH 101	College Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>48</b>

48 quarter hours is equivalent to 32 semester hours.

All courses require a C or better for successful completion. Core Courses require a minimum 78% C and General Education/Support courses require a minimum 70% C.

\*The LMR clinical requirement consists of 360 hours. Due to availability of clinical space, these hours must be completed during the day. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

Radiology Department has an additional policy and procedure manual.

Courses with RAD and LMR prefixes are not currently available online.

<sup>^</sup> = Undergraduate Non-Transferable (UN)

## Radiography

# Radiologic Technology

### ASSOCIATE OF SCIENCE (CIP Code 51.0911)

The purpose of this program is to provide graduates with progressive academic and clinical educational training necessary for graduates to become qualified to administer ionizing radiation for medical diagnostic imaging purposes while preparing them for future licensing examination. Through knowledge gained from the Radiologic Technology program's didactic and clinical curriculum and from the liberal arts and sciences, the students develop the knowledge to consistently apply principles of radiologic technology and produce radiographs of diagnostic quality. The students will practice professional judgment, critical thinking, problem-solving skills, and leadership through the program curriculum.

Graduates of the Limited Medical Radiography Diploma (LMRD) program may apply to enter the Associate of Science in Radiologic Technology program. If accepted, LMRD graduate will be able to complete the program in a minimum of five additional quarters. (See admission requirements for the Associate of Science in Radiologic Technology program.) Didactic classes are held during the day, and clinicals may be held during the day, evening, or on weekends.

Graduate Limited Medical Radiography (LMR) diploma students must meet the entrance test requirements of the Associate of Science in Radiologic Technology (ASRT) program or present a current Limited Medical Certification license to the program director prior to enrollment in ASRT. Students who have withdrawn for a period of six months or greater will be assessed to determine if audit of applicable courses is required. Dual enrollment in both programs is not permitted.

Graduates of the program are eligible to sit for the required national certification examination given by the American Registry of Radiologic Technologists (ARRT) and obtain state licensure.

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

- PAX score of 85 OR
- High school GPA of  $\geq 2.5$  with algebra and biology grades of a "C" or better OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 20

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DEGREE

97 Credit Hours

Length: 24 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>73</b>
RAD 100	Introduction to Radiography <sup>^</sup>	4
RAD 102	Introduction to Radiographic Clinical Topics <sup>^</sup>	4
RAD 121	Radiographic Positioning I <sup>^</sup>	4
RAD 131	Radiographic Positioning II <sup>^</sup>	2
RTA 122*#	Radiographic Clinical I <sup>^</sup>	2
RTA 132*#	Radiographic Clinical II <sup>^</sup>	2
RTA 133	Advanced Radiographic Positioning <sup>^</sup>	2
RTA 141	Radiographic Imaging I <sup>^</sup>	4
RTA 142*	Radiographic Clinical III <sup>^</sup>	2
RTA 144	Patient Care & Education <sup>^</sup>	4
RTA 251	Radiographic Imaging II <sup>^</sup>	4
RTA 252*	Advanced Radiographic Clinical I <sup>^</sup>	5
RTA 254	Radiation Protection & Biology <sup>^</sup>	4
RTA 262*	Advanced Radiographic Clinical II <sup>^</sup>	5
RTA 263	Advanced Topics & Current Trends in Imaging <sup>^</sup>	4
RTA 264	Radiation Physics <sup>^</sup>	4
RTA 271	Radiographic Image Critique <sup>^</sup>	4
RTA 272*	Advanced Radiographic Clinical III <sup>^</sup>	5
RTA 282*	Advanced Radiographic Clinical IV <sup>^</sup>	4
RTA 283	Radiographic Registry Review <sup>^</sup>	4
<b>General Education Courses</b>		<b>24</b>
BIO 123	Anatomy & Physiology I	4
BIO 133	Anatomy & Physiology II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
<b>Total Quarter Credit Hours</b>		<b>97</b>

97 quarter hours is equivalent to 65 semester hours.

All courses require a C or better for successful completion. Core Courses require a minimum 78% C and General Education Courses require a minimum 70% C.

The Radiology Department has an additional policy and procedure manual.

\*The RTA clinical requirement consists of 1104 hours. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position. Clinical rotations may be up to 90 miles away from the college location. Clinical experiences will include 1st, 2nd, and 3rd shift and some weekends.

#Not required if LMR 300 and LMR 301 have been taken.

<sup>^</sup> = Undergraduate Non-Transferable (UN)

## Surgical Technology

### ASSOCIATE OF SCIENCE (CIP Code 51.0909)

The purpose of the program is to utilize learning experiences in the cognitive, psychomotor, and affective domains to prepare graduates for entry-level employment positions in today's surgical technology profession.

The program offers both didactic and clinical training in current and advanced trends in surgical technology. In addition, biomedical sciences, laser surgery, and the impact of technological advances will be addressed. The program stresses the importance of academic knowledge, professional accountability, independent decision making, and the critical nature of self-assessment. Graduates of A.S. in Surgical Technology program may apply to sit for the nationally recognized Certified Surgical Technology (CST) credentialing exam, administered through the National Board of Surgical Technology and Surgical Assisting (NBSTSA).

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

- PAX score of 85 OR
- High school GPA of  $\geq 2.5$  with algebra and biology grades of a "C" or better OR
- At least 1 year of college with GPA of  $\geq 2.0$  OR
- ACT 20

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DEGREE

92 Credit Hours

Length: 21 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>60</b>
SUR 100	Introduction to Surgical Technology <sup>^</sup>	6
SUR 102	Orientation to Surgical Technology <sup>^</sup>	4
SUR 174	Surgical Anatomy & Physiology <sup>^</sup>	4
SUR 178	Surgical Pharmacology <sup>^</sup>	4
SUR 199	Microbiology for Surgical Technologists <sup>^</sup>	6
SUR 200	Surgical Techniques <sup>^</sup>	6
SUR 201*	Surgical Procedures I <sup>^</sup>	14
SUR 202*	Surgical Procedures II <sup>^</sup>	14
SUR 301	Professional Issues <sup>^</sup>	2
<b>Support Courses</b>		<b>8</b>
MSS 104	Medical Terminology	4
MSS 154	Health & Safety Techniques <sup>^</sup>	4
<b>General Education Courses</b>		<b>24</b>
BIO 123	Anatomy & Physiology I	4
BIO 133	Anatomy & Physiology II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

All courses require a C or better for successful completion. Core Courses require a minimum 78% C and General Education/Support Courses require a minimum 70% C.

For departmental guidelines, policies, and/or procedures, refer to the Surgical Technology Department's Handbook.

\*The clinical requirement consists of a total of 480 hours.

<sup>^</sup> = Undergraduate Non-Transferable (UN)

# College of Business and Technology

The College of Business and Technology prepares graduates for a variety of careers in today's diverse and rapidly changing world. In today's complex work environment, graduates must demonstrate mastery of a broad range of complex professional skill sets. The College of Business and Technology focuses on a set of Core Competencies that prepares graduates for entry level employment through senior management positions. Although differing programs, today's complex organizations demand a coordinated effort of highly trained professionals in Business, Management, Information Technology, Human Resources, Accounting, and Criminal Justice.

## Mission Statement:

We strive to produce future leaders, practitioner-oriented scholars, and scholarly research that contribute to the effective practice of management in the private, public, and not-for-profit sectors of our society. We prepare adult learners for the demands of an ever-changing global society by promoting critical thinking, effective verbal and written communication, teamwork, research, and an appreciation for lifelong learning, cultural diversity, and the expression of professionalism in all activities.

Through our service, career-oriented education focus, and practitioner-oriented scholarly research, we contribute to the welfare of our main constituents: our students, alumni, and the employers for whom they work.

## CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

### Programs

### Approved Locations

#### Accounting

Administrative Accounting Certificate  
 Administrative Accounting Specialist Diploma  
 Associate of Science in Accounting Degree  
 Bachelor of Science in Accounting Degree\*\*

Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online

#### Business

Business Administration Certificate  
 Cannabusiness Studies Certificate  
 Conflict Management Certificate  
 Business Administration Diploma  
 Associate of Science in Business Management Degree  
 Associate of Science in Logistics and Transportation Management Degree  
 Bachelor of Science in Business Administration (B.S.B.A.) Degree

Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Online  
 Louisville, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online

#### Concentrations:

*Finance\**  
*Healthcare Management*  
*Logistics and Supply Chain Management*  
*Management*  
*Marketing\**

Louisville, Lexington, Online  
 Louisville, Lexington, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online  
 Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Interdisciplinary Business Studies (B.S.I.B.S.) Degree\*\*

Louisville, Lexington, Ft. Knox, Online

#### Human Resource Leadership

Bachelor of Science in Human Resource Leadership (B.S.H.R.L.) Degree\*\*/\*\*

Louisville, Lexington, Ft. Knox, Online

#### Criminal Justice

Criminal Justice Certificate  
 Associate of Science in Criminal Justice  
 Bachelor of Science in Criminal Justice

Louisville, Lexington, Online  
 Louisville, Lexington, Online  
 Louisville, Lexington, Online

IMPORTANT NOTE: Persons seeking admission to the Criminal Justice programs must not have a record of any felony convictions.

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# College of Business and Technology (cont.)

## Cybersecurity

Cybersecurity Certificate***	Louisville, Online
Cybersecurity Analyst Certificate	Louisville, Lexington
Cybersecurity Professional Certificate	Louisville, Online
Cybersecurity Diploma	Louisville, Lexington, Ft. Knox, Online
Cybersecurity Associate of Science (A.S.) Degree	Louisville, Lexington, Ft. Knox, Online
Cybersecurity Bachelor of Science (B.S.) Degree	Louisville, Lexington, Ft. Knox, Online

## Information Technology

Digital Forensics Analyst Certificate	Louisville, Lexington
Network Support Administration and Security Certificate*	Louisville, Lexington, Online
Software Developer Certificate	Louisville, Lexington
Support Technician Certificate	Louisville, Lexington
System Support and Administration Certificate* Security	Louisville, Ft. Knox, Online
Web Developer Certificate	Louisville, Lexington
Computer Forensics Diploma	Louisville, Lexington, Ft. Knox, Online
Information Technology Diploma	Louisville, Lexington, Ft. Knox, Online
Associate of Science in Computer Information Technology Degree	Louisville, Lexington, Ft. Knox, Hybrid
Associate of Science in Information Technology Degree	Louisville, Lexington, Ft. Knox, Online
Bachelor of Science in Information Technology (B.S.I.T.) Degree	Louisville, Lexington, Ft. Knox, Online

Sullivan University will pay for the cost of a single attempt of the CompTIA A+ and CompTIA Net+ certification exams for students who are completing MNE108 and MNE109 respectively at Sullivan University.

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

\*Portions of this program are not offered during the day.

\*\* A current Sullivan University undergraduate student may enroll in Graduate level courses and take up to four individual graduate courses (4 credit hours each) that will apply to the student's undergraduate program of study if the following requirements are met:

- Has completed a minimum of 116 quarter hours;
- Is in the last academic year of study;
- Has a minimum GPA of 2.75 on a 4.0 scale;
- Is taking no more than one graduate class during any quarter without prior permission;
- Has met all graduate program prerequisite coursework requirements;
- Has up to 16 quarter hours of available elective space in their program of study.

\*\*\* The underlying certifications may expire as a certifying body's criteria change or are updated. Courses are designed to prepare students to take the relevant certification exam(s) at the completion of each course. Completion of a course does not automatically result in certification.

## Accounting

# Administrative Accounting

### CERTIFICATE (CIP Code 52.0302)

The purpose of this program is to prepare graduates for entry-level positions within the accounting field. The program provides the basic foundation to obtain a fundamental knowledge of the various theoretical and practical components of accounting and the basis for entry level employment within the various parts of the accounting field.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
MGT 114	Business Organization and Management	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# Administrative Accounting Specialist

### DIPLOMA (CIP Code 52.0302)

The purpose of this program is to provide graduates with a study of accounting theory and principles followed by application in practice. In addition, the graduates receive exposure to various business disciplines, all designed to prepare the graduates for an entry-level position in the field of accounting.

This program is designed for individuals who need to prepare quickly for an entry-level position.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR DIPLOMA

52 Credit Hours

Length: 15 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>20</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
<b>Support Courses</b>		<b>16</b>
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
MGT 114	Business Organization and Management	4
<b>General Education Courses</b>		<b>16</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>52</b>

52 quarter hours is equivalent to 34.67 semester hours.

# Accounting

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0302)

The purpose of this program is to prepare the graduate for an entry-level position in the accounting field. This program builds heavily upon solid accounting principles and tax procedures and relates their application to all forms of business. The relationship of accounting, information processing and management, combined with General Education and business courses, prepares the graduate for a variety of entry-level positions within this field.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>40</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 212	Principles of Managerial Accounting	4
ACT 264	Federal Taxation I	4
ACT 001	Accounting Associates Competency Review	0
<b>Support Courses</b>		<b>20</b>
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
MGT 114	Business Organization and Management	4
<b>General Education Courses</b>		<b>32</b>
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4
Elective	Humanities/Fine Arts Elective	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.



## Accounting

### BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0301)

The purpose of this program is to prepare graduates with accounting, business, communication, and IT skills necessary for accounting careers; both within companies and for external audit/tax practices. Students can tailor degree requirement to meet their specific accounting career goals with use of the upper-level accounting elective courses. Graduates may explore positions in the areas of public accounting, management accounting, tax, not-for-profit, cost, governmental, and internal audit.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>44</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 212	Principles of Managerial Accounting	4
ACT 264	Federal Taxation I	4
ACT 334	Federal Taxation II	4
ACT 403	Foundations of Cost Accounting	4
ACT 424	Auditing	4
ACT 002	Accounting Bachelor Competency Exam Review	0

### Accounting Electives **16**

Students must choose four of the following Accounting Electives:

ACT 344	Not-For-Profit Accounting	4
ACT 394	Accounting Externship I	4
ACT 395	Accounting Externship II	4
ACT 405	Advanced Financial Accounting	4
ACT 414	Managerial Accounting Seminar	4
ACT 425	Advance Auditing	4
ACT 430	Financial Accounting Seminar	4

### Support Courses **40**

BUS 204	Introduction to Business Law and Ethics	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
FIN 324	Financial Management	4
MGT 304	Principles of Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4

### Business Elective **4**

Students must choose one of the following Business Electives:

BUS 405	Business Law II	4
BUS 424	International Business	4
CMM 405	Restorative Justice Philosophy and Process	4

### General Education Courses **52**

ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Science/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4

### Free Electives\* **24**

Students must choose additional courses in consultation with their faculty advisor to balance the program in keeping with the student's personal objectives.

**Total Quarter Credit Hours **180****

180 quarter hours is equivalent to 120 semester hours.

\*See Graduate Program Application Procedures for information on taking graduate-level courses to fulfill required electives in this program.

# Business Administration

## CERTIFICATE (CIP Code 52.0201)

The purpose of this program is to prepare graduates for entry-level positions within the business field. The program provides the basic foundation to obtain a fundamental knowledge of the various theoretical and practical components of business through and the basis for entry-level employment within various business disciplines.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
ACT 101	Principles of Accounting I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MKT 114	Introduction to Marketing	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# Cannabusiness Studies

## CERTIFICATE (CIP Code 52.1899)

The purpose of this program is to prepare students for entry-level positions within the growing cannabusiness industry. As the industry expands and the demand for employees grows, entry-level employees should understand basic business operations to include retailing, manufacturing, sales, supervision, and supply chain management, as well as social, legal, psychological and economics issues surrounding the industry.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>16</b>
MGT 116	Cannabusiness	4
MGT 274	Basic Supervision	4
MKT 216	Principles of Sales Management in Cannabusiness	4
CRJ 216	Drugs, Behavior, and Legal Issues	4
SCM 105	Foundations of Logistics and Supply Chain Management	4
SOC 216	Introduction to Cannabis Studies	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

Sullivan University recognizes the term “cannabis” encompasses a wide range of products that are both inclusive and exclusive of tetrahydrocannabinol compounds. Hemp and other products void of any psychoactive elements are legal in a number of jurisdictions. While products containing psychoactive compounds have been legalized in some states and local jurisdictions, such remains illegal at the federal level. Sullivan University supports and adheres to the requirements of the Drug-Free Schools and Communities Act of 1989 (DFSCA), and does not allow, promote, endorse or condone illegal use, possession or distribution of illegal substances. Sullivan University’s program teaches theories and principles of business related to the industry along with a responsible perspective related to legal, medical, and other considerations. Upon completion of the program, the Career Services department will be able to assist the graduate with traditional career search preparation activities and employment opportunities that are deemed legal according to federal guidelines; however, the department will be unable to assist with direct employment assistance in areas working with products or supply chain entities that do not meet federal regulations and approvals. Students must be a minimum of 21 years of age within 9 months after their start date in the Cannabusiness Studies Certificate program to enroll.

# Conflict Management

## CERTIFICATE (CIP Code 30.0501)

The purpose of this program is to prepare graduates for positions where an understanding of conflict management trends and techniques may be beneficial. HR personnel, employers, supervisors, and personnel in every business setting, may encounter conflict situations. This program explores trends and techniques which may be used in the workplace and related conflicts. The coursework may complement other business and related programs of study by adding the study of conflict management.

The Certificate in Conflict Management is a stand-alone certification and not eligible for federal student aid. However, if a student has completed a Sullivan University degree, which includes the coursework of the Conflict Management Certificate, the student may apply for the Certificate in Conflict Management when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE CERTIFICATE

16 Credit Hours  
Length: 6 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>16</b>
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
	OR	
HRL 303	Diversity Perspectives in the Workplace	
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
<b>Total Quarter Credit Hours</b>		<b>16</b>

16 quarter hours is equivalent to 10.67 semester hours.

# Business Administration

## DIPLOMA (CIP Code 52.0201)

The purpose of this program is to prepare graduates with the necessary skills and understanding of business law, personnel management, computers, and basic accounting for those seeking entry-level positions within this field.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE DIPLOMA

52 Credit Hours

Length: 15 months, 9 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
<b>Support Courses</b>		<b>16</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>12</b>
ENG 101	Composition I	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>52</b>

52 quarter hours is equivalent to 34.67 semester hours.

# Business Management

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0201)

The purpose of this program is to prepare graduates with the understanding of office administration, basic business law, personnel management, computers, finance, and accounting necessary for entry-level supervisory positions. Aspiring managers and those with some managerial experience should benefit from the emphasis on human resource and marketing fundamentals, small business and corporate management, and accounting which comprises the major thrust of this discipline. Business courses and General Education offerings provide a foundation for those entering this field.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>48</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 284	Human Resource Fundamentals	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
<b>Support Courses</b>		<b>8</b>
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
<b>General Education Courses</b>		<b>32</b>
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4
Elective	Humanities/Fine Arts Elective	4
<b>Free Electives</b>		<b>4</b>
Elective course is selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

# Logistics & Transportation Management

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0203)

The purpose of this program is to prepare graduates with the understanding of the logistics and transportation management industry. Graduates will be prepared for jobs that use the supply chain of goods and merchandise including manufacturing, transportation, processing orders, warehousing, inventory control, and decision-making. The combination of specific business and management combined with specific coursework in logistics and transportation management rounded off with General Education provide a foundation for those entering this field.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
MGT 114	Business Organization and Management	4
MGT 284	Human Resource Fundamentals	4
SCM 105	Foundations of Logistics and Supply Chain Management	4
SCM 201	Customer Service Strategies in Logistics Management	4
SCM 203	Logistics Order Processing and Information Systems	4
SCM 295	Administration of Transportation	4
<b>Support Courses</b>		<b>32</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
MKT 114	Introduction to Marketing	4
<b>General Education Courses</b>		<b>32</b>
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4
Elective	Humanities/Fine Arts Elective	4
<b>Free Elective</b>		<b>4</b>
Elective course is selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

# Business Administration

## BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0201)

The purpose of this program is to prepare graduates for the more advanced positions in business. Concentrations are available in Finance, Healthcare Management, Logistics and Supply Chain Management, Management, and Marketing to enable students to customize their preparation in key areas of specific interest and expertise.

Upper division courses may be offered in the day, evenings, weekends, and/or online. Some evening, weekend and/or online courses are required to complete the B.S. degree.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>64</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 424	International Business	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
FIN 324	Financial Management	4
MGT 304	Principles of Management	4
MGT 330	Information Systems for Managers	4
MGT 344	Organizational Behavior	4
MGT 434*	Operations Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4
<b>General Education Courses</b>		<b>56</b>
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4

MTH 301	Quantitative Methods	4
PHL 464	Ethics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4

### Concentration Courses 16-20

#### Finance

FIN 334	Investments	4
FIN 344	Analysis of Financial Statements	4
FIN 354	Security Analysis and Portfolio Management	4
FIN 364	International Finance	4

#### Credit Hours 16

#### Healthcare Management

HCA 301	Principles of Healthcare Management	4
HCA 302	The Legal Aspects and Compliance of Healthcare	4
HCA 401	Principles of Healthcare Finance	4
HCA 402	Senior Seminar in Healthcare Topics	4

#### Credit Hours 16

#### Logistics and Supply Chain Management

SCM 301	Introduction to Logistics and Systems Support	4
SCM 302	Overview of Procurement Practices	4
SCM 401	Managing Warehouse Operations	4
SCM 402	Supply Chain Inventory Planning	4
SCM 403	Logistics and Distribution Management Externship	4

#### Credit Hours 20

\*MGT 434 is not required for the Logistics and Supply Chain Management Concentration.

#### Management

MGT 324	Human Resource Leadership	4
MGT 364	Analysis of Management Systems	4
MGT 404	Management Decision Making	4
MGT 424	Senior Seminar in Management Topics	4

#### Credit Hours 16

#### Marketing

MKT 324	Marketing Research	4
MKT 334	Sales Management	4
MKT 444	Building a Brand	4
MKT 465	Senior Seminar in Marketing Topics	4

#### Credit Hours 16

#### Free Electives 44

Elective courses are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives or associate degree.

#### Total Quarter Credit Hours 180

180 quarter hours is equivalent to 120 semester hours.

**Important note:** If the Associate Degree or other transfer credit does not include prerequisite courses for the required courses listed, those courses must also be completed for the Bachelor's Degree.



# Interdisciplinary Business Studies

## BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0101)

The purpose of this program is to provide the opportunity for adult learners to individualize their college education by working closely with an advisor to co-design individualized degree programs that includes the study of two business or business-related disciplines that most effectively supports their desired goals. Generally, personalized programs may draw upon the combined strengths of the College of Allied Health, College of Business and Technology, College of Hospitality Studies, and/or General Education.

The degree program requires 180 total quarter hours, of which 56 must be at the upper division (300/400) level coursework. A minimum of 25% of credit hours must be completed through Sullivan University. Up to 75% of the degree requirements can be met via a combination of credits transferred from other institutions and through prior learning assessment (e.g., credit by examination, credit for military/corporate training, and/or credit by prior learning portfolio).

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: Varies depending on quarterly class load

Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

	Credit Hours
<b>Business/Management Core</b>	<b>16</b>
MGT 304 Principles of Management	4
MGT 330 Information Systems for Managers	4
MGT 340 Budget Analysis	4
MKT 304 Principles of Marketing	4
<b>General Education</b>	<b>48</b>
ENG 101 Composition I	4
ENG 102 Composition II	4
Humanities and Fine Arts (2 additional courses)	8
Natural Sciences and Mathematics (4 courses)	16
Social and Behavioral Sciences (2 courses)	8
General Studies Electives (2 courses)	8
<b>300 or Higher Level Concentration Area #1*</b>	<b>20</b>
<b>300 or Higher Level Concentration Area #2*</b>	<b>20</b>
<b>Free Electives</b>	<b>76</b>
<b>Total Quarter Credit hours</b>	<b>180</b>

180 quarter hours is equivalent to 120 semester hours.

More than 180 credit hours may be required if prerequisites are required for completion of courses in the selected concentration.

Examples of concentration areas chosen by previous students have included, but are not necessarily limited to, the following:

- Accounting
- Finance
- Healthcare Management
- Hospitality Management
- Human Resource Leadership
- Information Technology
- Criminal Justice
- Logistics and Supply Chain Management
- Management
- Marketing

\*See Graduate Program Application Procedures for information on taking graduate-level courses to fulfill required electives in this program.

## Human Resource Leadership

### BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.1001)

The purpose of this program is to provide graduates with the academic and experiential factors necessary for the beginning practitioner and manager. The program focuses on an in-depth study of basic human resource management, alternate dispute resolution procedures, employment law, informational systems, human diversity, compensation management, and corporate training.

This is considered an online program and while all HRL courses are only offered online, other courses may be offered on campus.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours minimum

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		
<b>52</b>		
HRL 303	Diversity Perspectives in the Workplace	4
HRL 310	HR Perspectives in Guidance and Counseling	4
HRL 320	Organizational Development	4
HRL 330	Industrial/Organizational Psychology for HR Professionals	4
HRL 340	Ethical Issues in HR Management	4
HRL 404	Employment Law	4
HRL 410	Concepts of Recruiting	4
HRL 411	Industrial Relations	4
HRL 431	Corporate Training	4
HRL 441	Compensation and Benefits Management	4
HRL 451	Human Resource Information Management	4
HRL 465	Health and Safety in the Workplace	4
HRL 475	Integrative BSHRL Capstone	4

### Select one course below: 4

HRL 471	Project in Human Resource Management	4
HRL 498/499	HRL Externship	
LDR 401	Essentials of Leadership	

### Support Courses 24

CMM 403	The Manager as Negotiator	4
CSC 118	Computer Applications I	4
MGT 284	Human Resource Fundamentals	4
MGT 304	Principles of Management	4
MGT 340	Budget Analysis	4
MGT 344	Organizational Behavior	4

### General Education Courses 48

ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4

### 300 or Higher Level Elective\* 4

### Free Electives 48

Elective courses are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives or associate degree.

### Total Quarter Credit Hours 180

180 quarter hours is equivalent to 120 semester hours.

\*See Graduate Program Application Procedures for information on taking graduate-level courses to fulfill required electives in this program.

## Criminal Justice

### **CERTIFICATE (CIP Code 43.0100)**

The purpose of this program is to provide graduates with a fundamental understanding of the criminal justice field to secure entry-level positions within law enforcement, corrections, social services, emergency management, or private security. The program also enables individuals already in their career fields to seek additional skills beneficial for their current profession and future career growth.

Persons seeking admission to the Criminal Justice programs must not have a record of any felony convictions.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### **REQUIREMENTS FOR THE CERTIFICATE**

24 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CRJ 101	Crime in the United States	4
CRJ 160	Introduction to Law Enforcement	4
CRJ 164	Corrections, Probation and Parole	4
CRJ 165	Juvenile Delinquency and Juvenile Justice	4
CRJ 210	Criminal Courts and Procedures	4
CRJ 280	Criminal Law	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# Criminal Justice

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 43.0100)

The purpose of this program is to provide graduates with a fundamental understanding of the criminal justice field to secure entry-level positions within law enforcement, corrections, social services, emergency management, or private security. The program also enables individuals already in their career fields to seek additional skills beneficial for their current profession and future career growth.

Persons seeking admission to the Criminal Justice programs must not have a record of any felony convictions.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>36</b>
CRJ 101	Crime in the United States	4
CRJ 154	Theory of Crime Causation	4
CRJ 160	Introduction to Law Enforcement	4
CRJ 164	Corrections, Probation and Parole	4
CRJ 165	Juvenile Delinquency and Juvenile Justice	4
CRJ 210	Criminal Courts and Procedures	4
CRJ 248	Crime Prevention	4
CRJ 255	Criminal Justice Ethics	4
CRJ 280	Criminal Law	4
<b>Support Courses</b>		<b>16</b>
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
<b>General Education Courses</b>		<b>36</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
SOC 214	Introduction to Sociology	4
Elective	Humanities/Fine Arts Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Free Electives</b>		<b>4</b>
Elective course is selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

# Criminal Justice

## BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 43.0100)

The purpose of this program is to prepare graduates for upward progression in managing and leading organizations within the criminal justice field, including law enforcement, corrections, social services, Homeland Security, and criminal justice related areas.

Persons seeking admission to the Criminal Justice programs must not have a record of any felony convictions.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>68</b>
CRJ 101	Crime in the United States	4
CRJ 160	Introduction to Law Enforcement	4
CRJ 164	Corrections, Probation and Parole	4
CRJ 165	Juvenile Delinquency and Juvenile Justice	4
CRJ 210	Criminal Courts and Procedures	4
CRJ 255	Criminal Justice Ethics	4
CRJ 280	Criminal Law	4
CRJ 301	Introduction to Systems of Social Control	4
CRJ 303	Occupational and White Collar Crime	4
CRJ 310	Criminology	4
CRJ 320	Mental Illness, Substance Abuse and Crime	4
CRJ 398	Research Methods for Criminal Justice Professionals	4
CRJ 401	Criminal Justice Administration	4
CRJ 402	Contemporary Justice Topics	4
CRJ 403	Comprehensive Crime Reduction	4
CRJ 404	Senior Seminar in Criminal Justice	4
CRJ 498	Externship in Criminal Justice	4
<b>Support Courses</b>		<b>16</b>
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>48</b>
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
SOC 214	Introduction to Sociology	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Free Electives</b>		<b>48</b>
Elective courses are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.		
<b>Total Quarter Credit Hours</b>		<b>180</b>

180 quarter hours is equivalent to 120 semester hours.

## Cybersecurity

### CERTIFICATE (CIP Code 11.1003)

The purpose of this program is to prepare graduates with the basic understanding of processing, storing and securing of data and information in software, hardware and networks. With the growing threat of cyber-attacks or security breaches of organizational databases and network infrastructure, security graduates are expected to understand information security beyond simple terminology and concepts. Students learn to securely configure and administer Windows and Linux servers, which are the common environments to protect and secure an organization's critical information assets and business systems.

In addition to being a freestanding certificate, the Cybersecurity Certificate program coursework may be selected as the information technology electives in another program. If a student has completed a Sullivan University degree, which includes the coursework of the Cybersecurity Certificate, the student may apply for the Certificate in Cybersecurity when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>32</b>
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 213	Computer Security Fundamentals	4
<b>Total Quarter Credit Hours</b>		<b>32</b>

32 quarter hours is equivalent to 21.33 semester hours.

## Cybersecurity Analyst

### CERTIFICATE (CIP Code 11.1003)

The purpose of this program is to prepare graduates with the basic understanding of processing, storing and securing of data and information in software, hardware and networks. With the growing threat of cyber-attacks or security breaches of organizational databases and network infrastructure, security graduates are expected to understand information security beyond simple terminology and concepts. Students learn to securely configure and administer Windows and Linux servers, which are the common environments to protect and secure an organization's critical information assets and business systems.

In addition to being a freestanding certificate, the Cybersecurity Analyst Certificate program coursework may be selected as the information technology electives in another program. If a student has completed a Sullivan University degree, which includes the coursework for the Bachelor of Science in Cybersecurity, students may apply for the Cybersecurity Analyst Certificate when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>.

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CSC 111	Introduction to Cybersecurity and Information Assurance	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 203	Introduction to Linux	4
MNE 213	Computer Security Fundamentals	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Cybersecurity Professional

### CERTIFICATE (CIP Code 11.1003)

The purpose of this program is to prepare graduates to protect electronic and physical property of organizations from intruders, potential theft, and other compromising acts is considered paramount for the fast-paced global economy. The increase of mobile users, digital applications, and data networks deepens the reliance on transmitted data and information through the cyberspace. This growth requires the advanced study of information security as hackers constantly explore and exploit any new protective measures put in place by organizations. Cyber-attacks and digital spying are the threats to security, as sensitive information such as employee's social security numbers, passwords and passcodes, network outages, computer viruses and other incidents threaten the security of many organizations. This intermediate level program builds on technical skills that are needed to defend the enterprise environment and protect an organization, such as packet analysis, penetration testing, incident handling, and malware removal.

In addition to being a freestanding certificate, the Cybersecurity Professional Certificate program coursework may be selected as the information technology electives in another program. If a student has completed a Sullivan University degree, which includes the coursework of the Cybersecurity Professional Certificate, the student may apply for the Certificate in Cybersecurity Professional when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>32</b>
CSC 326	Incident Response and Disaster Recovery	4
CSC 425	Security Audits and Risk Assessment	4
MNE 314	Designing Security for Microsoft Networks	4
MNE 320	Certified Ethical Hacking	4
MNE 340	Network Security Architecture	4
MNE 360	Network Penetration Testing	4
MNE 365	Computer Hacking Forensic Investigator	4
MNE 430	Security Design and Compliance I	4
<b>Total Quarter Credit Hours</b>		<b>32</b>

32 quarter hours is equivalent to 21.33 semester hours.



# Cybersecurity

## DIPLOMA (CIP Code 11.1003)

The purpose of this program is to prepare graduates with the skills to acquire entry-level security employment in various computing platforms. Students are exposed to the fundamentals of security, computer hardware, networking, and operating systems. Employed graduates administer networks and assist customers in day-to-day network operations and troubleshooting.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>44</b>
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
<b>General Education Courses</b>		<b>20</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
<b>Total Quarter Credit Hours</b>		<b>64</b>

64 quarter hours is equivalent to 42.67 semester hours.

# Cybersecurity

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 11.1003)

The purpose of this program is to prepare graduates with the requisite skills to safeguard network systems against threats as students can design and enforce security protocols, manage accounts, configure routers, repair compromised networks, and uphold regulatory constraints in business settings. In addition to understanding security fundamentals, students also understudy data communication, networking, programming, and basic management skills. Graduates can work in several careers in the fields of security and network administration as network administrator, network security manager, computer security specialist, and cyber security specialist.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>56</b>
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
CSC 225	Principles of Information Security	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
<b>Support Courses</b>		<b>8</b>
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
<b>General Education Courses</b>		<b>28</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSY 214	Introduction to Psychology	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

# Cybersecurity

## BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 11.1003)

The purpose of this program is to prepare graduates with skills associated with network administration and security, computer networks, data communications, protecting electronic data through both offensive and defensive tactics, penetration testing, ethical issues, firewalls, security designs in Linux and Microsoft platforms, VPN as well as computer forensics. The coursework prepares graduates to sit for industry-recognized certifications.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>108</b>
CSC 105	Introduction to Programming	4
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 207	Cybersecurity Threats, Attacks, and Defense	4
CSC 210	Database Design	4
CSC 225	Principles of Information Security	4
CSC 240	Visual Programming	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
CSC 303	Computer Operating Systems	4
CSC 326	Incident Response and Disaster Recovery	4
CSC 347	File Forensics	4
CSC 348	Mobile Forensics	4
CSC 420	IT Project Management	4
CSC 425	Security Audits and Risk Management	4

MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server-Configuring the X Window System	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MNE 360	Network Penetration Testing	4
MNE 430	Security Design and Compliance I	4

### Support Courses 12

ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
MGT 304	Principles of Management	4

### General Education Courses 52

ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 305	Discrete Math	4
PSY 214	Introduction to Psychology	4
Elective	Humanities/Fine Arts Elective	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4
Elective	Any General Education Elective	4

### Free Electives 8

Elective courses are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

### Total Quarter Credit Hours 180

180 quarter hours is equivalent to 120 semester hours.

**Important note:** if the Associate Degree or other transfer credit does not include the prerequisite courses for the required courses listed, those courses must also be completed for the Bachelor's degree.

## Digital Forensics Analyst

### CERTIFICATE (CIP Code 43.0403)

The purpose of this program is to prepare graduates for entry-level positions in digital forensics positions and related fields. The program provides the foundation to obtain the fundamental knowledge of the various theoretical components and practical skills of digital forensics as the basis for entry-level employment within various cybersecurity-related disciplines. Students will learn the basics of digital investigation by establishing documentary evidence, such as digital media and logs associated with cyber intrusion incidents. The hands-on coursework focuses on analyzing digital evidence and investigating computer security incidents to support system and network vulnerability mitigation as well as preserving and presenting digital evidence in support of criminal, fraud, counterintelligence, or law enforcement investigations.

In addition to being a freestanding certificate, the Digital Forensics Analyst Certificate program coursework may be selected as the information technology electives for other programs. If a student has completed a Sullivan University degree, which includes the coursework for the Bachelor of Science in Cybersecurity, students may apply for the Digital Forensics Analyst Certificate when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>.

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 247	Forensics II	4
CSC 248	Digital Forensics Analysis	4
CSC 346	Cloud Forensics	4
CSC 348	Mobile Forensics	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Network Support Administration and Security

### CERTIFICATE (CIP Code 11.1001)

The purpose of this program is to prepare graduates with the skills necessary in the deployment of routers, switches, and networking principles. This program is designed to instill proficiency in deploying, managing, and configuring Cisco routed and switched infrastructure. Graduates of this program should possess the practical skills and knowledge needed to deploy Cisco routers and switched networks in an Internetworked environment.

In addition to being a freestanding certificate, the Network Support Administration and Security Certificate program coursework may be selected as the information technology electives in another program. If a student has completed a Sullivan University degree, which includes the coursework of the Network Support Administration and Security Certificate, the student may apply for the Certificate in Network Support Administration and Security when completing the graduation application.

Sullivan University is a member of the Microsoft IT Academy Program.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>32</b>
CNP 330	Introduction to Cisco Networks	4
CNP 332	Designing Cisco Networks	4
CNP 340	Cisco Security I	4
CNP 342	Cisco Security II	4
CNP 350	Building Scalable Cisco Internetworks	4
CNP 352	Building Cisco Multi-Layer Switched Networks	4
CNP 450	Implementing Secure Converged WANs	4
CNP 452	Optimizing Converged Cisco Networks	4
<b>Total Quarter Credit Hours</b>		<b>32</b>

32 quarter hours is equivalent to 21.33 semester hours.

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Cisco's official certification exams such as Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP).

## Software Developer

### CERTIFICATE (CIP Code 11.0201)

The purpose of this program is to prepare graduates for entry-level positions within the software development field. The program provides the foundation to obtain the fundamental knowledge of the various theoretical components and practical skills of programming as the basis for entry-level employment within various programming disciplines. Students will learn various programming languages, procedural and object-oriented practices, collaborative techniques, relational database design, and portfolio management.

In addition to being a freestanding certificate, the Software Developer Certificate program coursework may be selected as the information technology electives other programs. If a student has completed a Sullivan University degree, which includes the coursework of the Software Developer Certificate, the student may apply for the Software Developer Certificate when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>.

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>.

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CSC 105	Introduction to Programming	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 240	Visual Programming	4
CSC 242	Object-Oriented Programming	4
CSC 280	Java Programming	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Support Technician

### CERTIFICATE (CIP Code 11.1006)

The purpose of this program is to prepare graduates for entry-level positions in technical support positions and related fields. The program provides the foundation to obtain the fundamental knowledge of the various theoretical components and practical skills of technical support as the basis for entry-level employment within various technical support related disciplines. Students will learn the basics of programming, computer use, Microsoft PowerPoint, Word, Excel, and Access along with hardware and software installation, configuration, and maintenance, including computer networking and device troubleshooting. Additionally, students will learn organizational structures.

In addition to being a freestanding certificate, the Support Technician Certificate program coursework may be selected as the information technology electives other programs. If a student has completed a Sullivan University degree, which includes the coursework for the Associate of Science in Computer Information Technology, students may apply for the Support Technician Certificate when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>.

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
MGT 114	Business Organization and Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# System Support and Administration

## CERTIFICATE (CIP Code 11.1006)

### SECURITY

The purpose of this program is to prepare graduates with the skills necessary to seek certification through Microsoft, CompTIA, and others, which demonstrates the graduates' proficiency and knowledge. Sullivan University is a member of the Microsoft IT Academy Program.

In addition to being a freestanding certificate, the System Support and Administration Certificate program coursework may be selected as the information technology electives in another program. If a student has completed a Sullivan University degree, which includes the coursework of the System Support and Administration Certificate, the student may apply for the Certificate in System Support and Administration when completing the graduation application.

Sullivan University is a member of the Microsoft IT Academy Program.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR SECURITY

32 Credit Hours

Length: 12 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>32</b>
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
<b>Total Quarter Credit Hours</b>		<b>32</b>

Sullivan University's program of training includes enhancements to the course that will assist students to be successful in the program and prepares them to take Microsoft's official certification exams such as CompTIA A+, Network+, Security+, and Specialist areas of the Microsoft Certified Solutions Expert (MCSE).

32 quarter hours is equivalent to 21.33 semester hours.

*Due to the dynamic nature of these courses, descriptions may change to reflect current teaching and updates.*



## Web Developer

### CERTIFICATE (CIP Code 11.0801)

The purpose of this program is to prepare graduates for entry-level positions in website programming and related fields. The program provides the foundation to obtain the fundamental knowledge of the various theoretical components and practical skills of web programming as the basis for entry-level employment within various web programming related disciplines. Students will learn various programming languages for website design and development, distributed version control, cloud technologies, and portfolio creation and management.

In addition to being a freestanding certificate, the Web Developer Certificate program coursework may be selected as the information technology electives other programs. If a student has completed a Sullivan University degree, which includes the coursework of the Web Developer Certificate, the student may apply for the Web Developer Certificate when completing the graduation application.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>.

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>.

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CSC 105	Introduction to Programming	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 230	Website Design	4
CSC 265	Intermediate Website Design	4
CSC 272	Principles of System Design	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Computer Forensics

### DIPLOMA

(CIP Code 43.0403)

The purpose of this program is to prepare graduates with the necessary skills required to investigate the digital trails computer-based devices leave behind, which can be harnessed for forensic investigations. The Internet and the digital devices have created the demand for individuals with skills in computer forensics. This program provides students with skills to gain employment for an entry-level position in the digital forensics field. Graduates are taught how to acquire, investigate, and report on the electronic evidence that are admissible in court cases.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>36</b>
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 213	Computer Security Fundamentals	4
<b>Support Courses</b>		<b>8</b>
ACT 101	Principles of Accounting I	4
PSA 102	Introduction to Legal Systems	4
<b>General Education Courses</b>		<b>20</b>
ENG 101	Composition I	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
SOC 214	Introduction to Sociology	4
<b>Total Quarter Credit Hours</b>		<b>64</b>

64 quarter hours is equivalent to 42.67 semester hours.

# Information Technology

## DIPLOMA (CIP Code 11.1006)

The purpose of this program is to prepare graduates with the necessary skills required to gain employment in an entry-level position in Information Technology. The program includes courses in essential information technology knowledge areas such as: business software applications, networking technology, hardware and OS troubleshooting, program design, website design, and database design.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE DIPLOMA

72 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>40</b>
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4
<b>Support Courses</b>		<b>16</b>
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
Elective	Advisor Approved Elective	4
<b>General Education Courses</b>		<b>16</b>
ENG 101	Composition I	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
<b>Total Quarter Credit Hours</b>		<b>72</b>

72 quarter hours is equivalent to 48 semester hours.

# Information Technology

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 11.1006)

The purpose of this program is to provides graduates with the skills necessary to meet the needs of employers seeking entry-level technology professionals. Students completing the program can solve problems and provide business solutions using a variety of technology tools. The program includes courses in the areas of business applications, networking technology, hardware and OS troubleshooting help desk support, business program design, computer programming, web design, database design, and database management.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>48</b>
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 242	Object Oriented Programming	4
CSC 272	Principles of System Design	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4
<b>Support Courses</b>		<b>12</b>
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
<b>General Education Courses</b>		<b>32</b>
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Elective	Humanities/Fine Arts Elective	4
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

# Computer Information Technology

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 11.1006)

The purpose of this program is to provide graduates with the skills necessary to meet the needs of employers seeking entry-level technology professionals. Students completing the program can solve problems and provide business solutions using a variety of technology tools. The program includes courses in the areas of business applications, networking technology, hardware and OS troubleshooting help desk support, business program design, computer programming, web design, database design, and database management. This program provides students with the skills necessary to seek industry accepted certifications.

### Network Support Administration and Security

- Cisco Certified Network Administrator (CCNA)\*
- Cisco Certified Network Professional (CCNP)\*
- Cisco Certified Design Professional (CCDP)\*

### System Support and Administration

- CompTIA A+
- CompTIA Network +
- CompTIA Security +
- Windows Client
- Windows Server
- Active Directory
- Infrastructure
- Certified Ethical Hacker (CEH)

*\*Graduates are eligible to take these certification exams.*

*Completion of courses does not automatically result in certification.*

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>16</b>
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 210	Database Design	4
CSC 272	Principles of System Design	4

### Advisor Approved IT Academy and/or Information Technology Electives

**32**

### Support Courses

**12**

ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4

### General Education Courses

**32**

ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Elective	Humanities/Fine Arts Elective	4

### Total Quarter Credit Hours

**92**

92 quarter hours is equivalent to 61.33 semester hours.

## Information Technology

# Information Technology

### BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 11.0103)

The purpose of this program is to provide graduates with the skills necessary for a career in information technology. In addition to communication skills, critical thinking skills, and technical competencies, the program includes a technical foundation in proficiency in web design, programming languages, systems analyst and design, operating systems, project management, and application software for business solutions. The courses include cybersecurity; network support administration and security; web design and application development; or system support and administration.

Graduates from this program may choose to apply to enter the Master of Science in Managing Information Technology (M.S.M.I.T.) degree program to enhance their skill set even further.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum

Length: 24 months, 18 months accelerated (beyond Associate Degree)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>56</b>
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 210	Database Design	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 303	Computer Operating Systems	4
CSC 306	Systems Architecture	4
CSC 364	Systems Analysis and Design	4
CSC 414	Senior Seminar in Information Technology	4
CSC 420	IT Project Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 213	Computer Security Fundamentals	4

### Information Technology/IT Academy Electives 36

Students must choose nine additional courses, three of which are required at the 300/400 level. Elective courses are selected in consultation with the student's faculty advisor to meet the requirements for one or more concentration areas.

<b>Support Courses</b>		<b>20</b>
ACT 101	Principles of Accounting I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
MGT 114	Business Organization and Management	4
MGT 304	Principles of Management	4
<b>General Education Courses</b>		<b>56</b>
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 101	College Math	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
MTH 305	Discrete Math	4
Humanities/Fine Arts Elective		4
Social/Behavioral Sciences Elective		4

### Free Electives 12

Elective courses are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or Associate Degree.

**Total Quarter Credit Hours 180**

180 quarter hours is equivalent to 120 semester hours.

**Important note:** if the Associate Degree or other transfer credit does not include the prerequisite courses for the required courses listed, those courses must also be completed for the Bachelor's degree to be awarded.

# Graduate Programs

Sullivan University's graduate programs provides the graduate with additional opportunities for career advancement and enhanced job security in today's highly competitive and ever-changing work environment. This is a natural extension of the University's distinguished history of preparing graduates for careers.

Students in these graduate programs follow a curriculum designed to develop skills in leadership, team building, communications, decision-making, critical thinking and analysis and research techniques. Graduate students are expected to assume responsibility and exercise great initiative in their education. Each student actively participates in the processes of learning, developing managerial skills and improving the ability to communicate. A personal commitment to discipline and scholarly standards is an integral feature of this graduate study.

The faculty consists of a distinguished full-time faculty with advanced degrees at the doctoral level and supplemented by adjunct faculty from specialized fields of business, industry, government, and conflict management.

## Admission to Graduate Programs—Master's Degree and Master's Certificate Programs

All applicants to Sullivan University's graduate programs must meet the admission requirements below. Candidates for admission to graduate programs must demonstrate proficiency in verbal, written, quantitative and critical reasoning skills. This can be accomplished by a review of transcripts of previous undergraduate and any prior graduate courses, or through application of criteria established by the University's graduate program admissions process. Applicants for admission to Sullivan University Graduate Programs should contact the graduate program admissions staff for additional information. Those who do not meet Graduate Programs Admissions Criteria are encouraged to contact an Admissions Officer to discuss their unique circumstances, life experiences, former educational successes, and goals for lifelong learning. Sullivan University recognizes that no single measure can sum up an individual's ability to succeed at the graduate-level and a combination of factors can be used to gain acceptance to the programs.

## DEGREE PROGRAMS

### Programs

Graduate Certificate in Conflict Management  
Executive Master of Business Administration (E.M.B.A.) Degree  
Master of Business Administration (M.B.A.) Degree  
Master of Science in Cybersecurity (M.S.C.) Degree  
Master of Science in Human Resource Leadership (M.S.H.R.L.) Degree  
Master of Science in Management (M.S.M.) Degree  
Master of Science in Managing Information Technology (M.S.M.I.T.) Degree  
Dual Master of Business Administration/Master of Science in Managing Information Technology (M.B.A./M.S.M.I.T.) Degree  
Doctor of Philosophy (Ph.D.) in Management

### Approved Locations

Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Ft. Knox, Online

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Graduate courses completed with grades of D (1.0) and F (0.0) will be used when calculating a student's grade point average and to determine satisfactory academic progress. Graduate courses completed with grades of D (1.0) and F (0.0) are not counted toward degree completion.

# Graduate Program Application Procedure

## Admission Requirements

### — Master’s Degree and Master’s Certificate

#### Programs

Requirements for admission to Sullivan University’s Graduate Programs include:

1. A baccalaureate degree from a Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) recognized, accredited institution earning an undergraduate cumulative grade point average (CGPA) of 2.0 (out of 4.0) or a program of study from a foreign institution that is evaluated to be equivalent; or
2. A master’s or doctoral degree from a CHEA or USDOE recognized, accredited institution confirmed via NSLDS; and
3. Official transcripts for Bachelor and Master’s level degree(s) that are used for admission; and
4. A graduate program application and admission fee; and
5. A successful interview (in-person, via phone, or electronic) with the Graduate Programs Admissions Committee or assigned Faculty member;

The Interview requirement may be waived with documentation of one of the following:

- a. An undergraduate GPA of at least 2.5 (out of 4.0); or
- b. GMAT score of 550 (or better within the past five years); or
- c. A combined GRE Qualitative Reasoning Score and GRE Verbal Reasoning Score (within the past five years) that equates to a GMAT score of 550 (or better); or
- d. A master’s or doctoral degree from a CHEA or USDOE recognized, accredited institution confirmed via NSLDS; or
- e. Completion of one full-time academic term in fulfillment of a master’s degree program from a CHEA or USDOE recognized, accredited institution with GPA of at least 2.5 (out of 4.0)

Additionally, students may enroll in graduate-level courses and take up to four individual graduate courses (4 credits each) if the following requirements are met:

For Sullivan University undergraduate students

- Has completed a minimum of 116 quarter hours; graduate courses will apply to the student’s undergraduate program of study
- Must be in the last academic year of study;
- Has a minimum GPA of 2.75 on a 4.0 scale;
- Is taking no more than one graduate class during any quarter without prior permission;
- Has met all graduate program prerequisite coursework requirements;
- Has up to 16 quarter hours of available free elective space or BSIBS concentration area courses in their program of study.

For non-Sullivan University undergraduate students - have completed a minimum of 70% of their undergraduate course of study.

### Special Status—Master’s and Master’s Certificate Programs

Students who do not meet the requirements above must have approval of the Executive Dean of the College of Business and Technology.

Acceptance to a Graduate Program is contingent upon approval from the Executive Dean of the College of Business and Technology. If a grade of “C” or lower is obtained during the first 16-quarter hours of graduate courses, the student’s continuation in the program is at the discretion of the Executive Dean of the College of Business and Technology.

### International Students Graduate Program Admission—Master’s and Graduate Certificate Programs

See specific policies for International Student Admission in the Admission To The University section of the catalog.

### Transfer Credit-Graduate Degrees

On approval from the Executive Dean of the College of Business and Technology, students may transfer previous course credit into a graduate program at Sullivan. Courses eligible for transfer must meet with the approval of the Executive Dean. Credit will only be awarded for graduate courses in which the student received a “B” grade or higher. Transfer students must earn at least 33% of graduate credits required for the degree through instruction offered at Sullivan University.



# Conflict Management

### GRADUATE CERTIFICATE (CIP Code 52.0213)

The Graduate Certificate in Conflict Management is a graduate level program designed for individuals who need to apply conflict management methods, skills, and techniques in an organizational context. Individuals already possessing a bachelor's degree or higher who are in human resources, counseling, or supervisory roles will gain an advantage from the knowledge and skills obtained from completion of this certificate program by learning ways in which conflict can be managed for positive results in the workplace or in other settings. The Graduate Certificate in Conflict Management will benefit anyone who works with people, manages people, or has a relationship with people. Conflict is a natural occurrence that can result in positive or negative consequences. The courses address issues that assist students in learning ways to change potentially negative results of conflict into positive solutions that benefit both the organization and the individuals involved in conflicts. Graduates of this certificate program will learn to communicate better; they will learn to take negative conflict and turn it to positive opportunity; they will learn to facilitate diverse workgroups; and they will learn to negotiate better outcomes.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE GRADUATE CERTIFICATE

24 Credit Hours

Length: 9 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
MGT 521	Managing Organizational Conflicts	4
MGT 541	Culture in Organizations	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# Graduate Programs

## Executive Master of Business Administration

### (CIP Code 52.0201)

The Executive Master of Business Administration (E.M.B.A.) degree is designed for managers or supervisors currently working in positions where their educational outcomes link directly with their professional experiences. The curriculum is designed to equip busy professionals with the tools to effectively manage the change and growth in today's competitive global environment.

While the curriculum of the E.M.B.A. program is very similar to that of the regular M.B.A. degree, the requirement of a minimum of four experiential courses linking learning outcomes to their professional experiences makes the program significantly different.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 571	Competing in Domestic and International Markets	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operational Efficiency and Effectiveness	4
MGT 680	Integrative MBA Capstone	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
<b>Total Quarter Credit Hours</b>		<b>48</b>

48 quarter hours is equivalent to 32 semester hours.

# Graduate Programs

## Master of Business Administration

### (CIP Code 52.0201)

The Master of Business Administration (M.B.A.) is a general degree where students learn the important tools in business. Theory is taught, but the practical application of these theories is also emphasized. The program is designed for students already employed who are interested in a thorough graduate program in business which offers a range of electives where students can concentrate their studies in areas as diverse as health care management, hospitality management, among other areas.

The curriculum is in two parts: core and electives. The M.B.A. program contains nine core courses and three elective courses. All students enrolled in the M.B.A. program take the same nine core requirements, which provide a common body of knowledge expected from all M.B.A. students who graduate from Sullivan University. Students may choose to concentrate electives in a narrow field of study like health care administration or hospitality management, or, alternatively, choose elective courses that suit their unique needs if they satisfy prerequisite courses, if any.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

48 Credit Hours  
Length: 12 months to 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
	OR	
ACT 511	Accounting Theory for Business Environments*	
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 545	Leading Organizations	4
MGT 620	Operational Efficiency and Effectiveness	4
MGT 680	Integrative MBA Capstone	4
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
<b>Credit Hours</b>		<b>36</b>

**Free Electives (12 Credit Hours)** 12  
Three elective courses are chosen by the student to complement the student's personal or professional interests.

**Total Quarter Credit Hours** 48

48 quarter hours is equivalent to 32 semester hours.

#### Accounting Concentration

ACT 560	International Accounting and Reporting	4
ACT 610	Contemporary Financial Auditing and Attestation	4
ACT640	Corporate Governance and Regulation	4

*\*Students in the Accounting Concentration must take ACT 511 instead of ACT 510. They must also earn a B or better grade in QNT 550 for successful completion of the course.*

#### Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 542	Conflict Coaching for Leaders	4
MGT 541	Culture in Organizations	4

#### Healthcare Management Concentration

HCA 510	Healthcare Systems Management	4
HCA 535	Healthcare Information Systems	4
HCA 545	Healthcare Finance	4

#### Hospitality Management Concentration

HMS 510	Event and Tourism Management	4
HMS 545	Revenue Management in Hospitality	4
HMS 575	Restaurant Brand Development and Management	4

#### Public Administration Concentration

FIN 545	Public Sector Financial Management	4
MPA 510	The Public Policy Process	4
MPA 550	Public Policy Economic Analysis	4

#### Strategic Human Capital Management Concentration

HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits, and Security	4

#### Strategic Marketing Concentration

MKT 580	Global Marketing Management	4
MKT 610	Strategic Marketing	4
MKT 620	Strategic Brand Management	4

\*For Accounting Concentration Only

# Master of Science in Cybersecurity

### (CIP Code 11.1003)

The Master of Science in Cybersecurity (M.S.C.) degree prepares graduates to lead and work in various capacities to protect information infrastructures of different organizations. The degree hones analytical and research skills as it provides technical knowledge to understand information security with theoretical and practical experience. Graduates develop core competencies in information security assessments, monitoring and auditing of computer implementations, and networks. This extends to investigating operating systems security, distributed systems, database security, security policies and protocols, cryptography, and applications security.

By gaining practical skills combatting real and simulated cyber-attacks, the M.S.C. degree leads toward a cyber security career. Some of the career paths in cyber security include cyber policy analyst, chief security officer, cyber security software engineer, digital forensics expert, information systems security administrator, and many more. Sullivan University cyber security graduate degree can be earned entirely online.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

48 Credit Hours

Length: 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
MGT 510	Leadership Communication	4
MGT 590	Project Management	4
CSC 520	Fundamentals of Cyber Security	4
CSC 540	Fundamentals of Information Security	4
CSC 550	Data Mining	4
CSC 622	Evaluating Emerging Information Security Technologies	4
CSC 623	Business Continuity & Disaster Response Processes & Strategies	4
CSC 624	Cyber & Information Security Policy Analysis	4
CSC 625	Applied Digital Forensics	4
CSC 626	Cyber Warfare & Espionage	4
CSC 635	Computer Security & Legal Issues	4
CSC 681	IT Capstone Project	4
<b>Total Quarter Credit Hours</b>		<b>48</b>

48 quarter hours is equivalent to 32 semester hours.

## Graduate Programs

# Master of Science in Human Resource Leadership

### (CIP Code 52.1001)

The Master of Science in Human Resource Leadership (M.S.H.R.L.) is based upon the nine bodies of knowledge for human resource professionals as outlined by the Society for Human Resource Management:

- Leadership and navigation;
- Ethical practice;
- Business acumen;
- Relationship management;
- Consultation;
- Critical evaluation;
- Global and cultural effectiveness;
- Communication; and
- HR expertise/HR knowledge

The courses in this program will allow the Human Resource (HR) professionals to increase their knowledge of human capital management, HR services and delivery in public, private, and nonprofit organizations. The curriculum also integrates interpersonal relations, communication, employment law, and contemporary issues relevant to the HR professional or manager. Individuals who intend to become HR professionals, as well as other managers who wish to learn concepts and policies involved in effectively managing people, will also find the degree program useful.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

48 Credit Hours

Length: 12 months to 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits, and Security	4
HRL/MGT 580	Strategic Human Resource Management	4
HRL 611	Essential Financial Skills for HR Professionals	4
HRL 621	HR Analytics and Technology	4
HRL 690	Integrative MSHRL Capstone	4
LAW 545	Employment Law	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflicts	4
<b>Credit Hours</b>		<b>40</b>

#### Free Electives (8 Credit Hours)

8

Two elective courses are chosen by the student to complement the student's personal or professional interests.

#### Total Quarter Credit Hours

48

48 quarter hours is equivalent to 32 semester hours.

# Master of Science in Management

## (CIP Code 52.0201)

The Master of Science in Management (M.S.M.) program is designed for professionals who, as they assume increasing responsibility within their organizations, find that the basis for success has shifted from technical expertise to the knowledge and skills necessary to manage the human side of the enterprise. Important topics covered in the management core courses include methods and conduct of organizational assessments, strategic management of human assets, strategic planning in domestic and international environments, managerial communication, leadership, and ethical decision making. Throughout the curriculum, major emphasis is placed on the effects of rapid, disruptive change on organizations and administrative processes and the consequent ethical and moral responsibilities of managers to society at large.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS

48 Credit Hours

Length: 12 months to 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
MGT 510	Leadership Communication	4
MGT 511	Ethical Leadership	4
MGT 521	Managing Organizational Conflict	4
MGT 541	Culture in Organizations	4
MGT 545	Leading Organizations	4
MGT 580	Strategic Human Resource Management	4
MGT 695	Integrated Management Capstone	4
<b>Credit Hours</b>		<b>44</b>

**Graduate Program Elective (4 Credit Hours)** 4

One elective course from the following list is chosen by the student to complement the student's personal or professional interests.

Choose One:

MGT 571	Competing in Domestic and International Markets	4
MGT 590	Project Management	4
MGT 596/MGT 597/MGT 696/MGT 697	Graduate Management Experientials 1, 2, 3, and 4	4
MPA 510	The Public Policy Process	4
<b>Total Quarter Credit Hours</b>		<b>48</b>

48 quarter hours is equivalent to 32 semester hours.

## Graduate Programs

# Master of Science in Managing Information Technology

### (CIP Code 11.1005)

The Master of Science in Managing Information Technology (M.S.M.I.T.) degree is designed to help current information technology (IT) professionals desiring to meet the management challenges created by the rapidly changing landscape of the IT industry from traditional systems to Internet/Intranet systems. The rapidly growing IT environment has created unique project management problems and opportunities in e-business, e-supply, and intranet applications that are beyond the understanding of most traditional IT managers. The program prepares individuals to design, develop, and manage information technology projects in a variety of organizations.

This degree is intended primarily for data processing, information technology, and other professionals who seek to keep pace with the information age and is designed to increase the probability of the student's advancement to new or expanded management positions of greater responsibility and authority within their professions. The degree program aims to increase technical knowledge, build a conceptual understanding of emerging IT issues, and provide the ability to conduct independent research to support IT project management decisions. Areas covered include principles of project management, organizational principles and behavior, communications, financial analysis, leadership and team development, information security and legal issues, and system development.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

48 Credit Hours

Length: 12 months to 18 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
CSC 550	Data Mining	4
CSC 560	Electronic Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
<b>Credit Hours</b>		<b>44</b>

#### Free Electives (4 Credit Hours)

One elective course is chosen by the student to complement the student's personal or professional interests.

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<b>Total Quarter Credit Hours</b>	<b>48</b>
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48 quarter hours is equivalent to 32 semester hours.

## Graduate Programs

# Dual Master of Business Administration/Master of Science in Managing Information Technology

### (CIP Code 52.0201)

The Dual Master of Business Administration/Master of Science in Managing Information Technology (M.B.A./M.S.M.I.T.) degree is designed for those students who would like to complete both degrees in the shortest possible timeframe. The graduates of this program will complete the core requirements for both degrees but will have no opportunities for electives. Students who pursue this degree may be able to complete the program in two years.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS

64 Credit Hours

Length: 18 months to 24 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
ACT 510	Accounting Theory for Management Decisions	4
CSC 550	Data Mining	4
CSC 560	E-Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
ECO 510	Managerial Economics	4
FIN 540	Strategic Financial Management	4
MGT 510	Leadership Communication	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leading Organizations	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operational Efficiency and Effectiveness	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Data Driven Decision Making	4
<b>Total Quarter Credit Hours</b>		<b>64</b>

64 quarter hours is equivalent to 42.67 semester hours.



# Doctor of Philosophy (Ph.D.) in Management

## (CIP Code 52.0201)

Sullivan University offers the Ph.D. in Management to meet the growing need for practitioner-scholars who can apply their knowledge and experience in diverse employment settings. The Ph.D. program builds upon a strong research foundation with advanced study in management and practical applications of management knowledge. The degree is available in an online setting with concentrations in Strategic Management, Conflict Management, Human Resource Leadership, and Information Technology Management. The program features a flexible learning delivery system that allows working professionals to complete their studies without having to give up their careers. The Ph.D. program at Sullivan University has four major objectives:

- To prepare students to conduct scholarly research relevant to the management of organizations in the public and private sectors;
- To prepare students for responsible positions in private and public sectors;
- To prepare management practitioners to develop research and application skills that will enable them to serve as leaders and scholars in their organizations;
- To help public and private sector organizations solve critical problems, make better decisions, and foster environments built on performance excellence.

## Admission to Ph.D. in Management Program

Admission into the Ph.D. program in Management program is selective and contingent upon an applicant satisfying a number of conditions. Primary factors considered include the applicant's graduate grade point averages, significant experience in a professional managerial capacity, career interests and goals discussed in an essay, professional recommendations, the applicant's appropriateness for Ph.D. study, and the ability to handle advanced-level research. Applicants who seek admission into the Ph.D. program must submit the following materials for consideration to the Ph.D. Acceptance Committee no later than Wednesday of Week 9 of the quarter prior to beginning the academic term for which the applicant seeks admission:

- A Graduate Program application form;
- Either
  - \* Official transcripts indicating a completed, related master's degree from a university accredited by either of the following accrediting organizations:
    - ◊ Higher Learning Commission
    - ◊ Middle States Commission on Higher Education
    - ◊ New England Commission on Higher Education
    - ◊ Northwest Commission on Colleges and Universities

◊ Southern Association of Colleges and School Commission on Colleges

◊ Western Association of Schools and Colleges Senior College and University Commission

Or:

\* If applicants have not completed a master's degree from a university accredited by one of the above accrediting organizations, they will submit a GMAT score of 600 or above or a GRE score that equates to a GMAT score of 600 or above.

- A minimum of a 3.0 on a 4.0 scale for master's course work is required.
- A current resume that demonstrates proven progressive experience in a managerial capacity in business, government, or not-for-profit organization. If the applicant does not demonstrate progressive management experience, the applicant may participate in an interview with the Ph.D. Acceptance Committee to describe how he or she will be able to effectively utilize the scholar/practitioner model while enrolled in the program and within their scholarly research.
- Contact information for three references from past or current employers, university professors, or professional associations. Personal references from family, friends, and others are not acceptable.
- A minimum of 750 word essay describing how your goals and experiences make you a superior candidate to pursue research and studies in management.

The Ph.D. admissions process has two stages. First, an applicant must submit all required documentation to the Ph.D. Acceptance Committee no later than Wednesday of Week 9 of the quarter prior to beginning the academic term for which the applicant seeks admission. Second, all members of the Ph.D. Acceptance Committee review the application package, which includes all required documents, and decide whether to recommend admitting or not admitting the applicant into the Ph.D. program. All decisions rendered by the committee and approved by the Executive Dean of the College of Business and Technology are considered final.

## Requirements for Information Technology Management Students

For acceptance into the Information Technology Management concentration in the Ph.D. in Management program there is an emphasis on IT management. Applicants will demonstrate that they are currently employed in IT Management positions.

## Admissions Cycles

The Ph.D. program admits students every quarter.

# Ph.D. in Management - continued

## REQUIREMENTS

90 Credit Hours (Minimum)

Length: 36 months

Ninety (90) credit hours of graduate study beyond the master's degree must be completed successfully to receive a Ph.D. The distribution of credit hours is provided below:

Area of Study	Credit Hours
Cornerstone Requirements	16
Management Core	20
Research Core	24
Concentration Area	12
Comprehensive Exam	2
Dissertation	minimum of 16
<b>Total Quarter Credit Hours</b>	<b>90</b>

90 quarter hours is equivalent to 60 semester hours.

- **Cornerstone Requirements:** Sixteen (16) credit hours may be transferred into the Ph.D. program from a master's-level program into the Ph.D. in Management. Cornerstone courses must be from: (1) two courses closely aligned with the macro-and-micro level courses required in the management core; (2) a research course equivalent to Sullivan University's QNT 550 or CSC 550; and (3) a course in the student's concentration area or a root discipline of the concentration area. Cornerstone courses or their equivalents are determined at the discretion of the Ph.D. Admissions Committee and the Executive Dean of the College of Business and Technology.
- **Management Core:** Twenty (20) credits hours are required to provide a common core of theory-based courses and content for all students in the Ph.D. programs. Generally, these courses provide students with a common body of knowledge expected from all Ph.D. students in Management. The management core courses cover organizational theory, organizational behavior, human capital management, strategic management, and a course that integrates both organizational theory and organizational behavior in the study of innovation and change in organizations.
- **Research Core:** Twenty-four (24) credits are required as a research core. A Ph.D. is a research certification, and the research core courses are designed to provide students with knowledge and experience to function as high-level researchers in academia, business, and government organizations. All Ph.D. students take requisite course work in research methods and research design, quantitative research and analysis, and qualitative research and analysis, and mixed methods.
- **Concentration Area:** Twelve (12) hours are required for a primary concentration or area of study. Students may choose one of four concentrations areas: Strategic Management (Strategy), Information Technology Management (IT Management), Human Resource Leadership, or Conflict Management. The student's primary concentration area includes three courses common to all students who choose a particular concentration area.
- **Comprehensive Exam:** Two (2) credit hours are awarded for successful completion of the comprehensive exam. The comprehensive exam is offered in the term immediately following the student's successful completion of Ph.D. courses. Credits are awarded on a pass-fail basis, and no letter grade or quality points will be assigned for completion of the comprehensive exam.
- **Dissertation:** A minimum of sixteen (16) credit hours are awarded for dissertation research. Credits are awarded after a student successfully defends a Ph.D. dissertation and the dissertation is accepted by the Executive Dean of the College of Business and Technology as successful completion of requirements for the Ph.D. degree.
- **Residencies:** No credit hours are awarded for required residencies, although residencies are required for each of the first two years of their enrollments in Ph.D. studies.

### Credit Hours for Completion

When students complete their doctoral course work and pass their comprehensive exams, they are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment. For the first year, four subsequent sections must be successfully completed for a total of 16 credit hours. Students who do not complete their dissertation research after the first 12 months are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment, each quarter until they successfully defend their dissertations or until they reach the seven-year, maximum time limit, whichever comes first. Students who continue to register for the 799 course beyond the 16 hours normally required will only be charged the contracted tuition rate for a 1 credit hour.

Given this, students may be required to register for and accumulate hours in excess of the stated minimum number of hours (90) for completion.

# Ph.D. in Management - continued

## Transfer Credits

Up to 44 credit hours of non-cornerstone coursework may be transferred into Sullivan University's Ph.D. in Management program. To be considered for transfer, the course must be from a regionally accredited university, students must have earned an "A" or "B" in the course, and the coursework must have been completed within the past five years. Transfer courses must be closely aligned with courses that are part of Sullivan University's Ph.D. in Management curriculum.

Students requesting transfer credit from another Ph.D. program will be required to provide a syllabus, course outline, and course description. The Dean of the Ph.D. in Management program or the Executive Dean of the College of Business and Technology will have final approval regarding the acceptance of transfer credit. Please refer to transfer of graduate credits in the current Sullivan University catalog.

Courses not considered for transfer credit include: GRAD 712 Quantitative Research and Analysis, GRAD 718 Advanced Quantitative Research and Analysis, GRAD 716 Qualitative Research and Analysis, GRAD 717 Advanced Qualitative Research and Analysis, GRAD 719 Mixed Methods Research and Analysis, MGT 795 Proposal Writing, MGT 798 Comprehensive Exam, and MGT 799 Dissertation.

## REQUIREMENTS

90 Credit Hours (Minimum)  
Length: 36 months (Minimum)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
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### Ph.D. Research Core

GRAD 710	Research Design and Analysis	4
GRAD 712	Quantitative Research and Analysis	4
GRAD 716	Qualitative Research and Analysis	4
GRAD 717	Advanced Qualitative Research and Analysis	4
GRAD 718	Advanced Quantitative Research and Analysis	4
GRAD 719	Mixed Methods Research and Design	4

### Management Core

MGT 711	Organizations and External Environments	4
MGT 712	Seminar in Strategic Management	4
MGT 713	Individual and Group Behavior in Organizations	4
MGT 714	Seminar in Human Capital Management	4
MGT 715	Managing Innovation and Change in Organizations	4

MGT/CMM/CSC/HRL 797	Ph.D. Program Residency	0
MGT/CMM/CSC/HRL 798	Comprehensive Doctoral Exam	2
MGT/CMM/CSC/HRL 799	Dissertation Research	Minimum 16
<b>Credit Hours</b>		<b>62</b>

## CONCENTRATION AREAS

### Conflict Management:

CMM 721	Philosophical and Social Issues in Conflict Management	4
CMM 724	Organizational Conflict Management Analysis and Intervention	4
CMM 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

### Human Resource Leadership:

HRL 721	High-Performance Human Resource Leadership	4
HRL 724	Workforce Analytics and Technology	4
HRL 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

### Information Technology Management:

CSC 722	Data Mining and Business Intelligence	4
CSC 734	Knowledge Management Practical Application	1
CSC 735	Knowledge Management Practical Application	1
CSC 736	Knowledge Management Practical Application	1
CSC 737	Knowledge Management Practical Application	1
CSC 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

### Strategic Management:

MGT 721	Industry Structure and Competitive Strategy	4
MGT 726	Seminar in Strategy and Public Policy	4
MGT 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

Core, Exam, and Dissertation	62
Concentration Area	12
Cornerstone Courses	16
<b>Total Quarter Credit Hours</b>	<b>90</b>

90 quarter hours is equivalent to 60 semester hours.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

# College of Hospitality Studies

The hospitality industry offers numerous worldwide career options for graduates interested in working in restaurants, private clubs, hospitals, travel agencies, hotels and motels, educational institutions, airlines, convention planning, cruise lines, and food brokerage businesses. Many of these positions are in administration and management.

Sullivan University's College of Hospitality Studies prepares students for careers in the hospitality field by offering Certificates, Diplomas, Associate of Science (A.S.) degrees and a Bachelor of Science (B.S.) degree. Students can earn an Associate of Science degree in Culinary Arts; Baking and Pastry Arts; Hospitality and Event Management; Event Management and Tourism; and a Bachelor of Science degree in Hospitality Management. The University also offers Professional Cook and Professional Baker diplomas, as well as Culinary Arts, Hospitality Studies and Restaurant Studies certificates.

Highly qualified faculty using the latest contemporary facilities teach all programs of study.

## Sullivan University College of Hospitality Studies Essential Functions and Technical Standards

### Mission Statement:

The mission of the Sullivan University College of Hospitality Studies is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. Contemporary culinary, baking, pastry, and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by necessary sets of skills and professional attitudes. Sullivan University requires that all students meet certain functions and technical standards which are essential for successful completion of all phases of our educational programs, and which reflect industry requirements and standards.

To participate in and successfully complete Sullivan University's College of Hospitality Studies degree, non-degree, and/or certificate programs, each student, *with or without reasonable accommodation*, must:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
  - a. work in a refrigerated classroom;
  - b. lift and transport food, that may be hot, and other culinary or baking products, equipment, small wares, and utensils;
  - c. lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated;
  - d. safely pour and serve liquids and beverages, including hot liquids;
  - e. safely handle hot foods, such as pulled sugar or other items, coming out of a heat source;
  - f. safely use knives for food preparation and other commercial cooking, baking, or serving utensils;
  - g. perform repetitive-motion skills required in the kitchen and food industry, such as whisking, dicing, or piping;
  - h. follow and maintain the National Restaurant Association's Serve Safe sanitation standards for safe food handling;
  - i. safely and effectively operate standard commercial cooking and food service equipment;
  - j. participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously;
  - k. test and evaluate food and beverage products;
  - l. produce food product within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical;
  - m. handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetable and fruit products.
  - n. handle and bake/cook using different flours including all grains, as well as chocolate, fruits, and nuts.
  - o. stand unassisted and work for the duration of 4 hours.
2. Attend and actively participate in all classroom courses.
3. Attend and actively participate in production kitchen classes, instructional kitchen classes, dining rooms, and/or laboratory classes or externship for a minimum of 7 consecutive hours of the day.
4. Have the ability to sufficiently meet and perform all course objectives that are essential in all classroom, laboratory, dining room, externship, and kitchen environments.

# College of Hospitality Studies - continued

5. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests, and employers. Examples of relevant communication activity include but are not limited to:
  - a. use of effective verbal and/or non-verbal communication skills;
  - b. effective utilization of the English language;
  - c. ability to interpret communication from other people and respond in a professional fashion.
6. Have the ability to meet and perform sufficiently all course objectives that are essential in all classroom, laboratory, dining room, externship, and kitchen courses.
  - a. learn and benefit from the University curriculum;
  - b. follow directions;
  - c. reason and perform independently;
  - d. process information accurately, thoroughly and prioritize tasks;
  - e. demonstrate skills of recall using both long and short term memory;
  - f. apply knowledge;
  - g. write essays, reports and research projects as well as other college-level writing assignments;
  - i. demonstrate the conceptual, integrative, and analytical skills that are necessary for problem-solving and critical-thinking.
7. Have the emotional stability, behavioral and social attributes required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments and externships. Examples of relevant activities include, but are not limited to, the ability to:
  - a. develop professional working relationships with classmates, instructors, guests, employers and others;
  - b. function effectively under stress and effectively regulate one's own emotional reaction;
  - c. adapt to multiple situations and perform multiple tasks;
  - d. adhere to the University's student code of conduct;
  - e. exercise sound judgment;
  - f. focus and maintain attention on tasks;
  - g. self-manage medical or emotional conditions.
8. Have the ability to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to themselves or others in all environments on campus, during externship and other college-sponsored activities.

## DIPLOMA, ASSOCIATE, AND BACHELOR DEGREE PROGRAMS

### Programs

Professional Baker Diploma  
 Baking and Pastry Arts Associate of Science (A.S.) Degree  
 Culinary Arts Certificate  
 Professional Cook Diploma  
 Culinary Arts Associate of Science (A.S.) Degree  
 Hospitality Studies Certificate  
 Restaurant Studies Certificate  
 Hospitality and Event Management Associate of Science (A.S.) Degree  
 Bachelor of Science in Hospitality Management (B.S.H.M.)

### Approved Locations

Louisville, Lexington  
 Louisville  
 Louisville, Lexington  
 Louisville, Lexington  
 Louisville, Lexington  
 Louisville, Lexington, Online  
 Louisville, Lexington, Online  
 Louisville, Lexington, Online  
 Louisville, Lexington, Online

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

Note: Courses with the prefixes BFS and PBA, as well as CAM 256 may not be taken at the baccalaureate level, nor at the associate degree or certificate/diploma level by non-College of Hospitality Studies students. Non-Degree Seeking Students (NDS) students are not eligible to take these courses.

## Baking

# Professional Baker

### DIPLOMA

(CIP Code 12.0501)

The purpose of the program is to prepare graduates with a fundamental understanding of the baking profession in order to secure entry-level positions. It is designed to provide graduates with a working knowledge of the procedures, ingredients, and “dos” and “don’ts” inherent in successfully functioning in a variety of baking environments including in-store and independent establishments. The graduate is equipped to prepare yeast breads and breakfast pastries, pies, cookies, and a variety of pastries in both large and small quantities. Baking students have the opportunity to study in the University’s numerous labs.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DIPLOMA

54 Credit Hours

Length: 12 months, 9 months accelerated (day)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>42</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 284	Food and Beverage Control	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
<b>General Education Courses</b>		<b>12</b>
ENG 101	Composition I	4
FYE 105	Foundations for Student Success	4
MTH 115	Principles of Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>54</b>

54 quarter hours is equivalent to 36 semester hours.

## Baking

# Baking and Pastry Arts

### ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0501)

The purpose of the program is to provide graduates with a fundamental understanding of the baking profession and hospitality industry. The graduate is equipped to prepare baked goods and specialty pastries such as tortes, gateaux, mousses, bavarois, and many other desserts with classical and international flair. Whether it is the ability to work in a bakery specializing in bakery and pastry goods or working as a pastry chef in a fine hotel or restaurant, the graduate of this program has demonstrated the skills necessary for various positions in the baking profession. A baking practicum (externship) will be completed at an approved selected restaurant.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

96 Credit Hours

Length: 21 months, 18 months accelerated (day)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>68</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 284	Food and Beverage Control	4
HRM 164	Hospitality Management and Supervision	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
PBA 216	Modern Pastry Techniques	6
PBA 244	Baking & Pastry Entrepreneurship	4
PBA 246	Global Pastry Arts & Design	6
PBA 266	Baking Practicum	6
<b>General Education Courses</b>		<b>28</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 115	Principles of Mathematics	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4
<b>Total Quarter Credit Hours</b>		<b>96</b>

96 quarter hours is equivalent to 64 semester hours.

## Culinary Arts

### CERTIFICATE (CIP Code 12.0500)

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding food service industry. This program is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the food service industry. Students will be prepared for entry-level back of house positions in restaurants, contract feeding and hotel operations. If desired, this certificate will ready a student to enter /stair-step into a Sullivan University COHS Associate Degree.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

28 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>28</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
HRM 164	Hospitality Management and Supervision	4
<b>Total Quarter Credit Hours</b>		<b>28</b>

28 quarter hours is equivalent to 18.67 semester hours.



## Culinary

# Professional Cook

### DIPLOMA (CIP Code 12.0500)

The purpose of the program is to prepare graduates for entry-level positions within the culinary industry. Graduates will demonstrate a working knowledge of the procedures, ingredients, and “dos” and “don’ts” inherent in successfully functioning in a variety of foodservice environments and in a wide range of establishments. Covered topics include culinary concepts, baking, sanitation, and techniques involved in basic cookery. The program will stress the study and use of ingredients, and both hot and cold cooking techniques. Program courses teach organization skills, time management, work coordination, station set-up, and knife skills in the kitchen.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE DIPLOMA

54 Credit Hours

Length: 12 months, 9 months accelerated (day)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>42</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
HRM 164	Hospitality Management and Supervision	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
<b>General Education Courses</b>		<b>12</b>
ENG 101	Composition I	4
FYE 105	Foundations for Student Success	4
MTH 115	Principles of Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>54</b>

54 quarter hours is equivalent to 36 semester hours.

# Culinary Arts

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0503)

The purpose of the program is to provide graduates with a fundamental understanding of the culinary industry. Graduates will demonstrate a foundation in food preparation, inventory control, sanitation, and creative methods of cooking. Successful graduates are prepared to combine these essential basics with a personal flair. The program includes a culinary arts practicum (externship), which will be completed at an approved site. Through the practicum at an approved site, students gain hands-on experience.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

94 Credit Hours

Length: 21 months, 18 months accelerated (day)

33 months (weekend/evening) - Lexington Only

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>66</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
BFS 264	Advanced Culinary Techniques Laboratory	4
BFS 276	Restaurant Practicum	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 256	International Cuisine	6
CAM 284	Food and Beverage Control	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
<b>General Education Courses</b>		<b>28</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 115	Principles of Mathematics	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4
<b>Total Quarter Credit Hours</b>		<b>94</b>

94 quarter hours is equivalent to 62.67 semester hours.

## Hospitality Studies

### **CERTIFICATE (CIP Code 52.0901)**

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding hospitality industry. This program is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the hospitality industry. Students will be prepared for entry-level positions in resorts, hotels, events, and tourism attractions. If desired, this certificate will ready the student to enter/stair-step into an associate program.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### **REQUIREMENTS FOR THE CERTIFICATE**

24 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 164	Hospitality Management and Supervision	4
HRM 204	Managing Convention Sales and Services	4
HRM 208	Destination Management and Marketing	4
NTA 244	Tourism	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Restaurant Studies

### CERTIFICATE (CIP Code 12.0505)

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding food service industry. This certificate is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the food service industry. Students will be prepared for entry-level front of house positions in restaurants, contract feeding and event operations. If desired, this certificate will ready a student to enter/stair-step into a Sullivan University COHS associate degree program.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CAM 284	Food and Beverage Control	4
CAT 244	Special Events Planning and Staff Management	4
HRM 104	Introduction to Hospitality Management	4
HRM 115	Food Service Management by Menu	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

# Hospitality and Event Management

## ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0909)

The purpose of the program is to prepare graduates for management careers with hotels, restaurants, and attractions. The curriculum contains industry specific, business and General Education courses. The program includes a hospitality practicum (externship). Through the practicum at an approved site, students can gain hands-on experience in some of the area's finest hotels, motels, resorts, restaurants, and event operations. Upon completion of the A.S. degree, graduates may apply for the Bachelor's Degree in Hospitality Management offered online.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

90 Credit Hours

Length: 24 months, 18 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>54</b>
CAM 284	Food and Beverage Control	4
CAT 244	Special Events Planning and Management	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 115	Food Service Management by Menu	4
HRM 164	Hospitality Management and Supervision	4
HRM 204	Managing Convention Sales and Services	4
HRM 208	Destination Management and Marketing	4
HRM 244	Wines and Spirits	4
HRM 284	Hotel/Restaurant Practicum	4
NTA 244	Tourism	4
TRV 250	Best Practices in Event Management	4
TRV 252	Event Coordination and Marketing	4
HRM 198	Global Tourism 2	2
OR		
HRM 195	Destination Management 2	
<b>Support Courses</b>		<b>12</b>
ACT 101	Principles of Accounting I	4
BUS 204	Introduction to Business Law and Ethics	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>24</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Total Quarter Credit Hours</b>		<b>90</b>

90 quarter hours is equivalent to 60 semester hours.

# Hospitality Management

## BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 52.0901)

The purpose of the program is to prepare graduates for advanced positions in the hospitality industry. The program is designed particularly for those who are employed and wish to continue their formal education without having to leave their current positions. Hospitality management core courses (HMS) are available online only. Support courses are available online and may be available in the day or evening

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 48 months, 36 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>28</b>
HMS 301	Human Resources Development in the Hospitality Industry	4
HMS 304	Principles of Hospitality Management	4
HMS 321	Quality Service Management in the Hospitality Industry	4
HMS 333	International Travel and Tourism	4
HMS 401	Senior Seminar in Hospitality Administration	4
HMS 404	Marketing Hospitality Services	4
HMS 405	Hospitality Industry Entrepreneurship	4
<b>Support Courses</b>		<b>48</b>
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CSC 118	Computer Applications I	4
FIN 324	Financial Management	4
MGT 330	Information Systems for Managers	4
<b>General Education Courses</b>		<b>48</b>
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Social/Behavioral Sciences Elective	4
Elective	Any General Education Elective	4
<b>Free Electives</b>		<b>56</b>
Elective courses are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.		
<b>Total Quarter Credit Hours</b>		<b>180</b>

180 quarter hours is equivalent to 120 semester hours.

**Important note:** If the Associate Degree or other transfer credit does not include the prerequisite courses for the required courses listed, those courses must also be completed for the Bachelor's Degree.

# College of Nursing

The demand for qualified nurses has increased over the last several years. The Bureau of Labor Statistics reported that nursing is in high demand and projected a 15% growth in nursing employment over next decade. In response, Sullivan University's nursing programs are designed to educate, inspire, and prepare individuals to become nurse professionals with not only the needed knowledge, skills, and values for a successful career in nursing, it also imparts compassion and respect for the inherent dignity, worth, and unique attributes of their future patients.

Our nursing education is an interactive process that demands the engagement of both the learner and the teacher in a mutually respectful relationship. Our nursing faculty are committed to facilitate student learning in a caring environment. Our nursing faculty are mentors who not only teach, but also serve as role models for students guiding them in the development of critical thinking skills and related clinical judgments that form the basis for competent nursing practice.

Sullivan University's College of Nursing offers programs in Practical Nursing diploma (PND) and Associate of Science in Nursing degree (ASN) degree. During their nursing program, students participate in class activities, clinical experiences, and in-lab experiences.

## **Mission Statement:**

The Practical Nurse (PN) Program's mission is to provide a learner-centered, career-focused education that prepares students to provide safe, high quality, evidence-based care of, and advocate for, diverse individuals, families, and communities in a variety of settings. Promotion of health, prevention of disease, and treatment of illness and injury is accomplished through relationship-centered care within healthcare systems to assist the client to achieve their health care goals. Throughout its curriculum, the PN program seeks to promote critical thinking, clinical judgment, professional and therapeutic communication, and interprofessional collaboration as well as an appreciation for life-long learning, professional development, cultural sensitivity, and professionalism throughout all interactions with clients, families, and healthcare team members.

The Sullivan University Associate of Science in Nursing (ASN) Program's cultivates a diverse community of compassionate and professional nurses who are dedicated to providing exceptional client-centered care. With increasing rigor, the ASN program fosters a student-centric learning environment that promotes development of critical thinking, clinical judgment, and lifelong learning. With an emphasis on evidence-based holistic care, cultural sensitivity, and interprofessional collaboration, Sullivan ASN students are poised to make a positive impact on individuals, families, and populations, promoting health and wellness across the lifespan. By upholding the highest ethical standards, the ASN program strives to create compassionate leaders who advocate for the wellbeing of their clients and contribute to the advancement of healthcare practices while leading with integrity and making a positive difference in the lives of those they serve.

## **DIPLOMA AND ASSOCIATE DEGREE PROGRAM**

### **Program**

Practical Nursing Diploma  
Associate of Science in Nursing

### **Approved Locations**

Louisville (Dupont Circle)  
Louisville (Dupont Circle), Lexington

All Core courses (PND and NUR) require a minimum 78% C and all courses with prefix of MTH and BIO 103/BIO 103L courses require a minimum 70% C.

Programs may require a combination of face-to-face, hybrid, or online courses.

Sullivan University's Practical Nursing Diploma and Associate of Science in Nursing programs are approved by the Kentucky Board of Nursing to be offered in Louisville and Lexington. Both programs are approved to be offered in Louisville. The Lexington location is newly approved to enroll in the Associate of Science in Nursing while in the initial phase of approval.

In compliance with the Kentucky Board of Nursing, Sullivan University uses the following calculation to determine each nursing cohort graduation rate:

KAR 201 020:360 Section 5(2) (f) 4 is: "The graduation rate shall be calculated by comparing the number of students who started in each graduating cohort within the reporting period to those who graduated on time from the cohort."

**NOTICE:** Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state's permit, license, or certification requirements. A state's requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan disclaims responsibility for failure of any student to meet the educational requirements for a permit, license or certification in any jurisdiction other than Kentucky.

# Practical Nursing

## DIPLOMA

### (CIP Code 51.3901)

The purpose of this program is to prepare graduates to be employed within the discipline of nursing, in a variety of structured healthcare settings under the supervision of the registered nurse or physician. After successful program completion, graduates are eligible to apply to sit for the National Council Licensure Examination (NCLEX-PN). Upon licensure, the graduate may be employed as a Licensed Practical Nurse (LPN) and practice to the scope allowed by law. A student will gain on-the-job experience in the clinical phases of nursing.

This is accomplished in a variety of healthcare facilities in greater Louisville and southern Indiana under the supervision of qualified nursing faculty.

### Admission Requirements

Completion of one of the following standardized tests with a score at or above the listed score:

- ACT  $\geq$ 19
- PAX (maximum of 3 attempts)
  - Score  $\geq$ 85
  - If scores  $<$ 85 then may be accepted if Math and Verbal subscores are  $\geq$ 40th percentile
- Rules for payment of PAX
  - 1st Attempt: Student pays part of the testing fee: \$35 of \$75
  - 2nd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required
  - Must wait 30 days after 2nd attempt\*\*30-day Review/Study period
  - 3rd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required
  - Must wait one year to test again
- TEAS  $\geq$  53 Reading and 50 Math

High school cGPA of 2.0 is required if student is on the third attempt of the PAX

\*\*Waiver of high school GPA is possible if an applicant has successfully completed a college level medical program (certificate to doctorate) with a cGPA of  $\geq$ 2.0

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS FOR THE DIPLOMA

86 Credit Hours

1452 Clock Hours (Includes 814 clinical and skills lab hours)

Length: 24 months (evening), 15 months (day)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>80</b>
PND 101	Personal & Vocational Relationships <sup>^</sup>	2
PND 102	Math Concepts for Pharmacology <sup>^</sup>	2
PND 103	Introduction to Nursing & Healthcare <sup>^</sup>	6
PND 104*	Development of the Caregiver Role <sup>^</sup>	10
PND 200*	Introduction to Health Deviations <sup>^</sup>	7
PND 201	Pharmacology <sup>^</sup>	3
PND 202*	Mental Health Concepts	7
PND 203*	Nursing & Childbearing Family <sup>^</sup>	7
PND 300	Health Deviations I <sup>^</sup>	14
PND 301	Nursing Trends & Issues <sup>^</sup>	2
PND 302*	Management of the Geriatric Client <sup>^</sup>	4
PND 400	Health Deviations II <sup>^</sup>	16
<b>General Education Courses</b>		<b>6</b>
BIO 103	Human Anatomy & Physiology	4
BIO 103L	Human Anatomy & Physiology Lab	2
<b>Total Quarter Credit Hours</b>		<b>86</b>

86 quarter hours is equivalent to 57.33 semester hours.

\*The clinical requirements consist of 594 hours. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

Criminal Convictions: The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board may deny a license to practice nursing to an individual with a criminal conviction.

<sup>^</sup> = Undergraduate Non-Transferable (UN)



# Nursing

### ASSOCIATE OF SCIENCE (CIP Code 51.3801)

The purpose of the program is to educate graduates to provide holistic care for clients and the community across the lifespan. The program recognizes the diversity of the student population and fosters development into professional healthcare providers. The program incorporates community events to enrich student self-awareness and accountability. The program advocates lifelong learning and the pursuit of excellence.

Graduates of the program are eligible to apply to the National Council Licensure Examination (NCLEX-RN) to become a registered nurse. Core components of the program of study include professional behaviors, communication, assessment, clinical decision-making, evidence-based practice, caring interventions, teaching, and learning, collaboration with members of the healthcare team, and the management of patient care.

The program is offered on campus in the day incorporating nursing and general education courses necessary for the degree. Clinical experiences are conducted in various hospital and healthcare facilities in greater Louisville and southern Indiana. Nursing courses must be taken and successfully completed in the sequence delineated in the program of study.

The program is offered on campus. The general education courses necessary for the degree are offered in various modalities. Clinical experiences are conducted in various hospital and healthcare facilities in greater Louisville and southern Indiana. Nursing courses must be taken and successfully completed in the sequence delineated in the program of study.

Should a student be a graduate of a Practical Nursing program or a Practical Vocational Nursing program and have a copy of a current LPN license, the student may not be required to complete the NUR 210 Fundamentals of Nursing course.

### Admission to the ASN Traditional Program

Completion of one of the following standardized tests with a score at or above the listed score:

- ACT  $\geq 21$
- PAX (maximum of 3 attempts)
  - Score  $\geq 100$
  - If scores  $< 100$  then may be accepted if Math and Verbal subscores are  $\geq 40$ th percentile
- Rules for payment of PAX
  - 1st Attempt: Student pays part of the testing fee: \$35 of \$75
  - 2nd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required
  - Must wait 30 days after 2nd attempt\*\*30-day Review/Study period
  - 3rd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required
  - Must wait one year to test again
- TEAS  $\geq 74$  Reading and 70 Math

High school cGPA of 2.5 is required if student is on the third attempt of the PAX

\*\*Waiver of high school GPA is possible if an applicant has successfully completed a college level medical program (certificate to doctorate) with a cGPA of  $\geq 2.0$

### Admission to the ASN - LPN Bridge Program

- Mobility Testing (maximum 3 attempts)
  - Score  $\geq 750$
  - Rules for payment of Mobility Testing
    - 1st Attempt: Student pays part of the testing fee: \$35 of \$100
    - 2nd Attempt: Student pays the entire testing fee of \$55 & \$35 for online proctoring when required \*\*30-day Review/Study period
    - 3rd Attempt: Student pays the entire testing fee of \$55 & \$35 for online proctoring when required
  - Mobility Testing will be waived for Sullivan University PN graduates who have successfully passed the NCLX and are an LPN
- PN program cGPA 2.5 if on third attempt on Mobility Testing

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## Nursing (Cont.)

### REQUIREMENTS FOR THE DEGREE

103 Credit Hours

1595 Clock Hours (781 Lab & Clinical Hours)

Length: 24 months, 21 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>65</b>
NUR 210	Fundamentals of Nursing	10
NUR 220	Concepts of Basic Nursing Practice	6
NUR 230	Adult Nursing Care I	8
NUR 231	Pharmacology	4
NUR 240	Adult Nursing Care II	8
NUR 241	Nutrition	2
NUR 250	Mental Health Nursing	4
NUR 251	Maternal Nursing	5
NUR 252	Pediatric Nursing	6
NUR 260	Adult Nursing Care III	5
NUR 261	Seminar in Professional Development	3
NUR 262	Integrated Practicum	4
<b>General Education Courses</b>		<b>38</b>
BIO 103	Human Anatomy & Physiology	4
BIO 103L	Human Anatomy & Physiology Lab	2
BIO 201	Medical Microbiology	4
BIO 201L	Medical Microbiology Lab	2
CHM 211	Introduction to General, Organic, & Biological Chemistry	6
ENG 101	Composition I	4
ENG 102	Composition II	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
<b>Total Quarter Credit Hours</b>		<b>103</b>

103 quarter hours is equivalent to 68.67 semester hours.

The A.S. in Nursing program contains 429 clinical hours.

Students may not receive payment/reimbursement of any type for clinical and/or practicum hours required in their academic program. Students may also not perform these clinical and/or practicum hours with their employer in the capacity of their regular position.

Many courses will require on-site clinical and/or lab skills training of two days weekly. Students may need to purchase additional software required for a specific course.

**Criminal Convictions:** The Kentucky Board of Nursing requires that all criminal convictions (misdemeanors and felonies) be reported at the time of application for licensure. The Board may deny a license to practice nursing to an individual with a criminal conviction.

# College of Pharmacy and Health Sciences

## CERTIFICATE, DIPLOMA, MASTER'S, AND DOCTORAL DEGREE PROGRAMS

### Programs

Community Pharmacy Certificate  
Pharmacy Technician Diploma  
Master of Science Physician Assistant  
Doctor of Pharmacy (Pharm.D.)  
Pharm.D., + Master's Degree

### Approved Locations

Louisville, Hybrid  
Louisville  
Louisville  
Louisville  
Louisville, Online

Programs may require a combination of face-to-face, hybrid, or online courses.

Online programs may require physical/face-to-face engagement at an onsite and/or offsite location.

### Mission Statement:

Our mission is educational excellence to improve the health of communities.

NOTICE: Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky, it is your responsibility to verify that state's permit, license, or certification requirements. A state's requirement may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan disclaims responsibility for failure of any student to meet the educational requirements for a permit, license, or certification in any jurisdiction other than Kentucky.



# Community Pharmacy

## CERTIFICATE (CIP Code 51.0805)

The purpose of the program is to equip graduates with entry-level skills needed to be successful in the field and prepares them to sit for the Pharmacy Technician Certification Exam. The program includes online learning with simulated skills and an externship that provides students real-world experience that will assist them in obtaining employment as a pharmacy technician. All course work is transferrable to the diploma in pharmacy technician at Sullivan University. Pharmacy is a growing field with opportunities for entry-level pharmacy technicians in a variety of settings.

All core courses (PHT) require a “C” or better for successful completion.

In addition to general Sullivan University Admission requirements.

Pass background check

Meet all vaccination requirements

Meet one of the following:

- High school GPA of  $\geq 2.0$  or passing GED score
- At least 1 year of college with GPA of  $\geq 2.0$
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS

36 Credit Hours

Length: 9 months (online program\*)

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>28</b>
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 299	Pharmacy Externship*	4
<b>Support Courses</b>		<b>8</b>
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Techniques	4
<b>Total Quarter Credit Hours</b>		<b>36</b>

36 quarter hours is equivalent to 24 semester hours.

\*Requires a residential component which may be arranged in the student's home community.

# Pharmacy Technician

## DIPLOMA (CIP Code 51.0805)

The purpose of the program is to equip graduates with advanced level skills needed to be successful in the field. The program includes an interactive classroom and an externship that provides students with real-world experience that will assist them in obtaining employment as a pharmacy technician. Pharmacy technicians assist pharmacists in community pharmacies, health-systems, and other organizations.

All core courses (PHT) require a “C” or better for successful completion.

In addition to general Sullivan University Admission requirements.

Pass background check

Meet all vaccination requirements

Meet one of the following:

- High school GPA of  $\geq 2.0$  or passing GED score
- At least 1 year of college with GPA of  $\geq 2.0$
- ACT 18

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## REQUIREMENTS

56 Credit Hours

Length: 18 months, 12 months accelerated

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>40</b>
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 204	Institutional Pharmacy Operations	4
PHT 206	Sterile Compounding	4
PHT 209	Medication Safety	2
PHT 297	Advanced Pharmacy Externship*	2
PHT 299	Pharmacy Externship*	4
<b>Support Courses</b>		<b>8</b>
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Techniques	4
<b>General Education Courses</b>		<b>8</b>
FYE 105	Foundations for Student Success	4
MTH 101	College Mathematics	4
<b>Total Quarter Credit Hours</b>		<b>56</b>

56 quarter hours is equivalent to 37.33 semester hours.

\*Requires a residential component which may be arranged in the student's home community.

# Master of Science Physician Assistant

## (CIP Code 51.0912)

Physician Assistants are health care professionals who provide diagnostic, therapeutic, and preventative health care services with physician supervision.

### **Mission Statement:**

Sullivan University's Physician Assistant Program is to educate future Physician Assistants to provide ethical, quality, and compassionate healthcare as part of an interprofessional team. The program goals are to promote invocation in PA education and professional practice, foster a culture of diversity, equity, and inclusion in PA education, the profession, and in patient care, facilitate collaborative relationships within the PA profession and interprofessionally, develop PA professional lifelong learners, providers, and scholars, and advocate for the PA profession and the patients we serve.

The Master of Science Physician Assistant (M.S.P.A.) degree program is 24 months in length with a total of 149.5 credit hours. The curriculum consists of a 12-month didactic phase (84.5 credits) and a 12-month clinical phase (65 credits).

The didactic year curriculum builds a foundation for clinical practice and focuses on biomedical, clinical, and behavioral sciences. Students learn how to take medical histories, perform physical examinations, and develop critical thinking skills with a focus on clinical application.

The clinical year consists of seven required core clinical rotations and one elective clinical rotation. Each rotation is six weeks in length and students return to campus for end of rotation testing, lectures, and debriefing sessions.

The Physician Assistant Program is a two-year, full-time program of study. The program begins in the summer quarter of each year and courses are offered only once per year. All course work must be successfully completed each quarter to be able to continue to the next quarter. No advanced standing or transfer credit is given. Because of the intense nature of the program, students are discouraged from working.

Consistent with the goals of Sullivan University, the PA Program is dedicated to providing cutting-edge educational enrichment opportunities for the intellectual, social, and professional development of its students while instilling the values of teamwork, compassion, excellence, professionalism, integrity, and accountability in the next generation of Physician Assistants.

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>



# Physician Assistant (Cont.)

## Prerequisites

A bachelor's degree and the following foundational prerequisite coursework are required to matriculate into the Physician Assistant Program:

<b>Prerequisites</b>	<b>Semester Hours or Quarter Hours</b>
English Composition	3 sem. or 4.5 qtr.
Introduction to Psychology, Developmental Psychology or Abnormal Psychology	3 sem. or 4.5 qtr.
Medical Terminology (at least one hour course)	1-3 sem. or 1.5-4.5 qtr.
Statistics	3 sem. or 4.5 qtr.
General Chemistry I and II with labs	8 sem. or 12 qtr.
Organic Chemistry I with lab OR Biochemistry with lab	4 sem. or 4.5 qtr.
Microbiology	3 sem. or 4.5 qtr.
Human Anatomy	3 sem. or 4.5 qtr.
Human Physiology (or 2 course A&P combined)	3 sem. or 4.5 qtr.
<b>TOTAL</b>	<b>31-33 sem. or 46.5-49.5 qtr.</b>

In addition to completing the foundational prerequisite coursework above, other requirements are:

- A "C" or better must be obtained in all foundational prerequisite courses
- Minimum 500 direct patient contact hours
- Prior to consideration of an application, all but two of the prerequisites must be completed with a grade posted on the official transcript(s). All outstanding prerequisites must be completed by June 15th, prior to matriculation.
- Value-added courses: Additional courses beyond the minimum requirements will strengthen an application. If an applicant has completed the minimal pre-requisite course listed and is searching for electives, successful performance in the following courses would strengthen an application: Communications/Public Speaking, Organic Chemistry II with Lab, Genetics, Cellular Biology.
- Competitive GPAs: Applicants must be aware that admission to the PA program is a highly competitive process. Applicants should demonstrate strong GPAs in their cumulative undergraduate studies, prerequisite coursework, and cumulative graduate studies (if applicable). To be considered competitive, it is recommended that applicants have GPAs of 3.2 or greater in all areas. Applicants with GPAs below a 3.0 in any area will be considered by the Admissions Committee on a case-by-case basis.
- PA Shadowing Hours (Optional): PA shadowing hours are not required, but highly recommended.
- Three letters of recommendation: One must be from PA, MD, DO, or APRN
- Entrance Exam (Optional): The PA program does not require a standardized entrance exam (i.e. GRE) in order to apply. Applicants have the option to submit a standardized entrance exam score, which the Admissions Committee will consider with other academic components of the candidate's application. We encourage you to speak with an Admissions Advisor about whether a test score might strengthen your application. Scores must not be more than two years old at the start of each application cycle.
- TOEFL Score (if applicable): If English is a second language, the Admissions Committee reserves the right to request a Test of English as a Foreign Language (TOEFL) score.
- Candidates must complete their application in CASPA.
- Applicants must meet the Minimum Technical Standards for Admission, Continuation, and Graduation for the PA program.

Meeting the minimum requirements neither guarantees an interview nor admission to the Physician Assistant Program.

# Physician Assistant (Cont.)

## REQUIREMENTS FOR THE MASTER'S DEGREE

149.50 Credit Hours

Length: 24 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
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### DIDACTIC YEAR

#### First Quarter

PA 510	Principles of PA Practice I	1.5
PA 511	Clinical Medicine I	5
PA 512	Pharmacology and Pharmacotherapeutics I	2
PA 514	Medical Microbiology	1.5
PA 515	Genetics and Disease	1.5
PA 517	Physiology and Pathophysiology I	2
PA 518	Gross Human Anatomy	3
PA 524	Psychosocial Medicine	3
<b>Credit Hours</b>		<b>19.5</b>

#### Second Quarter

PA 520	Principles of PA Practice II	1.5
PA 522	Pharmacology and Pharmacotherapeutics II	3
PA 523	Patient History and Physical Examination I	4
PA 527	Physiology and Pathophysiology II	3
PA 528	Clinical Medicine II	4
PA 529	Clinical Laboratory Medicine and Application 1	2
PA 545	Research Methods and Evidence Based Medicine	1
PA 554	Women's Health	2
<b>Credit Hours</b>		<b>20.5</b>

#### Third Quarter

PA 530	Principles of PA Practice III	1.5
PA 531	Clinical Medicine III	5
PA 532	Pharmacology and Pharmacotherapeutics III	3
PA 533	Patient History and Physical Examination II	4
PA 536	Clinical Problem Solving I	1.5
PA 537	Physiology and Pathophysiology III	3
PA 538	Pediatrics	2
PA 555	Clinical Laboratory Medicine and Application II	2
<b>Credit Hours</b>		<b>22</b>

#### Fourth Quarter

PA 541	Clinical Medicine IV	3
PA 542	Pharmacology and Pharmacotherapeutics IV	2
PA 546	Principles of Surgery	2.5
PA 547	Physiology and Pathophysiology IV	3
PA 548	Principles of Emergency Medicine	2
PA 549	Patient History and Physical Examination III	4
PA 550	Principles of PA Practice IV	2
PA 551	Applied Clinical Skills	2.5
PA 552	Clinical Problem Solving II	1.5
<b>Credit Hours</b>		<b>22.5</b>

### CLINICAL YEAR

#### Rotations

PA 616	Professional Transition	1
PA 620	Supervised Clinical Practice Experience (SCPE)	8
PA 621	Supervised Clinical Practice Experience (SCPE)	8
PA 640	Supervised Clinical Practice Experience (SCPE)	8
PA 641	Supervised Clinical Practice Experience (SCPE)	8
PA 660	Supervised Clinical Practice Experience (SCPE)	8
PA 661	Supervised Clinical Practice Experience (SCPE)	8
PA 680	Supervised Clinical Practice Experience (SCPE)	8
PA 681	Supervised Clinical Practice Experience (SCPE)	8
<b>Credit Hours</b>		<b>65</b>

**Total Quarter Credit Hours 149.50**

149.50 quarter hours is equivalent to 99.67 semester hours.



# Doctor of Pharmacy Degree

(CIP Code 51.2001)

## Mission Statement:

Our mission is to provide equitable and inclusive education to develop diverse and innovative pharmacists who serve communities and improve health.

The profession of pharmacy has undergone a tremendous change during the last ten years. The pharmacist, as the drug information expert, is a vital member of the healthcare team. The pharmacist is responsible for the outcome of patient medication therapy. The pharmacist communicates with patients and other members of the healthcare team to contribute to the delivery of a safe and effective therapy to patients. Pharmacists are advocates for the welfare of the patient, leaders in the community, and contributors to research and the sciences. The Doctor of Pharmacy degree (Pharm.D.) requires foundational prerequisite coursework equaling 62 semester credits (93 quarter credits). These foundational credit hours are required before matriculation to the Sullivan University College of Pharmacy and Health Sciences.

Prerequisites	Semester Hours or Quarter Hours
English Composition I and II	6 sem. or 9 qtr.
Principles of General Chemistry I and II with Lab	8 sem. or 12 qtr.
Organic Chemistry I and II with Lab	8 sem. or 12 qtr.
Elements of Calculus I	3 sem. or 4.5 qtr.
General Microbiology with Lab	4 sem. or 6 qtr.
General Biology with Lab	4 sem. or 6 qtr.
Anatomy (Human) and Physiology	3 sem. or 4.5 qtr.
Public Speaking (or Communication Course)	2 sem. or 3 qtr.
Elementary Statistics	3 sem. or 4.5 qtr.
<u>General Education Topics/Electives (3 or 4 credit hour courses)</u>	<u>21 sem. or 31.5 qtr.</u>
<b>TOTAL</b>	<b>62 sem. or 93 qtr.</b>

For employment information related to the Classification of Instructional Programs (CIP Code) visit <https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit <https://www.bls.gov>

## Admission to the Pharm.D. Program

In addition to completing the prerequisites listed above, requirements for admission to Pharm.D. program include:

- A competitive grade point average both overall and in pre-pharmacy coursework, preference is given to applicants with a 3.0 or higher.
- Grade of C or better must be achieved in the required pre-pharmacy courses.
- All pre-pharmacy courses must be completed by June 15th prior to matriculation.
- Value-Added Courses: If an applicant has completed the minimal pre-requisite courses listed below and is searching for electives, successful performance in Medical Terminology, Economics, and additional science coursework would strengthen an application.
- Two letters of recommendation: academic and professional letters preferred.
- If English is a second language, a TOEFL score is required.
- Applicants must meet the Minimum Technical Standards for the PharmD program.
- All applicants must submit through the PharmCAS system.
- Admission is competitive and selective and those applicants selected for interview will be notified by the Office of Student Affairs.

Consult the Sullivan University College of Pharmacy and Health Sciences webpage, at <https://sullivan.edu/college-of-pharmacy-and-health-sciences/>, for further details.

Pharm.D. student tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the Pharm.D. program are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 176 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

# Doctor of Pharmacy (Pharm.D.)

Please refer to the Sullivan University College of Pharmacy and Health Sciences website (<https://sullivan.edu/college-of-pharmacy-and-health-sciences/>) for the most current Pharm.D. curriculum and course descriptions.

## REQUIREMENTS

176 Credit Hours

Length: 36 months

Time length for program completion will vary depending upon the number of courses taken per term, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
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### 1st Quarter (Summer), Professional Year One

PHR 5002	Human Physiology	4
PHR 5003	Pharmaceutics I	3
PHR 5004	Pharmaceutical Calculations with Lab	3
PHR 5005	Pharmacy Law and Ethics	3
PHR 5007	Patient Care Lab	1
PHR 5008	Introductory Pharmacy Practice Experience (IPPE) Community (Pass/Fail)	1
PHR 5009	Development of the Student Pharmacist	2
PHR 5010	Introduction to Health Care System	1

**Credit Hours** 18

### 2nd Quarter (Fall), Professional Year One

PHR 5200	Immunology	3
PHR 5202	Biochemistry	4
PHR 5203	Pharmaceutics II with Lab	3
PHR 5204	Communication & Collaborative Solutions	2
PHR 5205	IPPE Community (Pass/Fail)	1
PHR 5206	Patient Care Lab	1
PHR 5207	Pre-Clinical Readiness	0
PHR 5208	Medication Safety	2

**Credit Hours** 16

### 3rd Quarter (Winter), Professional Year One

PHR 5400	Clinical Microbiology and Antibiotics Basics	3
PHR 5402	Research Design and Literature Evaluation I	3
PHR 5404	Public Health Issues	2
PHR 5405	Biotechnology	1
PHR 5406	IPPE - Community (Pass/Fail)	1
PHR 5407	Patient Care Lab	1
PHR 5408	Self Care I	2
PHR 5603	Sterile Dosages with Lab	2

**Credit Hours** 15

### 4th Quarter (Spring), Professional Year One

PHR 5601	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Community (Pass/Fail)	1
PHR 5604	Patient Care Lab	1
PHR 5606	Self Care II	2
PHR 5607	Pre-Clinical Readiness	0
PHR 5608	Foundations of Pharmacology/Medicinal Chemistry	4
PHR 5609	Pharmacoeconomics and Outcomes	1
PHR 5610	Pathophysiology	3
PHR 5611	Pharmacy Practice Management	2
PHR ****	Professional Elective I	2

**Credit Hours** 16

Course	Titles	Credit Hours
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### 1st Quarter (Summer), Professional Year Two

PHR 6002	Patient Care Lab	1
PHR 6003	Biopharmaceutics and Pharmacokinetics I	2
PHR 6007	Pharmacology/Medicinal Chemistry I	4
PHR 6008	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	1
PHR 6009	Clinical Application of Pharmacokinetics Lab	.5
PHR 6010	Clinical Problem Solving	1
PHR 6011	Pharmacotherapeutics I	6
PHR ****	Professional Elective	2

**Credit Hours** 17.5

### 2nd Quarter (Fall), Professional Year Two

PHR 6202	Patient Care Lab	1
PHR 6203	Biopharmaceutics and Pharmacokinetics II	2
PHR 6204	Pharmacotherapeutics II	6
PHR 6206	Pre-Clinical Readiness	0
PHR 6207	Pharmacology/Medicinal Chemistry II	4
PHR 6208	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	1
PHR 6209	Clinical Application of Pharmacokinetics Lab	.5
PHR 6210	Clinical Problem Solving	1
PHR ****	Professional Elective III	2

**Credit Hours** 17.5

### 3rd Quarter (Winter), Professional Year Two

PHR 6403	Patient Care Lab	1
PHR 6404	Pharmacogenomics: Personalized Medicine	2
PHR 6405	Clinical Nutrition	3
PHR 6406	Pharmacology/Medicinal Chemistry III	4
PHR 6407	Pharmacotherapeutics III	4
PHR 6408	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	1
PHR 6409	Clinical Problem Solving	1

**Credit Hours** 16

### 4th Quarter (Spring), Professional Year Two

PHR 6601	Pharmacotherapeutics IV	6
PHR 6603	Patient Care Lab	1
PHR 6607	Pre-Clinical Readiness	0
PHR 6608	Pharmacology/Medicinal Chemistry IV	4
PHR 6609	Pharmacy Calculation w/Lab	1
PHR 6610	Professional Seminar Course	1
PHR 6611	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	1
PHR 6612	Clinical Problem Solving	1
PHR ****	Professional Elective IV	2

**Credit Hours** 17

# Doctor of Pharmacy (Pharm.D.) - continued

Course	Titles	Credit Hours	Course	Titles	Credit Hours
<b>1st Quarter (Summer), Professional Year Three</b>			<b>3rd Quarter (Winter), Professional Year Three</b>		
PHR 7000	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6	PHR 7400	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7001	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6	PHR 7401	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
<b>Credit Hours</b>		<b>12</b>	<b>Credit Hours</b>		<b>12</b>
<b>2nd Quarter (Fall), Professional Year Three</b>			<b>4th Quarter (Spring), Professional Year Three</b>		
PHR 7200	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6	PHR 7600	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7201	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6	PHR 7602	Professional Transition (Pass/Fail)	1
<b>Credit Hours</b>		<b>12</b>	<b>Credit Hours</b>		<b>7</b>
			<b>Total Quarter Credit Hours</b>		<b>176</b>

176 quarter hours is equivalent to 117.33 semester hours.

\*Course must be taken once in the second professional year.

\*\*\*\* Professional Elective

## List of Potential Electives Doctor of Pharmacy Program

Course Number	Elective Name	Course Number	Elective Name
PHR 6801	Advanced Drug Delivery	PHR 6823	Women's Health
PHR 6802	Advanced Ambulatory Care	PHR 6824	Xenobiotic Toxicology
PHR 6803	Advanced Self Care	PHR 6825	Independent Study I
PHR 6804	Aromatherapy Science	PHR 6826	Elective I
PHR 6805	Clinical Ethics	PHR 6827	Elective II
PHR 6806	Drug Induced Disease	PHR 6828	Elective III
PHR 6807	Geriatrics	PHR 6829	Elective IV
PHR 6808	Heart Failure	PHR 6830	Elective V
PHR 6809	Integrative Therapeutics	PHR 6831	Elective VI
PHR 6810	Introduction to Residency	PHR 6832	Independent Study II
PHR 6811	Landmark Trials I	PHR 6833	Independent Study III
PHR 6812	Landmark Trials II	PHR 6834	Independent Study IV
PHR 6813	Leadership	PHR 6835	Advances in Ambulatory Care
PHR 6814	Learn to Teach	PHR 6836	Advanced Compounding
PHR 6815	Managed Care	PHR 6837	Advocacy
PHR 6816	Medical Spanish	PHR 6838	Critical Care
PHR 6817	Mental Health	PHR 6839	Death and Dying
PHR 6818	NanoMedicine	PHR 6840	Landmark Trials III
PHR 6819	Palliative Care	PHR 6841	Sensory Physiology
PHR 6820	Pediatrics	PHR 6842	Neuropharmacology for Drugs of Abuse
PHR 6821	Veterinary Medicine	PHR 6844	Cultural Competency
PHR 6822	Wilderness Medicine	PHR 6846	Substance Use

# Pharm.D. + Master's Degree

The College of Pharmacy and Health Sciences (SU COPHS) and The College of Business and Technology Graduate Programs offer the opportunity to concurrently complete both degrees the Doctor of Pharmacy (Pharm.D.) and a Master's degree. The following Master's programs are available as part of this program: Master of Business Administration (M.B.A.) and Master of Science in Human Resource Leadership (M.S.H.R.L.). Coursework is designed to allow Pharm.D. students to complete both the Pharm.D. and Master programs during the three full calendar years required by the Pharm.D. program by allowing students to take their Pharm.D. elective courses in subjects that satisfy the requirements of a Master's program.

Prospective candidates must submit separate applications and be admitted to both the SU COPHS Pharm.D. program and Graduate Programs according to the admissions standards established for each program. Students may apply to participate in this program prior to or after matriculation in the SU COPHS.

Students may take up to two Master's courses per quarter (maximum of four courses) prior to matriculation if they have a letter of acceptance from the SU COPHS Pharm.D. program, have completed at least a minimum of 136 quarter hours (or semester equivalents) of pre-requisite work or have a bachelor's degree, and have a minimum pre-requisite GPA of a 2.7.

Students wishing to enroll in a Pharm.D., + Master's concurrent degree program after matriculation, may apply any time after the summer quarter of the first professional year. Pharmacy students pursuing both degrees need to have a minimum 3.0 pharmacy GPA and not be on any type of academic or professional/ethical warning or probation, as well as meet the acceptance criteria of College of Business and Technology Graduate Programs.

Acceptance by the Pharm.D. program does not guarantee acceptance into a Graduate Program. Upon successful completion of the concurrent degrees, the student would earn separate Doctor of Pharmacy (Pharm.D.) and Master's degree.

Please consult with the SU COPHS Assistant/Associate Dean of Academic Affairs and Assessment for additional information and requirements for admission into this program.



# Financial Information

## Tuition and Fees

Current charges for tuition and fees are listed on the student's current enrollment form and on this catalog's Supplement A. If this supplement is missing or additional copies are required, please contact the University or visit <https://sullivan.edu/academic-catalogs/> for a digital copy of the most recent Supplement A.

### *Contract Enrollment Agreements:*

Students enrolled on a contract are obligated for the entire amount of the contract upon completion of the program. Therefore, students who complete their program early and prior to the stated number of terms within the enrollment agreement will be charged the full remaining amount of the contract originally quoted. Any remaining amount will be charged prior to any financial reduction/credit that may be generated by the application of relevant transfer credit. See the Transfer of Credit policy for additional information regarding tuition credit for accepted transfer credit.

Pharm.D. student's tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the Pharm.D. are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 176 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

## Financial Planning

Sullivan University is interested in assisting each student who is sincere in the pursuit of an education. It is for this reason that the Office of Financial Planning staff is available to assist students in finding all available student financial aid and to arrange a schedule of payments that will best meet each financial situation with minimal burden on student and/or family. New students will have a financial planning appointment scheduled through the Admissions Department. Current students may contact the Financial Planning Office directly to schedule an appointment.

## Payment Options

For eligible students, Sullivan offers a quarterly tuition self-payment plan if students need to "pay-as-you-go" using income from a part-time job or from family or personal resources. A plan that is tailored to meet a student's needs may be arranged by making an appointment with a staff member from the Office of the Bursar. The Career Services Office also maintains a list of part-time positions to help finance a student's education. Pay-as-you-go is not available for students attending on an I-20.

## Supplies

Students are responsible for purchasing their own supplies unless arrangements have been made for purchase through the use of financial aid resources. Most supplies needed are available in the Campus Store, but students may purchase supplies from any source they choose. In most cases, students utilizing their student account are only permitted to charge a limited amount of program-specific classroom supplies.

## Other Fees

Some courses and programs at the University require additional fees. Additional fees are assessed in order to pay for non-tuition related costs which include but are not limited to: equipment or credentialing; clinical fees; liability insurance; uniforms; and other miscellaneous programmatic items. These fees are disclosed on the enrollment agreement and/or in the catalog's Supplement A. If this supplement is missing or additional copies are needed, please contact the University or visit <https://sullivan.edu/academic-catalogs/> for a digital copy of the most recent Supplement A.

## Tuition Reduction Policy (Withdrawal from the University)

In the event a student completely withdraws from the University, the University reduces tuition charges based on a student's request to withdraw as follows:

Week 1 by Sunday at 11:59 p.m., EST.....100% reduction of tuition and fees\*

Week 2 or later.....No reduction

*\*Student must complete an Official Withdrawal Form to receive the reduction prior to the end of Week 1. Supplies and uniform fee picked up/received by the student during week 1 are not included in the above reduction scale. Costs related thereto will be added to the student's account following a week 1 withdrawal.*

Students enrolled on a contract are obligated for the entire amount of the contract upon completion of the program. Therefore, students who complete their program early and prior to the stated number of terms within the enrollment agreement will be charged the full remaining amount of the contract originally quoted. Any remaining amount will be charged prior to any financial reduction/credit that may be generated by the application of relevant transfer credit.

See the Transfer of Credit policy for additional information regarding tuition credit for accepted transfer credit.

## Refund Policy for Title IV Funds

Federal financial aid funds, also known as Title IV funding, are awarded based on the premise that a student "earns" a percentage of the funds awarded each term. When a student who has received Title IV funds withdraws (Official Withdrawal) or is no longer

academically engaged (Unofficial Withdrawal) federal law requires Sullivan University to calculate the percentage and amount of “unearned” Title IV funds that must be returned to the federal government. This may require the student to repay funds that have already been disbursed to the student. Students who are “academically engaged” more than 60 percent of the term are considered to have earned 100 percent of their financial aid.

If you did not receive funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Sullivan University must get your permission before it can disburse them. The school must offer any post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrawal and return any unearned funds and make a post-withdrawal of grant funds within 45 days of that date. You may choose to decline some or all of your loan funds, you have fourteen days to decline the additional loan funds so that you don’t incur additional debt. Sullivan University will automatically use all or a portion of your post-withdrawal disbursement (including loan funds if you accept them) for tuition, fees, and room and board charges.

Students who have a credit balance on their account are eligible to receive a refund. The type of credit on a student’s account will determine the method of initiating the refund and the length of time for a student to receive their refund. If a student has a Title IV credit on their account, then a refund will be processed within 14 business days.

If you receive (or Sullivan University receives on your behalf) excess Title IV program funds that must be returned, Sullivan University must return a portion of the excess equal to the lesser of: 1. Your institutional charges multiplied by the unearned percentage of your funds, or 2. The entire amount of excess funds. Sullivan must return this amount even if it did not keep this amount of your Title IV funds. If Sullivan is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. Sullivan will return the unearned grant funds for you, which may cause you to owe a balance.

Return of Title IV Funds does not apply to federal work-study, scholarships, state grants, or institutional awards. Please contact the Financial Planning Office for more information on the consequences of dropping course(s) if you receive these types of financial aid.

The order of repaying the funds is as follows: (1) Direct Unsubsidized; (2) Direct Subsidized; (3) Direct Plus; (4) Pell Grant; (5) Federal Supplemental Educational Opportunity Grant; (6) other Title IV programs. Please see the Financial Planning Department for complete regulations mandating the policy on returning Title IV funds.

## Financial Obligations

It is the policy of Sullivan University that a student’s account balance be current at the end of each quarter. Students who fail to meet any of their financial obligations with the University including arrangements for charges for tuition and supplies, housing, etc., can be placed on Hold, prohibited from attending class, prevented from continued enrollment or suspended from Sullivan University. Students waiting on an employer reimbursement payment have 30 days from the close of the previous quarter to submit payment to the Office of the Bursar. No transcript or diploma will be released until all financial obligations are met.

Students utilizing Chapter 31 or Chapter 33 veteran’s benefits to cover tuition will be considered to have met all or part of their financial obligations to the university upon providing documentation of entitlement to educational assistance to the financial planning office. Students with additional financial obligations exceeding what is paid by veteran’s benefits or whose veteran’s benefits are not paid within 90 days of certification can be placed on Hold, as listed above.

## College Interruption

There will be no refund of tuition, fees, charges or any other payments made to the University in the event the operation of the University is suspended at any time as a result of any “Act of God,” strike, riot, disruption, or for any other reasons beyond the control of the University.

## Financial Eligibility

The number of credit hours completed by a student is one of the determinants of financial aid eligibility. Financial aid eligibility is determined by the following number of corresponding credit hours:

First-Year (Freshman) Eligibility:	0-35 credit hours
Second-Year (Sophomore) Eligibility:	36-95 credit hours
Third-Year (Junior) Eligibility:	96-142 credit hours plus enrollment in a Baccalaureate program of study
Fourth-Year (Senior) Eligibility:	143 credit hours completed plus enrollment in a Baccalaureate program of study

Master’s level students scheduling 8 or more credit hours are classified as full-time.

For the Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

Students are responsible for being aware of their enrollment status and their financial aid package. If a student's enrollment status or class schedule changes, Financial Planning must be notified of the change to ensure packaging changes, if applicable, are completed and balances are covered. Any balance due that cannot be covered by financial aid as a result of changes are the responsibility of the student.

### **Kentucky Refund Policy**

The University will refund state programs administered by KHEAA after Return to Title IV regulations have been satisfied and a credit balance remains on the student's account. KHEAA state programs will be refunded in the following order:

1. CAP Grant
2. KTG
3. KEES
4. National Guard Tuition Assistance Program

Amounts will be calculated using the same formula in determining the Return to Title IV funds.

### **California Students - Bureau for Private Postsecondary Education Disclosure**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Financial Aid and Academic Progress

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs. The academic progress of all financial aid applicants and recipients will be reviewed for qualitative progress (grade point average), quantitative progress (hours earned) and maximum time frame for degree completion. Students must maintain satisfactory progress in all three areas whether or not they have received financial aid in the past. Sullivan University has adopted standards of satisfactory academic progress (SAP) to help promote student success and to comply with requirements of the United States Department of Education. It is the student's responsibility to stay informed of the University's SAP standards and policy. More information on quantitative and qualitative standards may be found under the Satisfactory Academic Progress Requirements section of this catalog.

### Maximum Time Frame for Degree Completion

1. Students pursuing an associate, bachelor's, or master's degree are allowed to attempt 150% of the quarter hours required for the program of study.
2. Students pursuing a second associate or bachelor's degree will be monitored on an individual basis to ensure they are taking courses that are applicable toward their degree program.
3. Once the allowed maximum number of hours has been attempted, further aid is denied. For example, for students in programs requiring 108 credits, a maximum of 162 credit hours may be attempted. All previously attempted credits will be counted, including transfer credits, whether or not financial aid was received for the credits earned.
4. If the SAP review makes it clear that a student cannot mathematically finish the program within this time frame, the student becomes ineligible for financial aid. The student may request an appeal. See Appeal Procedures.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that: (a) a written institutional policy must be established; and, (b) a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members, individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include but may not be limited to personnel in the Student Services Department, Career Services Department, Accounting, Financial Planning, Admissions, Deans, Directors, Vice-Presidents, and academic personnel within the limitations

of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan University may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Academic Services/Registrar's Office in writing, and requests for nondisclosure and authorization to withhold directory information will remain in effect unless revoked.

In the absence of a subpoena, a search warrant, or a health and safety emergency, a police officer does not have the right to access a student's file without consent. If an officer presents a subpoena or a subpoena is received without the presence of an officer, the institution will make a reasonable effort to notify the student of the subpoena prior to complying with it. An exception would arise if the subpoena specifically required that the student not be notified.

An individual listed on a power of attorney will be treated as the student. Access to records or to act on behalf of the student requires that the notarized power of attorney specify access to educational records or is a general power of attorney that covers all documents, and a reasonable effort will be made to notify the student.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The right to inspect or receive information regarding students does not extend to parents or others not specified above **unless** the student has given **written** permission. The Academic Services/Registrar's Office at Sullivan University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, academic, cooperative education and job placement records.

Students who wish to review their education records must make written requests to the Academic Services/Registrar's Office listing the items of interest. Only records covered by the Act will be made available within five working days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Health records, however, may be reviewed by a physician of the student's choosing.



Students may not inspect or review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, **or**
- Honors to which they have waived their rights of inspection and review, **or**
- Education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Sullivan University Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the University's President who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the President.

Decisions of the panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the panel if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may insert in their education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the University President. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Revisions and clarifications will be published as experience with the law and Institutional policy warrants.

It is the responsibility of all students to fully understand the regulations and policies listed in this section in order to prevent any misunderstandings that could lead to academic warning or suspension from the University. At any time Sullivan University reserves the right to alter any of these items, wholly or partially, as deemed necessary by the University at any time.

# Academic Policies and General Information

## Academic Computer Requirement

All Sullivan University students are required to have access to a computer/laptop to complete assignments and/or for in-class activities and testing. Doctor of Pharmacy and Master of Science in Physician Assistant program students should refer to the College of Pharmacy and Health Sciences Student Handbook for “Student Technology Requirements.”

Students should have a device that meets or exceeds the below program requirements.

*Standard Requirements* (for all programs except those within Cybersecurity and Information Technology.)

- Operating System: Windows 10
- Processor: Intel core i3
- Memory: 8GB
- Hard Drive: 128GB or greater SSD preferred
- Antivirus Protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer.

*Information Technology Programs* (for programs within: Cybersecurity, Information Technology, & the IT Academy)

- Operating System: Windows 10
- Processor: Intel core i5
- Memory: 8GB
- Hard Drive: 256GB or greater SSD preferred
- Antivirus Protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer.

The above requirements are recommended for the best performance. Students can choose to bring a device that doesn't conform to the requirements, but their experience could be adversely impacted.

## Transcripts

A transcript is a permanent and official record of a student's university courses and grades. Official transcript requests should be submitted electronically by visiting [sullivan.edu/transcript](http://sullivan.edu/transcript). No official transcript or diploma will be released until all financial obligations are met.

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all postsecondary courses taken prior to attending Sullivan University. These documents should be mailed directly from the institution to the Registrar's Office. Once received, transcripts become the property of Sullivan University and may not be released to the student. A student may be admitted on a provisional basis for one term until the transcript is received.

## Definition of Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

Quarter - minimum of 10 weeks in length.

(In accordance with the Federal Student Aid Handbook, Chapter 32, Calculating Awards)

One - quarter credit is equal to:

- a. One hour of lecture per week for a quarter or the equivalent number of hours.
- b. Two hours of lab per week for a quarter or the equivalent number of hours.
- c. Three hours of externship/clinical per week for a quarter or the equivalent number of hours.
- d. Four hours of experiential activities are required per week for a quarter or the equivalent number of hours.

In the PharmD program, one – quarter credit is equal to:

- a. One hour of lecture per week for a quarter or the equivalent number of hours.
- b. Two hours of recitation per week for a quarter or the equivalent number of hours.
- c. Three hours of lab per week for a quarter or the equivalent number of hours.
- d. Forty hours of experiential activities are required per week for a quarter or the equivalent number of hours.

Partial credits for a course are rounded to the next lowest half or whole number. A course may be comprised of any combination of lecture, laboratory, externship/clinical and/or experiential. A clock (or contact) hour is defined as a minimum of 50 minutes of supervised or directed instruction in any 60-minute period.

Academic degree programs reflect programs that are academic in scope such as academic associate degrees, baccalaureate degree, and master's degree programs. As such, Sullivan University calculates outside work in the following manner: (a) For one (1) hour of classroom or direct faculty instruction, a minimum of two (2) hours of outside preparation; (b) For one (1) hour of laboratory work and other academic work leading to award of credit hours, a minimum of one (1) hour of outside preparation.

Most of Sullivan University operates on an 11-week quarter schedule, which includes some 5.5 week modules within each term. Some programs operate on a 12-week schedule, which includes some 6-week modules within each term.

Some programs require courses that do not earn credits (zero credit hour) but are required to meet a program graduation requirement. Zero credit hour courses must be approved through the Office of the Provost and the Sullivan University Curriculum Committee. These

courses are reserved for work that is co-curricular in nature that is related, but not limited to licensure/certification/curriculum review courses, professional development, or compliance activities for programs. Grading for a zero credit hour course is pass/fail.

### **Enrollment Status**

Students may enroll as either full-time or part-time students. Undergraduate students scheduling 12 or more quarter credit hours per term are classified as full-time. Those who schedule fewer than 12 quarter hours are classified as part-time. Master's level students scheduling 8 or more quarter credit hours per term are classified as full-time. To schedule more than 12 quarter credit hours at the Master's level, students must have the approval of the Executive Dean of the College of Business and Technology.

The University operates on a year-round schedule. Undergraduate students who expect to stay on track and graduate in an accelerated 18 or 36 months should expect to complete at least 48 quarter credit hours during each 9 month academic year, a few more in some programs. This typically involves three quarters of 16 to 20 quarter credit hours each.

For the Doctor of Philosophy (Ph.D) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

### **Class Schedule**

Students will likely be required to take some courses online or hybrid, depending on availability of face-to-face courses. Most classes are conducted Monday through Thursday, with certain degrees/exceptions requiring Friday and/or Saturday attendance. When available, students may choose to complete part of some programs by taking evening, online and weekend courses. Evening or weekend classes normally meet once each week for an eleven-week quarter. Some courses are offered throughout the year on a rotational basis.

### **Plus Friday/Office Hours**

Friday is called the "Plus Day" for many undergraduate programs and provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study and practice. Students are encouraged to take advantage of this excellent learning opportunity. Many students use this time to work on an internship/externship, conduct research in the University library, or simply study. While Friday attendance is not normally mandatory, should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal, the instructor may require attendance on Plus Friday or schedule time for additional assistance during their virtual office hours. Faculty members will publish office hours in their syllabus and/or through the Learning Management System (LMS).

### **Hybrid Programs**

Sullivan University provides courses in a variety of modalities including fully on-campus, fully online, and hybrid as defined below for undergraduate and graduate programs.

**Note: F-1 nonimmigrant students may not enroll in completely online programs; all programs of study**

**eligible for enrollment by F-1 nonimmigrant students must meet 8 CFR 214.2 (f)(6)(i)(G) requirements that no more than one online class may be counted toward the full course of study requirement.**

### **Hybrid Courses (Undergraduate Programs)**

Undergraduate hybrid courses are on-campus course offerings. These courses meet on-campus and are supplemented with online educational resources and engagement opportunities. The on-campus meetings are an integral component of the courses and afford students direct interaction and learning opportunities with faculty and other students. Attendance for on-campus meetings is a necessary component of the hybrid course offering.

### **Hybrid Courses (Graduate Programs)**

Graduate Program Hybrid Courses are on-campus course offerings. These courses predominantly meet on-campus and are supplemented with online educational materials. The on-campus meetings are an integral component of the courses and afford students direct interaction and learning opportunities with faculty and other students. Attendance for on-campus meetings is a necessary component of the hybrid course offering. Graduate Program hybrid weekly on-campus course meetings are scheduled weeks 1, 2, 5, 6, 8 and 9. Graduate Program weekend hybrid on-campus course meetings are scheduled Friday and Saturday of weeks 1, 5, and 8.

### **HyFlex Courses**

HyFlex courses offer students the opportunity to attend face to face, online (asynchronous), or online (synchronous). Students in these courses may switch how they attend the course throughout the quarter. The face to face and synchronous options afford student direct interaction and learning opportunities with faculty and other students.

### **Online Courses**

Sullivan University provides online courses. Several programs can be earned entirely online.

**Note: F-1 nonimmigrant students may not enroll in completely online programs; all programs of study eligible for enrollment by F-1 nonimmigrant students must meet 8 CFR 214.2 (f)(6)(i)(G) requirements that no more than one online class may be counted toward the full course of study requirement.**

### **Externship/Practicum Student Agreement**

A student accepting an externship/practicum placement agrees to meet the requirements of the facility, and assumes the responsibilities expected of other members of that facility, including abiding by the rules and regulations established at that facility.

### **Licensure and Certification Standards**

Sullivan University teaches to the license and certification standards of the Commonwealth of Kentucky. If you plan to work in any state other than Kentucky it is your responsibility to verify that state's permit, license or certification requirements. A state's requirements may include, among other things, specialized training that is not required in Kentucky and as a result may not be sufficiently covered in Sullivan's curriculum. Sullivan University disclaims responsibility for failure of any student to meet the educational requirements for a permit, license or certification in any jurisdiction other than Kentucky.

## Census Policy

Sullivan University is four quarter/year-round, census institution.

Sullivan University cares that students regularly attend and/or academically engage in their course(s). Doing so is essential for mastering the concepts, theories and skills necessary for successful completion of each course. Every effort should be made to attend and/or engage in every class, lab or intern/externship experience.

At the beginning of each term through a Census Poll, Academic Services will verify student engagement on Friday of the second week of each term. Census is based on student engagement in defined academic engagement activities. One or more engagement activities in each scheduled course must occur by Thursday of the second week\* for a student to be made active in a course. Students who do not academically engage prior to the Census Poll will have the course(s) removed from their schedule with no tuition, fees or grade penalty, and will not have an opportunity for reinstatement beyond the add/drop period without extenuating circumstances. Requests for reinstatement due to extenuating circumstances should be received in writing by no later than Tuesday, Week 3 at 5:00pm, must accompany documentation, and require instructor and Executive Director of Academic Operation and Institutional Effectiveness approval. The University reserves the right to change the reinstatement request deadline due to holidays or alternation in academic calendar/s. Faculty may impose course-level engagement policies that will be described in each course syllabus. Course-level attendance policies imposed by faculty do not impact the University's Census Policy.

Quarterly charges and all federal, state, and institutional aid will be based upon the post-census poll enrollment status, and recalculations will occur as needed in the Financial Planning Department for federal, state and institutional aid.

A mid-quarter Census Poll for module courses ONLY that begin at the mid-point of the term will occur on Friday of week eight to verify engagement in those specific courses.

\* First week for COPHS students when their academic calendar begins one week later.

Note: Census events that fall on an observed holiday will take place the next business day.

## Changes in Enrollment

The course Add/Drop policy is published in the Sullivan University Catalog. A student should speak to a member of the Financial Planning staff prior to changing their course load. The addition/subtraction of credits may impact the enrollment requirements for the types of aid awarded. Course load adjustments may also delay a student's expected graduation date.

Federal financial assistance programs include: Federal Pell Grants; Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grants; Federal Direct Loans and Federal Direct PLUS Loans.

If a student withdraws from Sullivan University during a term, the amount of funding available from these sources may be impacted as federal financial assistance is determined by a federally mandated formula. At the time of a student's complete withdrawal, the institution must complete a recalculation of federal aid eligibility based on the withdrawal date. Unearned funds are returned to their source up to the 60 percent point, when all federal financial assistance is considered to have been earned. If returned funds result in a balance owed to the university, the student may be responsible for that amount.

Students who cease class engagement and receive non-passing grades in all registered courses for a term, but fail to officially withdraw according to stated policy, are subject to the same eligibility recalculations described above. Non-attendance does not relieve students of their financial obligations to the university, and does not constitute an official withdrawal.

All students who cease enrollment in the University are required to complete a financial aid exit interview with the Financial Planning Department by visiting: <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit>

## Academic Engagement Defined:

Sullivan University defines academic engagement as a student having done one or more of the following:

- **Submitted** an assignment during class or via the learning management system (LMS) drop box, E-value, Examsoft, and/or other means of electronic submission
- **Completed** an exam or quiz during class or via the LMS, E-value, Examsoft, and/or other means of electronic submission or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion)
- **Participated** in a documented synchronous web conference (e.g. live lecture) or exam, quiz, drop box assignment in the LMS
- **Posted** an academically relevant activity to an online discussion board in the LMS or other university approved platform
- **Attended** a residential/face-to-face class or an academically relevant event (e.g. assigned clinical hours or a class field trip with student sign-in sheet)

Students who fail all courses at the end of each term (0.00 GPA) or earn a D/F, D/F/F, etc., will be reviewed by Academic Services staff to determine if he/she unofficially withdrew during the term. If it is determined that the student ceased engagement prior to the 60% point in the term, the student's financial aid eligibility will be calculated based on that determination, and his/her F's will be changed to NF's. If it is determined that the student completed the term by engaging in his/her coursework after the 60% point in the term, then the student's financial aid eligibility will be considered as 100% earned.

## Changes in Enrollment Regarding Co-Requisite Courses

Co-requisite courses are identified and assigned to ensure successful learning outcomes in courses requiring supplemental laboratory, clinical, or lecture instruction. Courses identified as requiring a co-requisite must be completed in the same quarter. If a student withdraws or is withdrawn from a course with an identified co-requisite, the withdrawal request will apply to all applicable courses falling within the co-requisite guidelines.

If a student is withdrawn for lack of academic engagement (see definitions above) during the Census poll from one co-requisite course but not the other(s), the University is obligated to remove the student from the applicable co-requisite courses during census poll review. In addition, if a student has engaged in one or more co-requisite courses after the add/drop deadline, applicable financial and grade penalties will apply according to the University's tuition and add/drop policies.

## Dress Standards

Students are expected to dress in a manner that is not distracting or distasteful for a classroom environment. A few simple guidelines are to be followed:

- A University-issued name badge/student ID must be worn and visible at all times.
- Clothes must be clean and appropriate for the classroom.
- Pants must not be allowed to sag and/or expose one's undergarments.
- Tops must minimize chest/stomach exposure.
- If applicable, students are required to wear appropriate safety equipment as required by the instructor and/or classroom safety rules.

Although these standards may not satisfy everyone's desire for personal dress freedom, we believe appropriate dress enhances the learning environment. Students who are not appropriately dressed will not be permitted to attend class.

The University or individual academic programs reserve the right to require professional dress attire as is deemed necessary to fulfill the objectives of a particular class or announced event.

## College of Hospitality Studies Professional Dress Standards:

As shown in the Dress Code Standards posted in each food prep area and classroom, the following is provided as guidance to interpreting the policy:

**Student Identification:** First year students will wear their own name badge directly under the Sullivan logo on the chefs' jacket. Second and later year students' names will be embroidered in the appropriate place by the uniform supplier.

**Toque/Skull Cap:** The toque/skull cap will be worn at all times while the student is in food prep areas. It will be clean and worn straight across the forehead just above the eyebrows. No hair will be visible at the front of students' faces. If hair is not controlled by the toque/skull cap, a hairnet will be purchased by the student and worn in conjunction with the toque/skull cap. No other headgear, headdress, or hair or head covering of any type, except the toque/skull cap, will be worn with the chef's uniform.

**Chef's Jacket:** Will be clean, pressed, completely buttoned and sleeves may be folded up one turn only, not to be up farther than the upper wrist. A clean, plain undershirt will be worn under the chef's jacket.

**Checked Pants:** Will be clean and pressed. The pants will be permanently hemmed and worn so that the bottom edge breaks neatly at the top of the shoe. Pants will be worn professionally at the students' waist and not drooping down, not pegged, and not split or otherwise inappropriately altered.

**Shoes:** Will be clean and totally black, including the shoelaces and visible parts of the sole and heel. Absolutely no other color will be visible when the shoe is worn. If the shoe is designed to have shoelaces, the laces will be appropriately tied. The shoes will be designed to be safe for the wearer while working in kitchen environments. The university will issue an initial pair of appropriate shoes and if students purchase subsequent pairs they will adhere to these standards. Clean plain black or plain white socks will be worn with the shoes.

**Apron and Side-towel:** Will be clean. They will be worn, as instructed by a College of Hospitality Studies chef instructor, at all times while the student is in a food prep area.

## College of Hospitality Studies Personal Hygiene and Grooming Standards:

Radical departures from conventional dress or personal grooming standards are not permitted. All students are required to keep hair neat and orderly. Students are expected to keep their hair in such a manner that most of it can be put under the toque/skull cap and the remainder restrained with a hair net. Any hair which cannot be tucked under the toque/skull cap will require the student to wear a hairnet in conjunction with the toque/skull cap while in the food preparation areas. It is the student's responsibility to have a hairnet when needed.

**Facial Hair:** Students are allowed to have closely trimmed beards and/or mustaches. Students with facial hair over ¼ inch will be required to wear a beard guard while in the food preparation areas.

**Jewelry:** Rings, (with the exception of a plain wedding band) and bracelets and/or wrist bands of any kind will not be worn by College of Hospitality Studies students while in food preparation areas.

**Cosmetics:** Excessive use of cosmetics is not conducive to sanitary food preparation. Oils and powders cause excessive perspiration and may contaminate food, thus College of Hospitality Studies students will use an absolute minimum of cosmetics. Bright/dark lipstick will not be worn while the student is wearing the culinary uniform.

**Hands/Fingernails:** Hands must be washed immediately before food is handled and whenever the student returns to class. The use of utensils to work directly with food is encouraged. Foodservice gloves must be worn while handling any food that will not require further cooking. Fingernails must be clean and kept trimmed very short (close to the base of the finger). Nail polish is not to be worn with the chef's uniform.

**Illness:** Since you are dealing with food and since so many diseases can be passed to others through food, the College of Hospitality Studies is compelled to abide by a strict set of rules dealing with illness and injury to protect students and the dining public. If a person has contracted a communicable disease, has an infected wound(s), or an acute respiratory problem, they may not work in a food service facility in any area or capacity where there is the likelihood of transmitting the disease to patrons or to fellow students, either through direct contact or through contamination of food or food-contact surfaces with pathogenic organisms.

A student is not to participate in lab classes while he/she has:

- A fever;
- Diarrhea or vomiting with the past 24 hours, regardless of the cause;
- Excessive sneezing and/or coughing;
- An excessive nasal discharge (infected sinuses);
- A sore throat, or any other condition in a contagious state; and/or
- Any other condition in a contagious state such as pink eye or a rash of unknown origin.

### Nursing and Allied Health Programs

The student uniforms should be worn with pride and respect. The uniforms are designed to provide the students with clean, neat, and comfortable outfits that identify them as students. To maintain uniform cleanliness and a professional image, students should not sit on the ground, pavement, floor, or parking lot while in uniform.

Beginning the second week of every quarter, all first quarter students will wear the uniform designated by their department director. Students are expected to wear the assigned scrubs or other uniform every day they are on campus or at a clinical or externship site.

Returning students are expected to wear their department's uniform beginning the first day of the quarter and each day thereafter, whether on campus, on clinicals, or on externship site.

1. Students in the following programs will wear scrubs as designated by the program director: Limited Medical Radiography, Medical Laboratory Technology, Radiology Technology, Surgical Technology, Associate Degree Nursing, and Practical Nursing, Medical Coding, and Medical Assistant.

2. Students must wear ALL LEATHER shoes or a leather shoe that is OSHA compliant. No canvas tennis shoes in any laboratory or clinical medical program are permitted. Some clinical sites may require solid color shoes.

3. A lab coat is REQUIRED for certain lab classes in these programs.

**Hygiene:** The personal appearance of students is important in our interactions with fellow students, faculty, staff and the clinical environment. The following bullet points outline the personal hygiene expectations:

- Students are to be clean and free of body odor, which includes perfume, aftershave, cigarettes, or cigar smoke.
- Uniforms are to be clean and wrinkle free.
- Facial hair must be neatly trimmed.
- No facial jewelry or body piercings.
- All body art (tattoos) must be covered by clothing at all times.
- No artificial fingernails.

Failure to comply with these policies could result in dismissal from program.

### Grading and the Quarter System

The University operates on a quarter basis (four during the calendar year). Credits are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

Letter Grade	Range	Definition	Quality Points per Credit Hour
A	90-100%*	Excellent	4.0
B	80-89%*	Above Average	3.0
C	70-79%*	Average	2.0
D	60-69%*	Below Average	1.0
F	0-59%*	Failing	0
TA	----	Internal Transfer	4.0
TB	----	Internal Transfer	3.0
TC	----	Internal Transfer	2.0
TD	----	Internal Transfer	1.0
TF	----	Internal Transfer Failure	0
W	----	Withdrawal -	not computed
WF	----	during weeks 2-7 Withdrawal Failing -	0
NF	----	After 7 weeks Failing -	0
I**	----	Administrative Drop	0
P	----	Incomplete	0
GR	----	Pass/PLA	0
S	----	Graduate Review	not computed
SC	----	Satisfactory progress	not computed
T	----	System Credit	not computed
U	----	Transfer credit earned	not computed
AU	----	Unsatisfactory progress	not computed
X	----	Audit	not computed
		Waived	not computed

\*Ranges may differ in the College of Pharmacy and Health Sciences, College of Nursing, and College of Allied Health. (See Below)

\*\*Becomes an "F" if not removed by the end of the second week of the following quarter.

A grade of D is not available in certain programmatic courses. Some programs allow a "D" for SAP calculations but not for course progression. Please see the program specific pages for more information.

Ranges for the Limited Medical Radiography Diploma, A.S. in Radiologic Technology, and A.S. in Surgical Technology core courses (LMR/RAD/RTA/SUR) are as follows:

A	B	C	D	F
90-100	84-89	78-83	70-77*	0-69*

Ranges for the Practical Nursing Diploma and A.S. in Nursing core courses (PN/NUR) are as follows:

A	B	C	D	F
93-100	85-92	78-84	70-77	0-69

Ranges for the Pharmacy Technician Programs are as follows:

A	B	C	D	F
90-100	80-89	70-79	N/A	0-69

Ranges for the Pharm.D. Program Didactic Coursework are as follows:

A	B	C	D	F
89.5-100	79.5-89.4	69.5-79.4	N/A	0-69.4

Ranges for the M.S. Physician Assistant Program are as follows:

A	B	C	D	F
89.5-100	79.5-89.4	74.5-79.4	N/A	0-74.4

### Observation of Religious Holidays

Sullivan University maintains and appreciates a diverse culture. As such, students are permitted to select two religious' holidays at the beginning of a quarter and notify, in writing and no later than Friday, week 2, their instructor (or other program designated official) of anticipated observances for personal religious reasons. The instructor and Dean (or other program designated official) will determine how make up assignments, if applicable, will occur. For clinical/externship site courses, an appropriate Program Director/Dean will determine how the observance should be handled (i.e. make up hours missed, additional assignment, etc.). This policy does not apply to participation/in person activities in weekend/hybrid courses. Questions regarding this policy should be directed to the Executive Director of Academic Operations & Institutional Effectiveness, and exceptions require Provost approval.

### Administrative Drop

A grade of "NF" will be assigned for administrative drops performed by the University. Examples of an administrative drop may include but are not limited to: academic dishonesty, failure to attend scheduled clinical/externship site hour/shift/s, failure to engage/attendance, alcohol and/or illegal drug use, disorderly conduct, harassment, or any other violation of the student Behavior and Responsibilities Policy.

Administrative drops occurring after the add/drop period will result in a grade of "NF". In the event a student has an extenuating/mitigating circumstance that results in an administrative drop or removal from the clinical/externship site, a petition for grade change to "W" for full quarter or second module courses may be completed within the Academic Services Office through Sunday, Week 10 at 11:59pm EST. Module one course petitions will need to be received by Sunday, Week 5 at 11:59pm EST. Documentation must accompany the

request. The petition and supporting documentation will be reviewed by the Executive Director of Academic Operations and Institutional Effectiveness, which may or may not result in a grade change.

### Class Repeat Requirements/Policy

Any Sullivan University student must repeat any required course in his or her program in which a non-passing grade has been earned. The non-passing grade will remain on the student's transcript and will be calculated in the quarterly GPA but will not be used in computing the student's cumulative GPA. The non-passing grade will, however, be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the most recent, not the higher grade earned in any course. In repeating a class in which a non-passing grade was earned, the student agrees to accept for record the grade earned for the course repeated. Students will be recharged tuition and fees for each repeated course.

### Incomplete Grades

Incomplete ("I") grades are allowed for emergency or unforeseen circumstances that prevent students from being able to complete course requirements. Academically relevant engagement in the course must be after 60% of the course start date and passing the course must be attainable by the incomplete deadline. A legitimate illness, necessary absence, or other extenuating circumstance should have occurred which prevented completion of the required coursework by the due date or end of the academic term. Instructors are not obligated to issue "I" grades and must require written documentation from students to justify the issuing of an incomplete. For full quarter or second module courses, if an instructor determines that an "I" grade is warranted, an Application for Incomplete Grade form must be completed by the instructor, signed by the student, and approved by the Dean by Sunday, Week 11 of the current term. Module one requests for incomplete must be received by the end date of the first module course. Requests occurring after this deadline should be presented to the Executive Director of Academic Operations & Institutional Effectiveness and include: why the request did not occur prior to the deadline. Requests for incomplete grades are not permitted prior to 60% of the course end date, with the exception of military leave orders or certain force majeure events.

If an incomplete is approved, the instructor should provide the student a written list of requirements that must be completed for a passing grade. The instructor will determine the date by which all required work must be received, not to exceed Wednesday, week 2\* of the subsequent quarter for full quarter/second module courses and Sunday, week 9\* for module one courses. Change of Grade Request forms should be submitted by the instructor to Academic Services by Friday of week 2 for full quarter/second module courses and Wednesday, week 10 for module one courses. If the student has not met the requirements for a passing grade by the deadline, the grade will be changed automatically from "I" to grade earned. Extensions of this deadline may be approved due to extenuating circumstances by the Executive Director of Academic Operation & Institutional Effectiveness. However, all incomplete grade changes must be resolved no later 30 days of the prior term end date.

\*Students who have earned an incomplete grade in pre-requisite courses should complete all requirements to resolve the “I” grade before the add/drop period ends for the next quarter or module course. Students will not be permitted to take the next level course until “P” grade in the pre-requisite course is resolved.

### Submission and Change of Grade Requests

Instructors are to submit 11 week and module II final grades by Monday, break week 1 at 12:00 noon. Module I grades are due Monday, week 7 by 12:00 noon. The university reserves the right to change these deadlines due to holidays or alteration in academic calendars. Should an instructor determine an error or omission in a final grade, requests to change a final grade must be completed via the Change of Grade Form located on the faculty portal and should be received by Friday, week 2\* of the subsequent quarter.

\*In the instance where an error is discovered after Friday, week 2 of the subsequent quarter, the Vice President/Provost must approve the change of grade request, and approvals may not occur 7 days beyond the instructor becoming aware of the error. Changes in grades due to the Grievance/Official Complaint Procedure may not occur 90 days after the student became aware, or should have become aware, of the perceived violation.

### Grade Challenge

Should a student believe that an omission has occurred on a final grade issued by an instructor, the student should first discuss their concern with the instructor. This discussion must take place no later than Wednesday the first week of the following academic quarter for full quarter/second module courses and Sunday, Week 8 for module one courses. At the conclusion of that discussion, if the student is not satisfied with the outcome, they may challenge the disputed grade. The challenge must take place prior to Wednesday of the second week of the quarter for full quarter/second module courses and Sunday, Week 9 for module one courses, following the challenged course grade. Challenges are to be presented, in writing, to the respective Dean of the College in whose department the course falls, and must be accompanied with all of the evidence necessary to support the student’s claim. If an omission is identified, the faculty member must submit a Change of Grade Request form to Academic Services by Friday of week 2\* for full quarter/second module courses and Wednesday, Week 10\* for module one courses. Grade challenge requests occurring after the deadline must be approved by the Vice President/Provost.

\*Students who have earned a failing grade in pre-requisite courses should complete all requirements to resolve the failing grade before the add/drop period ends for the next quarter or module course. Students will not be permitted to take the next level course until the failing grade in the pre-requisite course is resolved.

### Changing Programs of Study

Students who desire to change their program of study should initiate the change through the Academic Services Office. Graduate Program and International (F-1) students must request this option through the College of Business and Technology Graduate Program. Physician Assistant and Doctor of Pharmacy students must request this option through the College of Pharmacy and Health Sciences.

Any student who desires a change of program should do so as soon as possible in order to speed completion of the change. Early notification will assist in more efficient advisement.

Should a student decide to pursue advanced education upon graduation or change their program Registrar staff are available to review the student’s plans and assist with the transfer. Graduate students interested in graduate studies should consult the Executive Dean of the College of Business and Technology.

### Reverse Stair-Step Completion

Students pursuing various credentials may earn other credentials based on coursework completed in other programs. Students may, upon request, be awarded earned credentials upon completion of all program requirements of the respective credential. Program requirements in the current catalog year will be applied.

A student must be actively enrolled in a higher level credential for a request to be processed. Additionally, a student must be in satisfactory standing, both quantitatively and qualitatively, to request the additional credential.

Students are urged to review their coursework regularly and speak with their Student Success Coordinator or Academic Services staff to determine if another credential has been earned. A graduation application and/or change of program form will be required to process applicable requests.

### Course Add/Drop Policy

A student who wishes to terminate enrollment in one or more courses must notify the University and may do so by completing a course withdrawal form or notifying a university official in writing. The course withdrawal form is available electronically via the student portal. Courses charged at the credit hour rate may be dropped during the add/drop period without tuition or fees penalty, not including supplies, etc., that have been charged to a student’s account. For credit hour students, there is no reduction for course withdrawals after the add/drop period. For contract students, there is no tuition reduction for single course withdrawals prior to, during or after the add/drop period.

**The ADD/DROP period for each term is as follows:**

Course Type	Deadline
Full Quarter Course	Sunday, Week 1 by 11:59pm EST
Module I Course	Thursday, Week 1 by 11:59pm EST
Module II Course	Sunday, Week 6 by 11:59pm EST

Requests to add or drop one or more courses may be submitted electronically by accessing the appropriate form on the student portal, in writing via e-mail, or by visiting a campus Academic Services office.

Course addition requests during the add/drop period requires approval by the student’s Academic Services Coordinator or appropriate Academic Services official to ensure desired courses are available and all academic prerequisites have been met. Course add/drop requests for Graduate Program and International (F-1) students require prior approval by the College of Business and Technology Graduate Programs. Requests made by



those in programs within the College of Pharmacy and Health Sciences require the approval of the College Dean or designee. Consultation with Financial Planning is strongly encouraged before requesting any add/drop.

### Withdrawal After Add/Drop

Students who wish to withdraw from individual course(s) or the University must complete a course or University withdrawal form or notify a university official in writing. Withdrawing from all courses will constitute a University withdraw, and students are strongly encouraged to complete an exit interview with a staff member in the Academic Services and Financial Planning offices. See the Tuition Reduction policy for financial implications.

Students who withdraw after the add/drop period by the deadlines outlined below will receive a grade of “W”; those withdrawing after the deadline will receive a grade of “WF”.

Course Type	Deadline	Grade earned by deadline	Grade earned after deadline
Full Quarter Course	Sunday, Week 7 by 11:59pm EST	W	WF
Module I or 6-week Course	Sunday, Week 3 by 11:59pm EST	W	WF
Module II Course	Sunday, Week 8 by 11:59pm EST	W	WF

If a student requires an exception due to medical related or extenuating circumstances that warrant an unavoidable temporary withdrawal, please consult the Executive Director of Academic Operations and Institutional Effectiveness. A petition for grade change to “W” may be completed within the Academic Services Office through Sunday, Week 10 at 11:59 pm EST and requires approval of the Executive Director of Academic Services & Institutional Effectiveness.

#### *Physician Assistant and Pharm.D. Students - Physician Assistant Second Professional Year (PA2) and Pharm.D. Third Professional Year (PY3) Withdrawal Policy*

Students who withdraw from a rotation block prior to the start of Week 5 will receive a grade of “W”; those withdrawing after the start of Week 5 of the rotation will receive a “WF” unless a medical or military excuse is provided.

#### *International Non-Immigrant (F-1) Students -*

International Non-Immigrant F-1 students may be administratively withdrawn from the university for failure to maintain status in accordance with 8 CFR 214.2 (f)(5)(i). Students administratively withdrawn from the university prior to the end of Week 7 will receive a grade of “W”; those administratively withdrawn after this date will receive a grade of “WF”.

### Prior Learning Assessment (PLA): Credit by Examination, Credit for Workplace Learning & Credit for Prior Learning Portfolios

Prior Learning Assessment (PLA) is a series of nationally and internationally-recognized methods where learning outside the traditional college classroom can be assessed for college credits. These methods include credit by examination, evaluations of credit for workplace learning, and by prior learning portfolio assessment (<https://www.sullivan.edu/prior-learning-assessment/>). As a career-focused university by mission, Sullivan University recognizes that student learning may be acquired through non-traditional means and that college-level competencies can be attained by means other than through institutions of higher education. When course learning outcomes can be documented as equivalent to Sullivan University courses for undergraduate-level course work, students may be awarded credit by university evaluation of credentials. Credits earned through PLA may be awarded on either a pass/fail method or through transfer credit, whereby the corresponding number of credit hours, the course number, and the course title are recorded on a student’s transcript. Sources from which PLA may be assessed for undergraduate education are as follows:

1. Credit by Examination: Students may receive college-level credit through advanced placement examinations and departmental bypass examinations. Consistent with Sullivan University’s mission, the university welcomes students from a wide variety of backgrounds and learning experiences:
  - CLEP® and DSST® Examinations: The university recognizes prior learning by accepting a full range of direct examinations, such as those offered by the College-Level Examination Program (CLEP®) and DSST® examinations sponsored through the Defense Activity for Non-Traditional Education Support (DANTES) program. Sullivan University accepts CLEP® and DSST® examination results as options for students who desire to demonstrate mastery of college-level material primarily in introductory subjects as a means to earn college-level credit in lieu of taking university course work. The American Council on Education (ACE®) recommends and Sullivan University accepts scores of 50 or above as a credit-granting score for each CLEP® examination. Similarly, the University follows ACE™ guidelines for credit-granting scores for DSST® examinations. Credits earned through CLEP® and DSST® examinations are recorded as transfer credits on a student’s transcript and do not count in GPA calculations.
  - Course-Level Bypass Assessments: Bypass assessments are offered by several academic units. Sullivan University students may challenge a course for which they believe they possess the requisite knowledge and skills. Currently, bypass examinations are offered by several academic units to include courses in information and computer technology, general education, hospitality, culinary arts, business administration, and accounting. Bypass assessments for any course can only be attempted once, pass or

fail. A student may not attempt a bypass assessment for any course previously attempted at Sullivan University. Attempted is defined as a grade earned (e.g. W, WF, NF, etc. as outlined in the University catalog's Satisfactory Academic Progress Policy). Not all courses have a course-level bypass assessment; however, there are other alternatives to secure advanced standing (e.g. Prior Learning Portfolio, CLEP®, etc.). There is a \$75.00 non-refundable advance fee for each bypass assessment attempt. The fee must be paid in the Bursar's Office prior to the administration of a bypass assessment. To schedule a bypass exam, please contact the Registrar's Office for additional information or visit the Course Level Bypass section of Prior Learning Assessment website at <https://www.sullivan.edu/prior-learning-assessment>. The only information a student may receive to prepare for a bypass assessment is the name of the course, course description (both of which may be found in the University Catalog), and the titles of the main textbooks for the class. Credits earned through university bypass examinations are recorded on a Pass/Fail basis. If a student receives a passing score, which demonstrates competency, on a bypass assessment, it will be reflected on a student's transcript as "P" to indicate a passing score. Failed bypass exams are not recorded on a student's transcript. Students may not take a bypass assessment for a given course more than once. Credits earned through bypass examination do not count toward GPA calculations. The latest information on bypass assessments is found at <https://sullivan.edu/pla>.

- **StraighterLine® Courses:** Sullivan University will only award credit for StraighterLine® courses where a grade of C or better is earned and the course is listed in the articulation agreement. The credit awarded is based on recommendations made by the American Council on Education (ACE®). Only StraighterLine® courses which carry ACE® credit recommendations (and are articulated) will be eligible for transfer credit based on Sullivan University's transfer credit policy. Credits earned through StraighterLine® courses are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.
- **General Certificate of Education (GCE) Advanced Level Examination:** Sullivan University recognizes GCE Advanced (A) level and International Advanced Level (IAL) examinations from both Pearson and Cambridge International Examinations. Credit or course by-pass may be awarded to students with these qualifications based on official examination test scores from Cambridge International or Pearson and according to Sullivan University's transfer credit policy. All students taking these examinations are encouraged to apply to Sullivan University.
- **International Baccalaureate (IB):** Sullivan University recognizes the International Baccalaureate (IB) Diploma Programme as proof of high school equivalency. All IB students are encouraged to apply to Sullivan University.

- **BTEC Higher National Diploma:** Sullivan University recognizes the BTEC Higher National Diploma (HND) credential from Pearson. Undergraduate transfer credit may be considered for the HND, based on Sullivan University's transfer credit policy. All HND students are encouraged to apply to Sullivan University.

## 2. Evaluations of Credit for Workplace Learning:

- **College Credit Recommendation Services:** Sullivan University accepts credit recommendations made by the American Council on Education (ACE®) and the National College Credit Recommendation Service (NCCRS®) for military training, corporate training, licensures, and professional certifications. Credit recommendations made by ACE® and NCCRS® are evaluated on a student-by-student basis and are typically approved for transfer when equivalent to courses offered by Sullivan University. Credits earned by virtue of ACE® and NCCRS® credit recommendations are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.
- **Organizational Program Credit Review:** Sullivan University also assesses prior learning through the Organizational Program Credit Review (OPCR) process. The OPCR is a process by which organizations (such as corporations, public and private agencies, labor unions and professional associations) may request that the university evaluate their programs (courses, certifications, licenses, apprenticeships and/or examinations) to determine college-level learning. Sullivan University may award credit for college-level learning acquired through completion of programs evaluated through the OPCR process. This credit may be applied to a Sullivan University certificate, diploma, or degree program. This may occur through an articulation agreement between the university and the organization specifying the amount and nature of credit that may be awarded. Credits earned by virtue of the OPCR process are recorded as transfer credits on a student's transcript and do not count toward qualitative Satisfactory Academic Progress (SAP) calculations but do apply to quantitative SAP calculations.

3. **Prior Learning Portfolio:** Students may elect to challenge undergraduate courses offered at Sullivan University by completing prior learning portfolios that demonstrate mastery of the learning outcomes required for each challenged course. The portfolio is evaluated by a faculty member trained in portfolio evaluation and reviewed by the appropriate dean, director or department chairperson. The portfolio training and evaluation process follows the standards established by the Council for Adult and Experiential Learning (CAEL®). Credits earned through assessment of a prior learning portfolio are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. Guided internship/externship courses, or courses designated as developmental are not eligible to be challenged via portfolio.

A maximum of 75% of credit hours required for an undergraduate degree program may be earned through a combination of transfer credits from another CHEA or USDOE recognized institution, credit by examination, credit earned as a result of workplace learning, or through prior learning portfolio. All credit-granting decisions are contingent upon review by the Sullivan University registrar in consultation with appropriate academic deans, directors and/or department chairpersons.

For contact information and current information on PLA portfolios and CLEP, DSST, and bypass exams, go to <https://sullivan.edu/prior-learning-assessment>.

### **Auditing Courses**

Students may request to register for course(s) using an audit status. Courses audited are assigned a grade of AU, must have been successfully completed in a previous term, and no additional credit is awarded toward graduation. Courses no longer offered or whose context has changed substantially, as well as clinicals or practicums, are excluded and must be taken for credit. Course fees, such as Lab Fees, Comprehensive Fees, and Academic Support Fees may apply. To audit a course(s), students must indicate their request at the time of registration. Requests to convert a course to audit status are not accepted after the drop/add period has ended. Courses taken in audit status are not used in certification for financial aid, Veterans Affairs benefits, or Social Security benefits, and are not calculated in course load.

### **Low Enrollment Requests**

Sullivan University strives to provide meaningful engagement and robust experiences in courses. Course offerings are determined by a rotational schedule created by College Deans, and requests to add courses off rotation may be considered due extenuating circumstances and in limited cases.

If it is determined by a Student Success Advisor or College Dean a course requirement is needed off rotation, a request for low enrollment will be reviewed by the Executive Director of Academic Operations and Institutional Effectiveness and the appropriate College Dean. The student should be in their last or second to last quarter and maintained continuous enrollment. Deviation from an advising plan and requests for a pre/co-requisite or course previously failed will not be approved.

Students seeking reentry to the institution will be advised to wait until the course/s is offered on rotation.

### **Directed Study Requests**

If it is determined by a Student Success Advisor or College Dean a course requirement is needed to graduate, courses not available in a low enrollment offering may be requested as a Directed Study. Eligibility for a Directed Study requires a minimum of 3.00 cumulative GPA with no prior enrollment in the course. The student should be in their last or second to last quarter, maintained continuous enrollment, and a maximum of one Directed Study may be requested during a student's degree progress. Students who deviated from an advising plan will not be approved. Students seeking reentry to the institution will be advised to wait until the course/s is offered on rotation.

Requests for Directed Study must be completed on the Directed Study Request Form by Friday prior to the start of the upcoming term. The Directed Study Request form must be approved by the College Dean and Vice President/Provost prior to the Directed Study Agreement being initiated and start of any coursework. All coursework must be completed within the specific term.

### **Prerequisite Override Request**

Course prerequisites exist to ensure a student possesses demonstrated knowledge to advance at the next level. A student may request a prerequisite override if they feel they have the demonstrated knowledge to successfully complete a course with an overridden prerequisite. Prerequisite requirements not previously met through transfer credits, course completion, or Prior Learning Assessment must be completed if required by the program, and course registration is not permitted until a prerequisite override request is approved by the instructor, Program Director, Dean, and Executive Director of Academic Operations & Institutional Effectiveness. Failure to complete the course successfully will result in responsibility for all tuition, book, and fee charges and will disqualify additional prerequisite override requests in future terms. To begin the process of a prerequisite override request or to obtain additional information, contact Academic Services.

### **Re-Entering Requirements**

A student who wishes to re-enter Sullivan University must contact Admissions to submit an application. During the re-entry process, student records will be reviewed and a determination made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining program courses, though no additional enrollment fee is required, and will return into the most current curriculum plan in effect at the time of re-entry.

Servicemembers who wish to re-enter Sullivan University should refer to the Military Student Policies listed in the Academic Policies.

### **Academic Integrity**

Cheating and plagiarism are serious offenses against the University's Academic Integrity Policy and are consequently strictly prohibited. All students must familiarize themselves with the University policy on academic integrity.

Regardless of the medium in which they are submitted, the University expects that all assignments, research projects, lab reports, papers, theses, dissertations, examinations and any other work submitted for academic credit will be the result of the student's own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, the cohort's or group's efforts are expected.

Plagiarism can take several forms: generally, it is the practice of taking someone else's work or ideas and passing them off as one's own.<sup>1</sup> This use may be either intentional or unintentional. NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in their papers.

Consequently, unintentional plagiarism is still plagiarism. Students should be aware that all Sullivan University professors have access to anti-plagiarism software. Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.

Cheating and Plagiarism may also manifest itself as:

- failing to cite an author for whose ideas have been incorporated into a student's paper;
- cutting and pasting different internet web site or database text in a paper or using a purchased paper;
- facilitating another student to use your work;
- copying another's work with or without their knowledge;
- using a hand-held device such as a calculator to store notes, formulae, etc. when an instructor does not allow such aid on an exam;
- using notes and/or other aids that are prohibited on an exam;
- submitting the same work to different courses (AKA self-plagiarism);
- and, gaining an unfair advantage by any other method.

Cheating and plagiarism are unfair to all students. They reward those who put forth less than a full effort and penalize those who use only traditional means of preparing for and taking an exam or writing a paper. They do not provide the grader with an accurate representation of the student's knowledge or ability to complete the assignment.

Penalties for students found guilty of plagiarism or cheating may include one or more of the following:

- a failing grade for the assignment or exam;
- a failing grade for the course and a letter of explanation included in the student's permanent academic file;
- expulsion from the University.

<sup>1</sup>Stevenson, A., and Lindberg, C. A. (Eds.). (2010). New Oxford American dictionary (3rd ed.). New York, NY: Oxford University Press.

### Satisfactory Academic Progress Policy

All students of Sullivan University must meet the following minimum standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy (SAP) may result in punitive actions up to and including the possible loss of federal Title-IV HEA and/or state financial aid and suspension or termination from the University. This policy applies to all Sullivan University students whether or not they participate in Title IV HEA or Kentucky state financial aid programs. It is important for students to read and understand the University's SAP standards.

GRADE APPLICATION CHART					
Grade	Definition	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA Calculation	Quality Points per Credit Hour
A	Excellent	YES	YES	YES	4.0
AU	Audit	NO	NO	NO	NC
B	Above Average	YES	YES	YES	3.0
C	Average	YES	YES	YES	2.0
D	Below Average	YES	YES	YES	1.0
F	Failure	NO	YES	YES	0
GR	Graduate Review	NO	NO	NO	NC
TA	Internal Transfer	YES	YES	YES	4.0
TB	Internal Transfer	YES	YES	YES	3.0
TC	Internal Transfer	YES	YES	YES	2.0
TD	Internal Transfer	YES	YES	YES	1.0
TF	Internal Transfer Failure	NO	YES	YES	0
I	Incomplete	NO	YES	YES	0
NF	Failure - Lack of Engagement	NO	YES	YES	0
P	Pass/PLA*	YES	YES	NO	0
S	Satisfactory	YES	YES	NO	NC
SC	System Credit	YES	YES	NO	NC
T	Transfer	YES	YES	NO	NC
U	Unsatisfactory	NO	YES	NO	NC
W	Withdrawal weeks 2-7	NO	YES	NO	NC
WF	Withdrawal after week #7	NO	YES	YES	0
X	Waived	NO	NO	NO	NC

#### NC-Not Computed

\*Prior Learning Assessment (PLA)

The following criteria are utilized when evaluating student satisfactory academic progress:

- Credits will be applied to the University's Satisfactory Academic Progress Policy as defined in the Grade Application Chart shown in this policy.
- Attempted credits as defined in this policy will be counted in SAP calculations, whether financial aid was received or the credits earned.
- Incompletes (I), instructor drops (NF), and failures (F, WF, NF) are considered as credits attempted and not earned; but are included in cumulative GPA calculations with zero quality points.
- W grades are considered as credits attempted and not earned; but are not included in cumulative GPA calculations.
- A grade of D is not available in certain programmatic courses.
- Grade changes to previously non-passing grades may be considered in satisfying completion rate and CGPA deficiencies.

- Credits earned with a passing grade in courses attempted on a Pass(S)/Fail(U) basis are considered as both attempted and earned credits; those failed are considered as attempted credits only. Pass(S)/Fail(U) grades are not included in cumulative GPA (CGPA) calculations.
- Credits earned through bypass testing (P) are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- System credits (SC) are those earned from a previous Sullivan University System educational institution and have been deemed undergraduate non-transferable. System credit may only be applied to one of the undergraduate non-transferable programs (e.g., Limited Medical Radiography, Radiologic Technology, and Surgical Technology). Should the student transfer to a designed for transfer program at a later time (e.g., Associate of Science in Community Health Services, Bachelor of Science in Interdisciplinary Business Studies), none of the SC/undergraduate non-transferable credits may be applied. SC credits are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Transfer (T) credits, including credit received from consortium study, are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Courses repeated in an attempt to raise the CGPA are considered as credits attempted when taken and as credits earned when a satisfactory grade is earned. However, only the most recent grade is used in calculating the cumulative GPA.
- Courses audited (AU) for no grade are not included in cumulative GPA calculations and are not considered as attempted or earned credits.
- Waived (X) courses are excluded from the SAP review calculations because no credits are attempted or earned. (NOTE: An alternate course may be required to substitute for a waived course.)
- Upon the change of a student's major, only those credits previously taken that apply to the new program will be calculated into both the cumulative GPA (qualitative review) and completion rate (quantitative review).
- Satisfactory academic progress (both qualitatively and quantitatively) will be reviewed upon the conclusion of each academic quarter for all students.

### Qualitative Standards – Cumulative Grade Point Average

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed the following minimum CGPA in order to be considered as making qualitative satisfactory academic progress:

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimums listed below.

### Quantitative Standards – Completion/Pace Rate

The quantitative measure is defined as the total number of credit hours successfully earned (passed) divided by the total number of credit hours attempted. The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. Students must meet or exceed the following minimum quantitative progress measures to be considered as making satisfactory academic progress.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's overall quantitative completion rate is less than the prescribed minimums listed below.

Satisfactory Academic Progress Policy		
<b>All Sullivan University Certificate/Diploma Programs</b>	<b>CGPA</b>	<b>CCR</b>
<b>All College of Allied Health, College of Nursing, and College of Pharmacy and Health Sciences Undergraduate Programs</b>	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points-At the end of each term		
After attempting <b>1 to 23</b> credit hours	1.50	25.00%
After attempting <b>24 to 35</b> credit hours	1.70	50.00%
After attempting <b>36 or more</b> credit hours	2.00	66.67%
<b>Sullivan University Associate/Bachelor Degree Programs (Sans College of Allied Health, College of Nursing, and College of Pharmacy and Health Sciences Undergraduate Programs)</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points-At the end of the 1st Academic Year (three quarters). Thereafter, the evaluation points are at the end of each term		
After attempting <b>1 to 36</b> credit hours	1.50	50.00%
After attempting <b>37 to 48</b> credit hours	1.50	66.67%
After attempting <b>49 to 60</b> credit hours	1.70	66.67%
After attempting <b>61 or more</b> credit hours	2.00	66.67%
<b>Graduate-Level Programs</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points-At the end of each term		
After attempting <b>1 to 18</b> credit hours	2.50	50.00%
After attempting <b>19 to 27</b> credit hours	2.75	66.67%
After attempting <b>28 or more</b> credit hours	3.00	66.67%

CGPA = Cumulative Grade Point Average

CCR = Cumulative Completion Rate

<b>Pharm.D. Program</b>	<b>Term &amp; CGPA</b>	<b>CCR</b>
Evaluation Points-At the end of each term		
After attempting 1 to 23 credit hours	2.00	25.00%
After attempting 24 to 35 credit hours	2.00	50.00%
After attempting 36 or more credit hours	2.00	66.67%
<b>MS in Physician Assistant Program</b>	<b>CGPA</b>	<b>CCR</b>
Evaluation Points-At the end of each term		
After attempting 1 to 23 credit hours	3.00	25.00%
After attempting 24 to 35 credit hours	3.00	50.00%
After attempting 36 or more credit hours	3.00	66.67%

CGPA = Cumulative Grade Point Average

CCR = Cumulative Completion Rate

## Maximum Time Frame

No student will be eligible to receive Title IV HEA or Kentucky state financial aid after attempting more than 150% of the normal credits required for their program of study. As an example, students in an associate degree program which requires 92 credits may attempt a maximum of 138 (92 x 150%) credit hours. Once a SAP review determines that a student cannot mathematically finish the student's program of study within the maximum time frame the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

## Student Status Definitions

**Active** – The student is in good standing with the University with no punitive action status.

**Financial Aid Warning** – A previous “Active” status student who is receiving Title IV HEA and/or Kentucky state financial aid and is not achieving SAP standards will be placed on “Financial Aid Warning”. The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a “Financial Aid Warning” status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

**Academic Warning** – A previous “Active” status student who is not receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Academic Warning” status. The student may continue to attend classes while on “Academic Warning” status for one additional quarter. In addition, an “Academic Warning” status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University.

**Financial Aid Probation by Appeal** – A previous “Suspension” status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

**Academic Probation by Appeal** – A previous “Suspension” status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

**Suspension** – A previous “Warning” or “Probation by Appeal” status student will be suspended if the student fails to meet SAP standards and/or fulfill the terms of the

Academic Recovery Plan (ARP) at the end of the warning or probation term. A suspended student may not continue in school nor receive Title IV HEA and/or Kentucky state financial aid unless reinstated through the SAP appeal process. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

**Dismissal** – The student has been permanently withdrawn from the University. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

## Failure to Meet Satisfactory Academic Progress (SAP) Standards

A previous “Active” student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on “Financial Aid Warning” or “Academic Warning” status for one additional quarter of attendance.

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that they will be suspended from the University and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter.

Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does not receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that they will be suspended from the University if all academic progress standards are not met by the end of the Academic Warning quarter.

If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements they will be suspended from the University and the student status will become “Suspension”. Re-admittance to the school and re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process.

Upon any evaluation that affects a student's eligibility for Title IV HEA and/or state financial aid funds, a notification letter will be communicated electronically to the e-mail address on-file with the University. The letter will be sent by the Academic Services Office or other designated school official.

A student who believes they have encountered a special circumstance(s) that has impeded their satisfactory academic progress resulting in a punitive action by the University and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

## Satisfactory Academic Progress Appeal Policy

A student who believes they have encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the Academic Services office. The appeal process provides a student who has not met the University's satisfactory academic progress standards the opportunity to formally request to remain enrolled

and/or reenroll at the University to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentucky state financial aid. More information is available at <http://sullivan.edu/appeals>.

The student who wishes to appeal their SAP status and/or request re-entry to the University must complete the Satisfactory Academic Progress form and attach any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in their unsatisfactory academic performance. Furthermore, the form requires an indication of what has changed in their situation that will allow the student to succeed and achieve SAP standards.

The Academic Appeal Committee or the COPHS Progression Committee (PharmD or PA programs only) will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the University. If the student is granted a successful appeal by the Academic Appeal or COPHS Progression Committee, the student's appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration.

The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided.

Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Appeal Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations, if applicable, the appeal will be denied.

The student has the burden to validate the reasons why they could not meet SAP requirements and justify the reason(s) the committee(s) should grant the appeal.

The student may submit an appeal for academic and/or financial aid eligibility based on one or more of the following special and/or extenuating circumstances:

- Work related;
- Medical condition;
- Fire/Flood;
- Military; and/or
- Other special extenuating circumstance(s) warranting consideration.

To appeal a SAP-related suspension or other punitive action, the student must submit a clear and concise appeal form with the following elements:

1. Student's name and student signature;
2. Reason for the loss of financial aid eligibility;

3. Special Circumstances that contributed to poor performance that led to the loss of financial aid eligibility;
4. A request to reinstate financial aid eligibility, if applicable;
5. Reasons for not meeting satisfactory academic progress for applicable terms;
6. How the student's circumstances have changed;
7. Plan of action to meet satisfactory academic progress moving forward;
8. Educational goals;
9. Supporting documentation.

Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to:

Extenuating Circumstances	Event	Documentation
<b>Work Related</b>	* Layoff/job loss * Required overtime/excessive work hours	* Timecards * Letter from employer or termination paperwork * Timecard statements/paycheck stubs
<b>Medical Condition</b>	* Personal injury or illness * Hospitalization, surgery, or other medical procedure * Mental health issue * Dental emergency * Serious illness of a child or loved one	* Medical records * Medical record appointments * Letter from doctor, therapist, or counselor * Dental records containing emergency visit * Medical records for loved one or child
<b>Fire/Flood</b>	* Loss of home or significant loss of property	* Insurance records showing loss * Police reports detailing fire
<b>Other Circumstances</b>	* Death of a relative or close loved one * Domestic violence * Home eviction	* Obituary (dates should be included) * Letter from counselor detailing event(s) * Police report * Court documentation * Eviction notice
<b>Military</b>	* Involuntary military orders	* Military orders with dates

If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan (ARP). Upon the conclusion of the quarter of Financial Aid Probation by Appeal, the student will be reviewed for SAP progress and meeting the requirements of their ARP.

If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the University, the Academic Probation by Appeal student may pay for college expenses with personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an ARP. Upon the conclusion of the quarter on Academic Probation by Appeal, the student will be reviewed for SAP progress and whether they met ARP requirements.

A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan as developed and prescribed by an appropriate academic school official. Any student on an ARP will remain on the assigned student status as long as the requirements of the ARP are being met. Once minimum SAP standards are met, the student will be returned to "Active" status, and eligibility for use of Title IV funds will be restored per appropriate guidelines and regulations. (Note: The requirements of an Academic Recovery Plan can only be changed by submission of an appeal explaining what has happened to make the change necessary and how the student will be able to make academic progress.)

If at any evaluation point a Financial Aid Probation by Appeal or Academic Probation by Appeal student fails to maintain the requirements of their Academic Recovery Plan, they will be suspended and the student status will become "Suspension". Re-entry to the University and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

Any applicable transfer credit earned from another qualified institution (accredited by an accrediting agency that is recognized by the U.S. Department of Education) during the financial aid suspension period may be used to satisfy SAP criteria as outlined in the Grade Application Chart. Thus, transferred grades will be applied to completion rate deficiencies but not CGPA deficiencies.

### **Re-entry after Suspension**

A suspended student may appeal for reentry to the University. The student will follow the guidelines outlined in the appeal process(es) stated above to apply for reentry. The appeal process and committee(s) will determine the student's eligibility for reentry and re-establishment of Title IV HEA and Kentucky state financial aid.

An inactive student not in good standing with SAP policies who requests to reenter the University following a period of absence and/or suspension should contact the Academic Services Office. Exact dates of appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the University and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at [sullivan.edu/appeals](http://sullivan.edu/appeals).

If the student is permitted to reenter the University, failure to demonstrate sufficient progress toward achieving SAP may result in additional punitive action up to and including loss of financial aid, possible suspension and/or permanent dismissal.

### **Military Student Policies**

Sullivan University strives to serve our military-connected students as they proceed toward graduation. As per the Principles of Excellence, signed in 2012, we follow policies that aid in ensuring students graduate as quickly as possible with as little debt as possible.

- All military and veteran students are encouraged to apply for federal and state financial aid via <https://studentaid.gov/h/apply-for-aid/fafsa>.
- All military and veteran students will not be automatically enrolled in courses or programs of education; students will approve their enrollment within an individual course.
- Information regarding courses required to graduate, credits completed, and estimated graduation timeline is located on the student portal by visiting [my.sullivan.edu](http://my.sullivan.edu).
- All programs will be approved by our accrediting agency, SACSCOC, prior to enrolling students and approved by the State Approving Agency before students are certified.
- Each Sullivan University location has a Military Liaison as a direct point of contact. The Military Benefit Specialist is also available to serve all students. Additionally, students will be assigned a Financial Planning Coordinator and an Academic Services Coordinator. These individuals are available for financial or academic guidance. ADA coordinators are available at each Sullivan University location, to assist with disability issues, if needed.

Sullivan University understands members of the student body currently serving in the U.S. armed forces may be subject to military orders such as, but not limited to active duty, specialized training, or disaster relief. We further understand students may have little advanced notice of these duty requirements. Therefore, to assist students with their U.S. Armed forces service commitments while maintaining their path toward graduation, Sullivan University has policies for both short- and long-term military service leave of absences.



### *Short Term Leaves (<2 weeks)*

Members of the Armed Forces and National Guard required to complete short military service may, at the instructor's discretion, have accommodations made within their courses due to their service requirement.

- ◇ Servicemembers with a required military service lasting two weeks or less during a term should provide documentation of the orders prior to the quarter starting or within one week of receipt of order, whichever occurs later, to the Student Status Coordinator and/or Military Benefit Specialist. The Student Status Coordinator and/or Military Benefit Specialist will work with students and instructors to determine if the student can be successful within the course.
- ◇ To maintain previously agreed upon accommodation(s) students will need to engage in their course(s) within one week of returning from service, contact the instructor, and make-up missed assignments, if applicable.

### *Long Term Leaves (≥2 weeks)*

Members of the Armed Forces and National Guard who are required to suspend enrollment due to required military service will be allowed to potentially re-enroll in their prior program upon returning from service. This policy is in place for servicemembers whose cumulative leave of absence for service does not exceed five years. Servicemembers who wish to return after five years will need permission of the Military Benefit Specialist and Vice/President Provost.

- Servicemembers with an expected military service lasting two weeks or more will provide the Student Status Coordinator and/or Military Benefit Specialist with documentation of orders within one month of receipt (oral or written) or as soon as possible. This notice may be waived for reasons of military necessity. If advanced notice is not provided and there was not military necessity for this, then an attestation from an appropriate officer of the Armed Forces or official of the Department of Defense stating that service was performed will be required.
- Students should not register for an upcoming term if they expect to start service within that term. The student must provide a notice of intent to return that is no later than three years after the completing the period of service or two years after the end of the period necessary to recover from an illness or injury that occurred during the period of service. Please note the five-year cumulative leave of absence still applies.
- Students will be re-enrolled within the next available term based on the date in the notice of intent to return. If the next term starts within 15 days, the student may request to postpone returning for one quarter. Mid-term starts are optional.

- While on leave, students must maintain communication with the Military Benefit Specialist once every six months; the Military Benefit Specialist will reach out if no contact is made within five and a half months via email, phone, and text. If the military service end date changes, the student must provide the Military Benefit Specialist documentation of the change within one month.
- Upon returning to school, the student will work with the Reentry and Continuing Education Coordinator and the Military Benefit Specialist to reactivate enrollment in their previous program at the same academic status as when they left. Reenrollment into a prior program version and catalog are subject to course and program availability. If a program is no longer available, the servicemember will be offered a program that is most similar, if available. If a leave is taken in the first academic year of a program, the same tuition and fee charges as when the service member left will be applied unless military benefits will pay the increase. For subsequent academic years or a different program, normal tuition and fees will apply.
- If the service requires the student to leave in the middle of a term, the servicemember should consider if it is possible to earn credit using an incomplete grade or withdrawal from the quarter. Assignment of incomplete grades are subject to the "Incomplete Grades" policy in the Sullivan University Catalog. Should a withdrawal be necessary, tuition charges will be reviewed by the University Ombudsman after all applicable resources are applied. Lab fees, or other miscellaneous charges are not subject to review.
- A servicemember's eligibility for readmission under this policy terminates if one of the following occurs:
  - ◇ Dishonorable or bad conduct discharge
  - ◇ Dismissal of a commissioned officer by general court martial
  - ◇ Dropping of a commissioned officer from the rolls due to absence without authority for at least 3 months, separation by reason of a sentence to confinement adjudged by a court-martial, or a sentence to confinement in a Federal or State penitentiary or correctional institution.

## Return of Military Tuition Assistance

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which they assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Sullivan University will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch. If tuition is reduced leaving a credit from TA, all TA over the tuition on the account will be refunded. Instances when a Service member stops attending due to a military service obligation, Sullivan University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

### 11 – Week Course Withdraw

Week 1 – 100% return

Week 2 – 80% return

Week 3 – 70% return

Week 4 – 60% return

Week 5 – 50% return

### **Week 6 – 40% return (60% of course completed)**

Week 7-11 – 0% return

### 6 – week course withdraw (24 days 60% course completed)

Days 1-7 – 100% return

Day 8 – 82%

Day 9 – 79%

Day 10 – 76%

Day 11 – 73%

Day 12 – 70%

Day 13 – 67%

Day 14 – 64%

Day 15 – 61%

Day 16 – 58%

Day 17 – 55%

Day 18 – 52%

Day 19 – 50%

Day 20 – 48%

Day 21 – 46%

Day 22 – 44%

Day 23 – 42%

### **Day 24 – 40% return (60% of course is completed)**

Day 25 – 0% return

## Student Outcomes Assessment

Sullivan University requires some students to participate in a series of student outcome assessment tests, particularly at the beginning of the freshman year and at the end of the sophomore and senior years.

The student must understand that these assessment tests are a required part of the educational experience and will be kept confidential. They will be used along with other students' test scores to identify relative strengths and weaknesses in the educational program so that Sullivan University can continually improve its programs.

## Course Evaluations

Sullivan University allows the students a quarterly evaluation of the courses and faculty. These evaluations provide a way for the students to voice their opinion about the quality of education and services they are receiving. This information is used to improve instruction and services for future quarters.

## Name Change Policy

Students who need to change their name as a result of marriage or other life event must contact the Academic Services office to initiate the change. To verify identity, the student's personal information is processed through a third-party verification system, and evidence of a legal name change will be required. Evidence must clearly state the previous name, the new name, and the governmental authority granting the change. In addition to the legal notification of change, the institution will also require a government-issued photo I.D. bearing the previous or new name contained on the order or approval of change.

Because difficulty with student record continuity can be encountered with a name change during a term, name changes are normally processed at the end of the quarter in which the change is requested. Once notifying the Academic Services office of the change, the student should also speak with their Financial Planning Coordinator to resolve any potential issues that may arise with the eligibility and awarding of financial aid. Students should note that name changes are officially reflected in their student records, however, student I.D. numbers do not change subsequent to an official name change.

A student may identify their preferred name and pronouns in the Learning Management System (LMS). Using a preferred name allows for a student to be identified by their chosen name and pronouns within the learning environment. The university reserves the right to remove a preferred name without notice due to misuse, misrepresentation, or offensive language. Due to government regulations, preferred names and pronouns will only be used in the LMS environment. In some circumstances, it may be necessary to identify yourself to a faculty member by your name and preferred name in your courses to ensure a course roster match. This policy may be amended or revoked at any time due to updates and upgrades in the Learning Management System that may change functionality.

## Acceptable Use Policy

### Purpose

The purpose of this policy is to define standards, procedures, and restrictions for end users who are connecting a personally-owned device to Sullivan University's organization network for educational purposes. This policy is intended to provide freedom for students to use their preferred personal devices while protecting the security and integrity of Sullivan University's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

This device policy applies, but is not limited to, all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

- Smartphones
- Tablet computers
- Portable media devices
- Laptop/notebook computers, including home desktops
- Any personally-owned device capable of storing organizational data and connecting to a network

The policy applies to any hardware and related software that is not organizationally owned or supplied, but could be used to access organizational resources. Access to and continued use requires that each user reads, respects, and follows Sullivan University's policies concerning the use of these resources and/or services.

### Expectation of Privacy

Sullivan University will respect the privacy of your personal device while protecting the integrity of the confidential data that resides within the technology infrastructure.

### Security

Sullivan University students using personally-owned devices and related software for network and data access will, without exception, use secure data management procedures. This requires that all Sullivan University students keep their passwords confidential—which means never disclosing passwords to anyone. To ensure privacy and security, and prevent unauthorized access, the following is required:

- The device must be password protected.
- Sharing of passwords, PINs, or other authentication information is prohibited.
- The device must lock itself with a password or PIN if it is idle for five minutes.

### Protection

To protect your personal computer from malicious acts, all computers must have anti-virus and anti-malware software installed and kept up to date and currently enabled. If your software is not up to date or disabled, it may lead to an infection. Students are responsible for keeping their computer updated with security patches/fixes from the appropriate software update services. This includes updating applications, such as MS Office, Adobe, iTunes, Chrome etc. If your computer is not up to date, network access will be restricted.

### Help and Support

The IT department will assist students with connectivity issues, and can make recommendations about hardware or software issues students may experience. If the student-owned device requires maintenance, the student is responsible for taking the device to a third party vendor.

### Risk/Liabilities/Disclaimers

While Sullivan University IT will take every precaution to prevent student's personal data from being lost, students must take additional precautions, such as backing up email contacts, documents, and other data they deem important. All students are expected to use their devices in an ethical manner at all times and adhere to the Behavior and Responsibilities, Academic Integrity and Student Use of Technology in the Classroom policies within the Sullivan University Catalog.

Students are personally liable for costs associated with his or her device. All students assume full liability for risks including, but not limited to, device theft, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

### Student Use of Technology in the Classroom

Sullivan University recognizes the value that technology can bring to the classroom. Students and faculty are encouraged to use technology to improve learning outcomes. With the increasing use of technology, the need for responsible use has also increased. The technology used by students (including but not limited to laptops, tablets, cell phones, etc.) should be directly related to the requirements of the course. Each instructor is responsible for establishing and communicating his or her technology use policy that will define and limit the appropriate use of technology by students in their classroom. In the absence of such policy, the University stipulates that each student is expected to use only technology that is appropriate for the course being taught and not distracting to other students. The use of cell phones or other devices for verbal or written personal conversation during class time is strictly prohibited unless it is required for the course.

The University recognizes that students may have a legitimate reason to be contacted during class time for personal issues that require immediate attention. Instructors should be informed in advance if this situation exists. In those circumstances, the students must set their technology to silent to reduce distraction. The student must leave the classroom to attend to the matter at hand. The instructor, at his or her discretion, may or may not allow work to be made up that is missed during the absence.

Students are reminded that any use of technology in violation of the Sullivan University Academic Integrity policy will not be tolerated. Students using technology in a manner inconsistent with ethical behavior are subject to failure in the course and additional penalties up to and including expulsion from the University. Students who do not adhere to the instructor's directions regarding appropriate use of technology will be asked to leave the classroom. Based on instructor-specific course policies, being asked to leave the classroom could result in a lower grade for the course.

## Grievance/Official Complaint Procedure

Any Sullivan University student who wishes to file a formal grievance, academic appeal (excluding suspension appeal), or official complaint with the University must do so in accordance with this policy. Students seeking a suspension appeal should reference the Satisfactory Academic Progress Appeal policy for more information. A grievance, academic appeal, or official complaint is defined as notification by the student of a perceived hardship or harm to the student arising from a decision or action made by an institutional staff or faculty member the student believes was in violation or misinterpretation of an institutional policy or process, or a local, state, or federal regulation or law. Students intending to appeal a grade should first refer to the Grade Challenge policy. A grievance, academic appeal, or official complaint must be filed within 90 days of the date the student became aware, or should have become aware, of the perceived violation. Certainly, time sensitive issues must be brought forth within a time frame that appropriate resolutions may be implemented; i.e. grade challenges, transfer credit acceptance, etc.

Doctor of Pharmacy and Physician Assistant students must first follow the College of Pharmacy and Health Sciences grievance/complaint policy as published in the College of Pharmacy and Health Sciences Student Handbook. Once all avenues have been exhausted through the College of Pharmacy and Health Sciences policy, further review may be sought by entering the following policy at Step 3.

To file an official grievance, academic appeal, or complaint, the following process must be followed:

Step 1: Students who believe they have a valid grievance, academic appeal, or complaint as defined above must first address the matter informally by speaking with the individual with whom they have the concern or they believe may have appropriate authority to resolve, unless unique circumstances exist that would render such a discussion impossible. Should the student receive a response they believe to be in continued noncompliance with University policy, etc., the student may wish to initiate step two of the University's grievance procedure.

Step 2: If the individual spoken to in step one was not the Dean or Executive Dean of the Program/College the student should next address their concerns with the appropriate Dean and/or Executive Dean. Should the student receive a response they believe to be in continued noncompliance with University policy, etc., the student may wish to initiate step three of the University's grievance procedure.

Step 3: To implement step three of the grievance procedure the student should access <http://sullivan.edu/> student grievance, complete and submit the form with all required information, and include a summary of their efforts and outcome via step one of the Grievance/Official Complaint Procedure. At this point in the process, the grievance/complaint is considered official. The grievance/complaint will be received and reviewed by University Ombudsman. The Ombudsman will normally review the grievance within seven calendar days and may assign

a relevant administrative or academic authority (typically a department or program director or Dean for academic issues) to review the grievance and to respond to the student. The Ombudsman or assigned administrative or academic authority will make reasonable effort to conclude their investigation and respond to the student within ten calendar days of the initial assignment to conduct a review/ investigation. If additional time for investigation and response preparation is required, the student will be notified of the extension. If the student is not satisfied with the response of the administrator or academic authority assigned to investigate the grievance, the student may wish to implement step three of the grievance procedure.

Step 4: To implement step four of the grievance procedure, the student may request official review by the Senior Vice President for Administration for nonacademic matters, or the Vice President/Provost for academic matters. To initiate this level of review, a formal request must be submitted in writing directly to the official's email or delivered to the official's office. The Senior Vice President for Administration or Vice President/Provost may take one or more of the following action(s): a. Appoint a special committee to review the grievance and provide a recommendation to the student. A decision may then be rendered by the official, normally within 14 days. b. Appoint a high-level administrator to individually review the grievance and provide a recommendation (typically a dean for academic issues). A decision may then be rendered by the official, normally within 14 days. c. Personally review the matter and render a decision, normally within 14 days. d. If the Senior Vice President for Administration or Vice President/Provost was involved in Step 2, an independent committee will automatically be appointed by the President to whom a recommendation will be made and a decision rendered, normally within 14 days.

Step 5: If the student is not satisfied with the result of step four of this process, they may request official review by the President of Sullivan University by mailing or delivering the request to the Administrative Office, Sullivan University, 3101 Bardstown Road, Louisville, KY 40205. During step four, the President's decision will normally be available within seven calendar days. The President's decision is final.

Grievance reviews do not necessarily follow state or federal rules of evidence. Except as may be explicitly allowed by law or regulation, attorneys, parents, friends, advisors, etc., are typically excluded from meetings and hearings that may occur throughout the process. Examples of exceptions include situations that may relate to the Violence Against Women Act and others as appropriate.

Once all internal procedures for grievance resolution offered by the university are exhausted, a complaint can be submitted to the state authorizing authority, the Kentucky Council on Postsecondary Education (KCPE). KCPE complaints can be sent to: CPE Consumer Complaint 1024 Capital Center Drive, Suite 320 Frankfort, KY 40601 Email: [cpeconsumercomplaint@ky.gov](mailto:cpeconsumercomplaint@ky.gov) Learn more at [http://cpe.ky.gov/campuses/consumer\\_complaint.html](http://cpe.ky.gov/campuses/consumer_complaint.html)

## INTERNATIONAL STUDIES PROGRAM

### Admission to the University

See specific policies for International Student Admission in the Admission To The University section of the Catalog.

### Academic Programs

Sullivan University continually strives to attract students who are committed to higher education and offers unique programs that are specifically designed to help prepare students for careers in their chosen field. As such some undergraduate programs require standard academic “on-the-job” experiential/practicum/externship learning that is an integral component of the established curriculum and required for degree completion. These opportunities allow students to facilitate the application of theory to practice by observation and participation in administrative, technical, and clinical procedures under direct supervision in an approved setting.

The Sullivan University College of Business and Technology offers two graduate programs and one Ph.D. level program in which professional work, in a related field, is a required component of the education: 1) the Master of Science in Managing Information Technology (M.S.M.I.T.); 2) the Executive Master of Business Administration (E.M.B.A.); and the Doctor of Philosophy in Management with a concentration in Information Technology Management (Ph.D.). The College of Business and Technology also offers one graduate level program in which professional work, in a related field, is an integral part of the established curriculum, the Master of Science in Management (M.S.M.).

### Curricular Practical Training (CPT)

In accordance with 8 C.F.R. § 214.2(f)(10)(i), a Non-Immigrant F-1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. These programs offer Sullivan University Non-Immigrant (F-1) students the opportunity to participate in Curricular Practical Training (CPT).

An undergraduate international F-1 student in an academic program that requires “on-the-job” experiential/practicum/externship learning will be enrolled and required to participate in program specific courses that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program.

### Graduate Program CPT Requirements

Graduate Program students enrolled at Sullivan University in the EMBA, MSMIT, and Dual MBA/MSMIT programs will be required to enroll and participate in four (one credit hour) Graduate Management Experiential Courses (MGT596, MGT597, MGT696, and MGT697) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the enrolled program of study. Students enrolled in the MSM program who elect to participate in the experiential learning track will be required to enroll and participate in Graduate Management Experiential Courses each term of enrollment in which CPT authorization is requested and approved (MGT596, MGT597, MGT696, and MGT697 each one credit hour). These courses are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program and a minimum of four Graduate Management Experiential Courses must be completed to fulfill the experiential learning track of the MSM program. Graduate Management Experiential courses meet three (3) times during the academic term: Week 1, Week 5, and Week 8, unless otherwise stipulated. Continued authorization of CPT requires attendance at all Graduate Management Experiential course meetings. Failure to attend all Graduate Management Experiential course meetings may result in immediate cessation of CPT authorization.

For acceptance to the Information Technology Management concentration in the Ph.D. in Management Program there is an emphasis on IT Management. Applicants will demonstrate that they are currently employed or have an offer of employment in IT Management related positions and will be required to enroll and participate in four Knowledge Management Practical Application Courses (CSC734, CSC735, CSC736, and CSC737) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program. Ph.D. Knowledge Management courses meet three (3) times during the academic term: Week 1, Week 5, and Week 8, unless otherwise stipulated. Continued authorization of CPT requires attendance at all Ph.D. Knowledge Management course meetings. Failure to attend all Ph.D. Knowledge Management course meetings may result in immediate cessation of CPT authorization.

### **Part-Time vs. Full-Time CPT**

**Part-Time CPT:** Part-Time CPT is defined as alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school in which the student participates 20 hours or less per week. Note: Students must be simultaneously enrolled in courses full-time and making normal academic progress toward completion of their enrolled program of study.

**Full-Time CPT:** Full-Time CPT is defined as alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school in which the student participates 20 hours or more per week. Note: Students utilizing 12 months or more of full-time CPT will not be eligible for Post-Completion Optional Practical Training (OPT).

## **Eligibility Criteria**

To be eligible for CPT, F-1 Non-Immigrant Students must:

- Have been lawfully enrolled on a full-time basis, while physically present in the U.S., for one academic year. Note: An exception exists for students in graduate studies whose programs require earlier participation in work/training opportunities (Please see Graduate Program CPT Requirements); and
- Have secured a work/training opportunity that will demonstrate the relationship between gained practical employment knowledge and the established curriculum of the enrolled program of study. All work/training opportunities will require a cooperative agreement between Sullivan University and the Sponsoring Employer.

Note: Each student is responsible for obtaining their own employment and is responsible for providing information pertaining to how that employment correlates to their related program of study.

### **Applying for CPT:**

Students may apply for CPT once the application window opens. Prior to admission, new students able to demonstrate practical training eligibility may apply for CPT based on acceptance to an approved program of study. Students are required to apply for CPT authorization each academic term and there is no guarantee of employment/training authorization.

Note: Unauthorized work/training in the United States is unlawful. As such, it is the responsibility of the DSO to report any periods of unauthorized employment/training to SEVP and to enforce applicable penalties in relation to the nonimmigrant student's status.

### **Optional Practical Training (OPT)**

Optional Practical Training (OPT) is practical work experience in a field that is directly related to a student's program of study. A student may apply to USCIS and be granted authorization to engage in temporary employment for two different types of optional practical training directly related to the major area of study: Pre-Completion OPT and Post-Completion OPT.

*Pre-Completion OPT:* A Non-Immigrant F-1 student may apply to participate in Pre-Completion OPT after they have been enrolled on a full-time basis for one full academic year. Students authorized to participate in Pre-Completion OPT, may work part time (20 hours or less per week) during an active academic term and may work full time during an approved quarterly break between academic terms.

*Post-Completion OPT:* A Non-Immigrant F-1 student may apply to participate in Post-Completion OPT after completion of an approved academic program. Note: USCIS will deduct any amount of time a student participated in Pre-Completion OPT from Post-Completion OPT authorization eligibility.

### **Applying for OPT:**

Students must be in the last academic term of study to be eligible to apply for Post-Completion OPT and may apply for OPT up to 90 days before, and 60 days after, program completion date.

## **Rules and Regulations of Status**

### **Attendance and Engagement**

In order to maintain lawful status in the United States, nonimmigrant students are expected to make normal academic progress toward completion of their enrolled program of study. Normal academic progression toward completion of the degree program requires that students attend all scheduled course meetings and fully engage in all scheduled courses (including online courses). Failure to attend scheduled course meetings and to fully engage in all courses may result in immediate cessation of CPT authorization (if previously approved and where applicable), administrative withdrawal from a course, or immediate termination of the student's active SEVIS record as well as administrative withdrawal from the University.

Note: Non-Immigrant F-1 students will not be allowed to take more than one online class in any given quarter in order to meet full course of study requirements as indicated by 8 CFR 214.2(f)(6)(i)(G).

### **Academic Requirements**

International students are expected to adhere to the Satisfactory Academic Progress (SAP) requirements as outlined in this catalog. Students who do not meet and maintain prescribed minimum standards of academic progress may be ineligible for CPT or approval of an annual vacation.

### **Annual Vacations**

International students who seek to take an annual vacation must be in good academic status and must have been enrolled as a full-time student for at least three consecutive quarters. Requests must be sent to the International Programs Office for evaluation and approval.

### **Travel Abroad**

International F-1 students may request to travel abroad during an approved timeframe not interfering with an active academic term. Travel outside the United States prior to the Friday (two calendar days) before the published end date of the academic term, or return to the United States after the new academic quarter begins will not be authorized. Students may also request international travel during the university's published annual Fall Break (authorization dates will begin Sunday prior to Fall Break and will end the following Sunday prior to classes resuming). International travel requests must be sent to the International Programs Office for evaluation and approval. If approved, the student will receive a copy of the Form I-20 endorsed for travel authorization. Students may apply to travel at any times in the case of emergency.

### **Change of Address**

If an international student moves from their current address, they have 10 days to contact the DSO. Students who do not report their change of address may be terminated for failure to maintain status.

### **Transfer Policy**

Students who transfer to Sullivan University from another college or university must submit a complete application package as outlined by the Sullivan University Admissions Policy. A university DSO will review eligibility requirements including, but not limited to, any prior employment/training authorization in the form of OPT or CPT participation from a previous institution.

# Non-Academic Policies

## Activities

Co-curricular campus activities are coordinated by the Department of Student Services and facilitated by the department, faculty, staff, and/or designees appointed by the Department of Student Services.

Although the academic success of every student is the primary goal of the University, participation in co-curricular campus activities is important and makes the college experience more fulfilling. Sullivan University offers a broad range of co-curricular activities, including several diverse and professional student organizations. From honor societies to social organizations and faith based groups, there is an organization to match most interests. Involvement in campus activities provides opportunities to develop skills and talents, complements classroom learning and prepares students for future professional and civic leadership.

Campus activities are designed to meet the needs and interests of the students. Suggestions for new activities should be discussed with the Student Services Department.

## Behavior and Responsibilities

All individuals assume the responsibility for acting in a manner compatible with the institution's mission. Misconduct for which students are subject to discipline includes, but is not limited to:

**Alcoholic Beverages and Illegal Drugs:** In addition to federal, state and local laws governing the use or possession of alcoholic beverages and illegal drugs, the University prohibits the possession, sale, use or furnishing of drugs and alcohol of any type by all persons while on campus property except as they may be used in a formal teaching environment. The University reserves the right to place a student on probation, suspension, or expulsion status and to exclude them from the campus and all campus functions for illegal sale, use, possession or furnishing of chemical substances, including all forms of illegal drugs and alcohol. The University may also require the student to participate in a substance abuse or rehabilitation program. In addition, the appropriate authorities will be notified and the student will be referred for prosecution. Students on campus who are found to be under the influence of alcohol and/or illegal drugs will also be subject to disciplinary action. This policy extends to any and all University-sponsored activities regardless of time, day or location. Some programs may require unannounced drug or alcohol testing of any student at any time.

**Discrimination:** All forms of discrimination are prohibited, including but not limited to that based on race, color, national or ethnic origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, genetic information or veteran status.

**Dishonesty:** Cheating, plagiarism, knowingly furnishing false information, or misrepresenting oneself as an agent of the institution or in any other form with the intent to deceive or defraud.

**Disorderly Conduct:** Disorderly, lewd, indecent or obscene conduct or expression on University property, on University media, or at sponsored/supervised functions is prohibited.

**Firearms:** Possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on University-owned or controlled property except as they may be required for law enforcement and/or duly authorized security personnel.

**Freedom of Movement:** Obstruction or disruption, which interferes with one's freedom of movement of any type on institutionally-owned or controlled property.

**Gambling:** The acts of wagering, gambling and gaming for profit are strictly prohibited on University owned or controlled property or on University media. Such acts are also prohibited at any and all school functions.

**Harassment/Threats:** Harassment of any student, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to: any action, threat, gesture or words directed toward another person which have the purpose to or which tend to incite a breach of peace or cause physical injury or emotional distress to the victim. This includes threats made about a person and/or their property to a third party. Because the feeling of harassment often involves elements of subjective interpretation, the University expects any incident to be communicated to appropriate officials.

**Non-Compliance:** Refusal by any person while on institutionally owned or controlled property or while attending an event coordinated, sponsored, endorsed or otherwise promoted by University officials, to abide by a request by an executive or other authorized official of the institution. Non-compliance with any policy contained in the Housing Manual, University Catalog or other publication.

**Physical Abuse:** Abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

**Regulation of Conduct:** Any behavior and/or violation of University policy, guideline, campus rule or regulation, or state or federal law which adversely affects the student's suitability to be a member of the University community in the subjective opinion of an authorized university official.

**Theft or Damage to Property:** Such acts committed against the University or a member of the University community, student or campus visitor

**Unauthorized Use of Facilities:** Individuals who gain unauthorized access to and/or use of any University owned or controlled facility, building, grounds or computer networks will be found in violation.

## Campus Store

The Sullivan University Campus Store serves the students, faculty and staff of the entire University community. Store hours change during finals week and during break times and holidays when the University is not in session.

Students are responsible for purchasing their own supplies unless arrangements have been made for purchases through the use of financial aid resources. Students may purchase supplies from any source or vendor they choose.

### *General Information and Return Policy*

No cash refunds will be made.

A \$25.00 Service Charge will be added to student accounts for all returned checks.

Supplies may not be returned or refunded unless damaged at the time of sale.

## Disciplinary Procedures

### *Disciplinary Conference*

Disciplinary procedures may be imposed when a student has committed a violation of University policy. Usually but not always, disciplinary sanctions are imposed by authorized University officials following a conference in which the student has had the opportunity to be heard. Students who receive disciplinary sanctions may utilize the Disciplinary Sanction Appeal Process as described in this section if the student feels inequitable sanctions were issued.

### *Disciplinary Sanctions*

The following sanctions comprise a range of official University actions which may be taken as the result of a policy violation or disciplinary issue.

1. Warning and/or Reprimand: Official notice to a student that their conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. Disciplinary Agreement: Behavior contract between the University and the student whereby the student agrees in writing to correct their inappropriate behavior. This may also take the form of a creative discipline.
3. Restitution: Reimbursement by payment or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other disciplinary action.
4. Suspension: Removal from the University for a period of time, generally from one term to one year.
5. Deferred Suspension: Suspension from the University for a period of time, generally from one term to one year, but a term beyond the current term in which the incident has occurred.
6. Probated Suspension: Suspension from the University for a period of time but suspension being set aside due to mitigating circumstances.
7. Expulsion: Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Senior Vice President for Administration. Unfavorable decisions regarding re-entry may be appealed to the President of the University.

8. Wellness Advising: Students may be required to meet with the Student Counseling Center for personal wellness advising.

9. In extreme cases of student misconduct, the University reserves the right to suspend, expel or otherwise separate a student from the University without any type of internal due process.

### *Disciplinary Sanction Appeal Process*

Students who feel that inequitable sanctions were issued as an institutional response to a policy violation or inappropriate behavior may utilize the Disciplinary Sanction Appeal Process. To avail oneself of the process, the student must submit their appeal in writing to the Senior Vice President for Administration or Vice President/Provost stating all facts relating to the situation. The letter should contain a formal request that the student receive an appeal hearing. The letter must be submitted by the student to the Administration within three (3) business days of the notification of a sanction. The decision regarding whether or not the appeal will be heard is made by the Senior Vice President for Administration or Vice President/Provost and will be available normally within three (3) business days following submission of the appeal. It is the student's responsibility to contact the Administration within the above time frame to learn of his/her decision.

In the event an appeal hearing is granted, the student will have an opportunity to present his/her position before a committee consisting of a minimum of three professionals that may include faculty members and/or professional staff. Appointments to a disciplinary committee are made by the Senior Vice President for Administration or Vice President/Provost or his/her designee. The committee will call for a discussion session during which a question and answer exchange will take place so that committee members may determine if a violation or misconduct has occurred.

Following the hearing, the Committee's options are either to (a) agree and uphold the original decision of the University official or (b) implement an alternative direction due to mitigating circumstances. The Committee may only exercise the two options listed above. The Committee will meet directly following the hearing in private to discuss the hearing and to arrive at a decision regarding the Committee's action. The Committee will advise the official who made the original decision and the committee chair will compose a letter to the student with the results. An audible recording of the committee hearing may be retained by the University.

Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state's rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.

If the student requesting the appeal fails to appear for the hearing or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student present. The evidence in support of the charges will be presented and considered, and the case will be heard in a manner that is deemed just.



During an appeal process, the student's presence will be allowed on campus unless such constitutes a clear and present danger to the university community or unless the student has been instructed to remain off campus by an authorized official. Then, all communication and/or appeal hearing may be held virtually, telephonically, or in writing. Notification of the hearing's result will be made via U.S. Mail. Finally, the sanction initially issued will be and will remain in effect from the time of initial issuance until such time that the sanction/decision is changed by the process described above.

If the student feels the outcome of the appeal process is unfair and/or unwarranted, he/she may submit a request for review to the President of Sullivan University within three business days of receiving the appeal committee results. He/she will review the information related to the case and make an executive decision regarding whether to uphold the committee's decision, overturn it completely, or reduce the sanction(s) based on mitigating circumstances. The decision of the President will normally be available within three business days following submission of the request by the student. If the student, following review by the President, still feels inequitable sanctions were issued, he/she may submit a request for final review by the Chancellor/Chief Executive Officer of Sullivan University System within three business days of receiving the President's decision. The decision of the Chancellor/Chief Executive Officer is final.

### **General Statement of Liability**

Sullivan University is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen while on University owned or controlled property. Neither replacement nor indemnification is provided while attending a curricular or extra-curricular event sponsored, co-sponsored or endorsed by Sullivan University. All individuals are responsible for taking the necessary steps to adequately safeguard their own personal belongings. The University is not responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Sullivan University. This includes vandalism and/or theft from an individual's vehicle as well as damage resulting from the actions of others.

### **Housing and Residence Life**

Sullivan University has housing options available for unmarried students under the age of 24 for the Louisville and Lexington locations. Arrangements for housing should be made well in advance of registration for the University to secure a place in University Housing. Details are available in the Admissions office. Students are not required to live in University sponsored housing. Some restrictions and qualifying criteria apply.

Gardiner Point Residence Hall students are required to participate in a mandatory meal plan.

### **Student I.D. Cards**

Student I.D. cards are issued at each Sullivan University location. The Student I.D. card is mandatory and gives entrance to University sponsored activities. In addition, a University I.D. is required to check out library materials, make Campus Store purchases being charged to a financial aid account, and use the I.D. discount program. There will be a charge for replacing I.D. cards.

### **Imminent Danger**

The University recognizes the possibility of emergency situations that may give rise to varying levels of imminent danger. In such events, the University affirms the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger.

In the event such behavior or situations arise and University faculty or staff are not able to control the situation, civil authority lies with Administrative officials of the University. This includes members of the Public Safety/Security Staff. In the event an Administrative official is not available, students and staff should contact metropolitan authorities to rectify the situation and/or report the situation. Public Safety should be notified as soon as possible when an incident has occurred. He/she will then take the appropriate action to document and respond to the situation.

### **Injury/Illness Expense Policy**

Sullivan University is committed to operating a safe and secure educational facility. This includes taking precautions to minimize exposure to injury and/or illness on behalf of its faculty, staff, students and guests. However, from time to time, accidents can and do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution's responsibility and response to occasions of injury or illness.

Students are strongly encouraged to maintain their own private health insurance and to carry with them, at all times, their health insurance identification card. Additionally, some programs will require health and/or liability insurance for compliance with programmatic regulations. Sullivan University does not act as an insurer and generally does not provide medical coverage for illness or injury sustained while at Sullivan University or while engaged in curricular and/or extra-curricular events. In some instances when a student enrolled in a College of Hospitality Studies degree program becomes injured due to an event in a lab, or, in direct relation to their major and the instruction of the program, a secondary policy maintained by the institution may assist with some of the costs for treatment. This policy is limited, however, and will always be secondary to any personal health insurance maintained by or for the presenting individual. In no instance will Sullivan University guarantee payment to any third-party provider for any type of medical care.

General first aid services are provided on-site by Public Safety or qualified staff to faculty, staff, students and guests at no charge. Individuals presenting for first aid assistance, is required, however, to gather information and complete forms related to one's personal medical insurance. This information may be furnished to other insurance agencies, as required, when the agency is directly involved and/or considering an individual's claim. In addition, this information may be provided to third party healthcare providers who treat an individual referred for further treatment by Public Safety or qualified staff.

The incident report that is completed by the University's staff is a form specifically used to document an individual's injury or illness. In addition, it serves as a record of first aid treatment, a statement in support of HIPAA regulations, consent for treatment by staff and a disclosure of the routing of the information contained on the report. Finally, the form contains billing information, continued

care recommendations and a release of liability/refusal for treatment section used only when immediate care by staff is refused. Individuals wishing to keep the University from having/keeping any and all medical information should, upon a need for treatment, immediately refuse treatment and request an ambulance or make arrangements for other transportation to a medical facility. Unconscious individuals and/or individuals unable to give consent at the time of the assessment will be treated on an emergency basis until an ambulance or other medical authority arrives and assumes care for the infirmed or unless an individual regains consciousness and refuses further medical treatment by staff.

While on Sullivan University System owned or controlled property, or, while attending any event sponsored, co-sponsored or endorsed by the University or its' parent corporation, University officials may summon an ambulance and/or other community emergency resources if an individual is injured or ill and, in the judgment of University staff, medical attention is required. Conscious individuals may subsequently refuse treatment and/or transportation by the ambulance service upon their arrival, however, the staff of the institution want, in each situation so indicated, to meet the requirement of due diligence in safeguarding the health, life and safety of people on University property or at University sponsored events. In no instance will medical charges, as a result of illness or injury, be provided by the Sullivan University System while any student or other participant is engaged in an athletic, exercise, sports activity or other extra-curricular activity regardless of the institution's sponsorship of the activity.

For clarification and/or information regarding the University's policies with regard to insurance and/or medical payments, questions should be directed to Public Safety or the Sullivan University System Accounting Department. Information given by faculty members or other employees of the institution outside of these two areas should not be considered current University policy. Faculty, staff, students and visitors may not assume institutional liability for any healthcare related costs, even if so promised or guaranteed by a University official unless that official is so authorized by the University.

### **Printing/Paper Usage**

Sullivan University believes in responsible usage of natural resources. In addition to its recycling program and other initiatives, Sullivan seeks to encourage responsible paper and toner usage through a program known as Paper Cut. Each term, every student's "print account" is credited with \$15.00 which equates to 300 black and white printed pages at 5 cents each. When color pages are printed, such will accrue against the student's account at 10 cents each. Each time a student prints on campus, they receive an update from the Paper Cut system concerning usage during the term. If a student approaches or reaches their limit, additional print capability may be purchased in the Campus Store in \$1.00 increments. Balances left on one's account may not carry over to subsequent terms, nor are unused amounts available for refund. Some accounts may vary based on program.

### **Public Safety/Security**

Sullivan University maintains Public Safety/Security staff to patrol the Sullivan University locations and respond to various situations. Public Safety/Security Officers enforce parking regulations, document violations of law, answer calls for emergency services, maintain campus publications relative to campus security, and provide educational seminars associated with individual security as needed. Members of the Public Safety/Security staff are also available to escort individuals to their vehicles as requested. Public Safety/Security Officers may be contacted through the Public Safety/Security Office or the campus receptionist who is located in the guest lobby. Public Safety/Security officers have felony arrest authority as described in KRS 431.005 (4). Public Safety/Security representatives are fully empowered with institutional authority to enforce all procedures and policies promulgated by Sullivan University and the Sullivan University System. A directive or request which is in accordance with institutional policy, state and federal law, from any member of the Public Safety/Security staff shall be considered valid and followed unless otherwise delayed or reversed by a senior member of the institution's administration. The Department of Public Safety/Security documents reports on crime and institutional policy violations and produces annual reports in compliance with relative legislation. An emergency preparedness plan has been filed with Public Safety/Security and can be accessed at any time by any student.

### **The Jeanne Clery Disclosure of Campus Security**

**Policy and Campus Crime Statistics Act** is the federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their locations.

The **Michael Minger Act** is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the **Kentucky Council on Postsecondary Education (KCPE)** to report campus crimes to their employees, students and the public on a timely basis.

The Jeanne Clery, Michael Minger reports and the Crime Statistics Daily Log are available by visiting the Department of Public Safety website at: <http://sullivan.edu/public-safety>. In accordance with the Clery Act, the Department of Public Safety will generate an emergency notification upon receiving notice from a University member or the local law enforcement of a crime that is occurring in or around our buildings that represents an ongoing or a continuous threat to the University Community. Faculty, staff and students will be notified either through e-mail, the emergency notification system, posted bulletins and /or the University website.

### **Register to Vote**

Students are encouraged to exercise their right to participate in the democratic process. Voting in local, state and national elections is one of the most direct ways of participating in the process. Voter registration information and the application for a voter registration card are available through a website sponsored by the Commonwealth of Kentucky's State Board of Elections. The application and information can be accessed by viewing the State Board of Elections website at: <https://vrsws.sos.ky.gov/ovrweb/govoteky>

## **Rights**

Each individual Sullivan University student is encouraged to help develop a responsible, intelligent community. The University demands high standards of personal conduct from each student. Students are encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University, the laws of the community, state and nation.

The following statements are the rights afforded every student at Sullivan University:

- 1) Every student has the right to the services of faculty, administrative officers and counseling referral programs of the institution without regard of race, color, national or ethnic origin, sex, sexual orientation, gender identity or gender expression, religion, age, disability, genetic information or veteran status.
- 2) Every student has the right to a fair and impartial academic evaluation.
- 3) Every student has the right to a campus environment characterized by safety and order.
- 4) Every student has the right to a campus environment free of discrimination, harassment and/or sexual misconduct.
- 5) State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.
- 6) Students involved in University sponsored groups have the right to use campus facilities provided the facilities are used for a stated purpose on behalf of the organization and in accordance with regulations of the institution.
- 7) Registered student organizations may invite and hear speakers as long as they serve to meet the stated purpose of the group.

### **Intellectual Property Rights**

Intellectual property usually refers to creations of the mind, such as literary works; artistic works; designs; inventions; as well as symbols, names, and images used in commerce; such as trademarks, patents, and copyrights.

The University recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. However, by enrolling in the institution, the student gives the institution a “shop right” in any work created in fulfillment of academic requirements. This “shop right” includes a perpetual, non-exclusive, royalty-free license for the university to mark, modify, and retain the work as may be required by the process of instruction and to use it in accreditation efforts, learning outcome evaluations, institutional licensure efforts, and marketing or advertising.

### **Students Rights (Graduate Programs Addendum)**

Graduate study should be nurturing and empowering; it should not be exploitative and degrading. The purpose of this section is to define the limits of the student-faculty relationship.

## **Research**

Graduate Program faculty may not assign non-coursework research projects to students without a written agreement between the student and faculty that:

1. Clearly states the expected purposes(s) and scope of the proposed collaboration; and
2. specifies authorship and ownership of the research and/or intellectual property if it is subsequently published or otherwise distributed. This agreement must be approved in advance by the Executive Dean of the College of Business and Technology.

All class exercises, experiments and research must conform to the ethical and procedural standards of the University Institutional Review Board (IRB).

## **SMS Text Messaging**

Messages intended for the campus community are communicated by Sullivan University through a variety of communication channels. In addition to phone calls, e-mails, mobile application, and printed material such as flyers, Sullivan will also send applicants, enrolled students, graduates, and former students text messages intended to supplement Sullivan University’s communication strategy. As part of this strategy, text messaging/SMS is intended to provide important updates and facilitate communication from various departments including but not limited to: Financial Planning, Academic Services, Admissions, Student Services, and Faculty.

Students may opt-out of text messaging by replying “STOP” at any time to unsubscribe. This text messaging policy applies to any Sullivan University affiliated individual granted permission to text groups of constituents regarding university-related matters.

## **Sexual Offense Policy**

Sullivan University (SU) seeks a safe and healthy environment for community members. The University will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another’s education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the University’s policy to emphasize that sexual violence/harassment is specifically prohibited.

Sullivan University has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan’s commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The University will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the University community.

For the purposes of this policy, sexual misconduct and/or violence is defined as non-consensual physical contact of a sexual nature against a person's will or where a person is incapable of giving consent. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, sexual coercion, domestic violence, dating violence, stalking, retaliation and intimidation. Sexual misconduct/violence carried out by school employees, other students, or third parties are strictly prohibited under the provision of the federal civil rights law Title IX and/or the Violence Against Women Act.

In addition, sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

In accordance with Title IX/Violence Against Women Act provisions, SU will provide protection to all students and staff, regardless of national origin, immigration status, or citizenship status, and make sure students and staff are aware of their rights under Title IX.

Incidents reported to the campus security authorities, as outlined in the annual campus security report, will be addressed promptly and confidentially in accordance with the University's disciplinary procedures. A victim's decision to file charges against a member of the University community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the appropriate authority of the University. This individual will be deemed capable of providing culturally competent counseling and are responsible for receiving and responding to complaints of sexual violence.

In accordance with reporting procedures, Sullivan University will inform members of the community when an incident has been reported when, in the judgment of the administration, notification is appropriate and necessary (In extreme cases and consent has been obtained to maintain confidentiality).

Once a formal complaint of inappropriate behavior is made, the University will utilize a fact-finding procedure to adjudicate the charge internally. The fact-finding process will vary depending on the nature of the allegation, the age of the student or students involved, and state or local legal requirements. Both the complainant and the respondent will be advised simultaneously of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

A complainant can be defined as an individual is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A formal complaint can be defined as a document filed by a complainant or signed by a Title IX Coordinator alleging sexual harassment against the respondent and requesting an investigation.

The University may issue supportive measures to protect the safety of an individual or deter further sexual harassment. Supportive measures can be more extensively defined as individualized services reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

If assaulted, victims should:

1. Preserve any and all evidence;
2. Call the police if and when warranted;
3. Ask for immediate medical attention;
4. Contact someone you trust

Communicate with University officials as identified.

Investigation should include:

- Conduct interview of the complainant, respondent and any witnesses
- Review any documents submitted
- Review student files and personnel files if applicable
- Allow parties equal opportunity to present their case
- Conduct fact finding hearing where applicable
- Allow lawyers or advisors if necessary
- Allow third party expert testimony
- Allow any appeal process to be applied
- Allow law enforcement intervention and/or investigation

Remedies and outcomes should be dealt with in a timely manner and in accordance with the University's disciplinary procedures, generally within sixty days, as well as in accordance with the Title IX/Violence Against Women Act obligations.

The University does provide a Grievance Policy for all complaints and decisions and due process is served appropriately.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan University and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause will be subject to disciplinary action.

Sullivan University reports campus and housing crime statistics to include sexual assaults in the Campus Security and Crime Awareness Annual Report. This publication is available in the Public Safety Department.

Sullivan University, through its Human Resources department, will provide training to pertinent institutional personnel on Title IX issues through tutorials and educational material. These tutorials will include:

- Conducting investigations
- Researching facts
- Determining appropriate sanctions
- Remedies for complaints
- Ensuring policies and procedures are appropriate in the workplace

Further educational programs will be conducted and offered to all students and staff that will address:

- Sexual Violence in the workplace
- Awareness
- Prevention
- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Intervention
- Etc.

In addition, all of the above will be evidence based and :

- Comprehensive in nature
- Well administered
- Socio-culturally relevant
- Include outcome evaluation

Sexual Violence reporting and surveys will be conducted in accordance with Title IX and/or Violence Against Women Act.

### **Social Media Policy**

Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of “Behavior and Responsibilities” outlined in the University Catalog.

Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties.

The following non-exhaustive list may, according to the circumstances, be considered to be of an unacceptable nature and should never be posted:

- confidential information (information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
- personal information about another individual, including contact information, without their express permission;
- comments posted using fake accounts or using another person’s name without their consent;
- material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
- any other posting that constitutes a criminal offense;
- anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University

Any violation of this policy may result in disciplinary action up to and including suspension/expulsion as outlined under “Disciplinary Sanctions” in the Student Catalog.

Violations of this policy can be reported to campus security authorities and/or the Student Services department. Complaints can also be submitted via web form at <https://sullivan.edu/studentgrievance/>.

### **Smoking/Tobacco Use Policy**

Smoking (including Electronic Cigarettes) and the use of any tobacco products is permitted in designated areas only and is prohibited in all Sullivan University buildings.

#### *Statement on Cannabidiol (CBD)*

Cannabidiol (CBD) is one of many compounds found in marijuana, the same plant that produces the psychoactive compound, delta-9-tetrahydrocannabinol (THC). While CBD is a cannabinoid and shares some structural similarities with THC, it does not produce a “high.” However, CBD products may contain trace amount of THC. CBD products sold over-the-counter have not been approved by the U.S Food and Drug Administration (FDA). Research published by the Journal of the American Medical Association has shown that 43 percent of CBD oils tested contained more THC than was labeled on the bottle.<sup>1</sup> Thus, CBD users may be unaware of the amount of THC they are consuming. Several academic programs within Sullivan University require students to submit to drug screens to ensure their safety and the safety of the individuals they work with on experiential rotations. These drug screens test for the presence of THC or THC metabolites. Drug screens yielding positive results for THC will be considered positive, regardless of reported CBD use. Therefore, students should carefully consider their decision to use CBD products as this could potentially result in a positive drug screen.

1. Bonn-Miller MO, Loflin MJE, Thomas BF, Marcu JP, Hyke T, Vandrey R. Labeling accuracy of cannabidiol extracts sold online. *JAMA*. 2017;318(17):1708–1709. doi:10.1001/jama.2017.11909

## **Student Counseling Program**

Sullivan University supports student health and well-being as a vital part of everyday university life. The University has a Student Counseling Program with designated professionals who can provide support and guidance to help students who need too effectively manage stress or cope with difficult life events. Students are allotted seven (7) free counseling sessions over the course of a calendar year. Sessions can be held virtually, telephonically, or in-person.

If a student is in need of counseling services, they are encouraged to meet with a counselor to discuss the need. To setup an appointment or learn more about the available services go to <https://www.sullivan.edu/counseling-connection>.

## **Visitor - Adult**

Because Sullivan University provides a focused, student-centered learning environment, students should have an instructor's advance permission prior to bringing a visitor to any class meeting or event. Failure to request advance permission may result in dismissal of the visitor and/or student from the class or event.

## **Visitor - Minor**

In the event a student needs to bring minor children on campus for a meeting with staff or a faculty member, the student is responsible for ensuring the reasonable supervision of minors in their charge at all times. Minor children should not be permitted in a scheduled class or any active instructional area to avoid disruption of the learning environment for other students and faculty. Since children are not permitted in these areas, the decision to bring a minor to a scheduled class or any active instructional area, may result in dismissal from the class meeting.

# Graduation Information

## Undergraduate Programs

All undergraduate students must attain a minimum cumulative grade point average (GPA) of 2.0 to qualify for a certificate, diploma or degree. Associate degree program students complete the assessment of general studies and all students must complete the competency exam for their respective degree program.

An associate degree requires completion of a minimum of 90 quarter credit hours, depending on the program of study. Dual associate degrees require completion of a varying number of credit hours depending on the student's program of study. A minimum of 20 additional quarter credit hours is required for the second degree.

A bachelor degree requires a minimum of 180 quarter credit hours, depending on the program of study. Dual concentrations in the Bachelor of Science in Business Administration program may be obtained by satisfactorily completing the concentration courses in another area plus any prerequisite courses. Approval is required prior to enrolling in any course in an additional concentration area.

Transfer students must earn at least 25% of the quarter credit hours required for the degree through instruction offered at Sullivan University.

Depending on the program of study, some programs or concentrations require an internship or externship as part of the program's graduation requirement. See your Dean with questions regarding these programs, concentrations, or requirements.

## Graduate Programs

Requirements for graduate degrees include:

- Minimum number of graduate credit as specified by the curriculum.
- At least one-third of credits toward a graduate degree are earned in residence through instruction offered by Sullivan University as specified in the curriculum.
- A cumulative grade point average of 3.0 on a 4.0 scale.
- Master's degree work must be completed within five (5) years after being admitted to the graduate program.

Note: College of Pharmacy and Health Science graduation requirements and academic honors can be found in the College of Pharmacy and Health Science handbook.

## Academic Honors and Achievements

Dean's List acknowledgements are distributed each quarter to all undergraduate full-time (12 or more credit hours) students who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. Honor's List acknowledgements are distributed each quarter to undergraduate students who have completed 8-11 credits who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. The GPA for these awards is calculated only for the academic program in which the student is currently enrolled. GPA for other academic programs in which the student has been enrolled in are not considered in granting awards. *At graduation*, qualified students are honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude designations as follows:

Cum Laude	3.30-3.59
Magna Cum Laude	3.60-3.79
Summa Cum Laude	3.80-4.00

Special success and achievement are recognized through the following awards normally presented at the formal graduation ceremony:

### A. O. Sullivan Award for Distinguished Service

Graduates who have distinguished themselves through outstanding service to the community, the University, or their fellow students are eligible for this award which is named in honor of the first president of Sullivan University.

### Distinguished Alumni Award

The University recognizes outstanding professional achievements by past graduates with this award.

### Distinguished Citizen Award

Under special circumstances, the University will recognize a community leader who has made major contributions to the business, education, government or civic sectors of the community.

### President's Award for Academic Achievement

The President's Award is awarded to certificate, diploma, associate, baccalaureate, and master's degree graduates who maintain a 3.7 or above cumulative grade point average (GPA) while attending Sullivan University. Normally, graduates must participate in a graduation ceremony to receive the award.

# Undergraduate Course Descriptions

## **ACT 101 PRINCIPLES OF ACCOUNTING I (4 Credits)**

This is the first course in accounting, stressing accounting procedures. The class covers rules of debit and credit for service companies, adjusting and closing procedures, cash and accounts receivable. Prerequisite(s): None

## **ACT 102 PRINCIPLES OF ACCOUNTING II (4 Credits)**

This is the second course in accounting. The class covers an introduction to merchandising procedures, current assets, current liabilities, inventory, and long-term assets. It is intended to broaden the student's general understanding of financial accounting and to provide a strong foundation for future courses and financial decision making. Prerequisite(s): ACT 101

## **ACT 103 PRINCIPLES OF ACCOUNTING III (4 Credits)**

This is the third introductory course in accounting, covering accounting for liabilities, equity, partnerships and corporations. An in-depth study of financial statements and their analysis culminates the course. Prerequisite(s): ACT 102

## **ACT 111 COMPUTERIZED ACCOUNTING (4 Credits)**

The course is an introduction to the computerized accounting environment including automated journalizing, report preparation, end of cycle procedures, specialized journal, and analysis. Prerequisite(s): ACT 102

## **ACT 121 PAYROLL ACCOUNTING (4 Credits)**

This course covers the fundamentals of accounting for payroll. Subject matter includes daily, weekly, monthly, quarterly and yearly payroll activities and reports. The legal aspects of payroll accounting are also covered. Both manual and computerized payroll systems are reviewed. Prerequisite(s): ACT 102 or concurrent

## **ACT 201 INTERMEDIATE ACCOUNTING I (4 Credits)**

This course is an in-depth coverage of financial accounting theory and practice relating to financial statement presentation, cash flow analysis and financial ratio analysis. Prerequisite(s): ACT 103

## **ACT 202 INTERMEDIATE ACCOUNTING II (4 Credits)**

This course is an in-depth coverage of financial accounting theory and practice relating to various asset categories including current investments, PE, natural resources, and intangible assets. Prerequisite(s): ACT 201

## **ACT 203 INTERMEDIATE ACCOUNTING III (4 Credits)**

This course covers financial accounting theory and practice relating to liabilities, owner's equity, and special topics within financial accounting. Prerequisite(s): ACT 201

## **ACT 212 PRINCIPLES OF MANAGERIAL ACCOUNTING (4 Credits)**

This course introduces cost terminology and the basic principles and techniques of job order costing, process costing, standard cost accounting and related topics. Prerequisite(s): ACT 102

## **ACT 264 FEDERAL TAXATION I (4 Credits)**

This course is an introduction to the structure of federal tax laws and their application to individuals. Prerequisite(s): ACT 102

## **ACT 334 FEDERAL TAXATION II (4 Credits)**

This course covers the aspects of federal tax report preparation for partnerships, corporations, estates, trusts, and gifts. Prerequisite(s): ACT 264

## **ACT 344 NOT-FOR-PROFIT ACCOUNTING (4 Credits)**

This course covers accounting theory and practice relating to Not-For-Profit and Governmental Accounting. Prerequisite(s): ACT 202, ACT 203

## **ACT 394/ACT 395 ACCOUNTING EXTERNSHIP I/ACCOUNTING EXTERNSHIP II (4 Credits)**

This course offers credit for students currently holding a job position in which accounting theory and practice are applied under an accounting professional. The student will complete tasks assigned and log work progress. The immediate supervisor will submit a written report to the instructor evaluating student performance. Prerequisite(s): ACT 203, GPA 3.0 or better

## **ACT 403 FOUNDATIONS OF COST ACCOUNTING (4 Credits)**

This course is a study of the area of accounting that provides relevant information to management for use in planning, organizing, directing and controlling in the decision making process. Prerequisite(s): ACT 212

## **ACT 405 ADVANCED FINANCIAL ACCOUNTING (4 Credits)**

This course covers accounting issues related to business combinations, consolidated statements, foreign currency transactions, and partnerships. Prerequisite(s): ACT 202, ACT 203

## **ACT 414 MANAGERIAL ACCOUNTING SEMINAR (4 Credits)**

This class is an analysis of GAAP related and managerial accounting concepts with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 212, ACT 403

## **ACT 424 AUDITING (4 Credits)**

This course is an introduction to auditing theory. Emphasis is placed on auditing techniques. With special attention given to the auditor's report and the ethical and legal responsibilities and duties of the auditor. Prerequisite(s): ACT 202, ACT 203



**ACT 425 ADVANCED AUDITING (4 Credits)**

This course builds on the student's knowledge of auditing and an auditor's responsibilities that was introduced in the prerequisite course. The audit process and methods are stressed through a combination of teamwork and practical assignments. The course will cover terminology of information systems and the practical application of how to audit a computerized accounting system. Prerequisite(s): ACT 424

**ACT 430 FINANCIAL ACCOUNTING SEMINAR (4 Credits)**

This course is a study of GAAP and IASB related standards with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 202 and ACT 203

**ACT 001 ACCOUNTING ASSOCIATE COMPETENCY REVIEW (0 Credits)**

This non-credit, no cost course is a review component of all accounting materials presented for the Associate of Science Degree in Accounting. This course is a review of all materials that culminates in a comprehensive examination. The course is pass/fail. Prerequisite(s): Last Quarter of AS Degree

**ACT 002 ACCOUNTING BACHELOR COMPETENCY EXAM REVIEW (0 Credits)**

This non-credit, no cost course is a review component of all accounting materials presented for the Bachelors of Science in Accounting degree. The course is a review of all materials that culminates in a comprehensive competency examination. This course is pass/fail. Prerequisite(s): Last Quarter of BS Degree

**AOM 101 SPEED DEVELOPMENT (1 Credit)**

This course expands essential keyboarding skills through practice and application of correct keying technique, improved control, and speed building activities. Additional topics include reinforcing and extending vocabulary, grammar, and communication skills. Prerequisite(s): None

**AOM 105 KEYBOARDING ESSENTIALS (4 Credits)**

This course provides an introduction to basic keyboarding and document processing skills. Emphasis is placed on developing correct keying technique, fingering accuracy, and keyboarding speed. Basic word processing skills will be used to create and format business documents. Prerequisite(s): None

**BFS 104 BASIC CULINARY THEORY (4 Credits)**

The student spends class time devoted to the understanding of basic cooking methods and techniques. Students learn the basic methods of recipe reading, costing and converting. Students develop a sound understanding of specific food items including meats, poultry, seafood, vegetables, stocks, sauces and starches. Prerequisite(s): None

**BFS 106 BASIC CULINARY SKILLS LABORATORY (6 Credits)**

Students spend lab time in hands-on orientation to tools, equipment, recipe production, measurements, knife drills, and cooking procedures. All hands-on activities emphasize safety and skill development. Students break-down and operate kitchen equipment. Students spend time learning and using the following: cookery methods, product identity, soups, stocks and sauce, and functions of the production kitchen. Prerequisite(s): None Recommended that BFS 106 be taken concurrently with BFS 104

**BFS 214 GARDE MANGER THEORY (4 Credits)**

This course offers instruction in the fundamentals of Garde Manger. In this course the student learns the theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood, and preparing buffet centerpieces from edible foodstuffs. Prerequisite(s): BFS 104, BFS 106

**BFS 216 GARDE MANGER LABORATORY (6 Credits)**

In this course the student learns the methods and theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood and preparing buffet centerpieces from edible foodstuffs. This course allows the students the opportunity to practice the fundamentals of cold food preparation, presentation, and service. Students develop Garde Manger skills and learn various functions as they rotate daily through work assignments and prepare products. Production methods and safe food handling techniques are emphasized. Prerequisite(s): BFS 104, BFS 106 Recommended that BFS 216 be taken concurrently with BFS 214

**BFS 264 ADVANCED CULINARY TECHNIQUES LABORATORY (4 Credits)**

Students learn how to operate efficiently and effectively in a variety of restaurant kitchen stations such as broiler, sauté, roundsman, etc. Special emphasis is placed on presentations and plating of quality food served to the public. In addition, the student learns the essentials of service in a front-of-the-house restaurant operation. Prerequisite(s): BFS 214, BFS 216

**BFS 276 RESTAURANT PRACTICUM (6 Credits)**

As assigned by the University, the student works in a pre-approved restaurant where the student learns in and experiences a real world environment in the preparation and service of quality foods to paying customers. Prerequisite(s): BFS 264

**BIO 103 HUMAN ANATOMY AND PHYSIOLOGY (4 Credits)**

An introduction to the major concepts of human anatomy and physiology. This course provides an overall account of the interrelationships of structure and function in the human body. Prerequisite(s): None It is recommended that this course be taken concurrently with BIO 103L when both courses are required by the program.

**BIO 103L HUMAN ANATOMY AND PHYSIOLOGY LAB (2 Credits)**

The virtual labs are designed to enhance the learning and engage the learner by using the internet based interactive multi-media labs. The labs are divided by organ systems and support the information being studied. Students have the option and are encouraged to take the review quizzes that follow each lab. The labs are also a great study resource. Prerequisite(s): None  
It is recommended that this course be taken concurrently with BIO 103 when both courses are required by the program.

**BIO 123 ANATOMY AND PHYSIOLOGY I (4 Credits)**

Students are introduced to the general plan of the human body, cells, tissues, organs, the musculoskeletal, neuro-sensory, and endocrine systems. Furthermore, concepts of the disease processes and disease-producing organisms are introduced. Prerequisite(s): None

**BIO 133 ANATOMY AND PHYSIOLOGY II (4 Credits)**

This is a continuation of Course BIO 123 with emphasis on the circulatory system, body defenses and immunity, urinary, respiratory, digestive, and reproductive systems. Further discussion of disease processes will be included. Prerequisite(s): BIO 123

**BIO 201 MEDICAL MICROBIOLOGY (4 Credits)**

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. Lecture portions of the course will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. The laboratory component of this course will be used reiterate the aforementioned concepts. Prerequisite(s): None  
It is recommended that this course be taken concurrently with BIO 201L when both courses are required by the program.

**BIO 201L MEDICAL MICROBIOLOGY LAB (2 Credits)**

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. The Labs will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. Prerequisite(s): None  
It is recommended that this course be taken concurrently with BIO 201 when both courses are required by the program.

**BUS 204 INTRODUCTION TO BUSINESS LAW AND ETHICS (4 Credits)**

This course is a survey of the nature and functions of law with emphasis on its application in the field of contracts, including a scan of the legal framework of agency, torts, partnership and corporate relationships. Prerequisite(s): None

**BUS 224 PROFESSIONAL DEVELOPMENT (4 Credits)**

This course is designed to assist students in obtaining employment and how to become an effective employee. The student gains skills in interviewing techniques, resume writing, networking and communication. Emphasis is placed on values, goals and business ethics. This course is designed to enable the student to develop essential skills and knowledge necessary to reach their full career potential. It is the instructor's intention that this class be as practical and applicable to real life as is possible. The student will gain skills to evaluate his/her capabilities relevant to their profession, prepare a summary of those skills, write a resume, develop a job search plan, interview effectively, adjust to a new job and resign professionally. The student will also obtain skills in effective communication with employers and coworkers. Prerequisite(s): Taken in last or next to last quarter

**BUS 405 BUSINESS LAW II (4 Credits)**

A study of the law of sales, and consumer protection; personal property and bailments; real property; wills, intestacy, and trusts; negotiable instruments, insurance, secured transactions, and bankruptcy; employment; partnerships, and corporations. Prerequisite(s): BUS 204

**BUS 424 INTERNATIONAL BUSINESS (4 Credits)**

This class covers such topics as foreign environment for overseas operations; U.S. Government policies and programs for international business; international economic policies; and management decisions and their implementation in international marketing, management and finance. Prerequisite(s): MGT 304

**CAM 134 FOOD SERVICE SANITATION (4 Credits)**

This course provides the student with a background in sanitation as it relates to health, with the ability to recognize proper sanitation techniques, and with the knowledge to implement a sanitation program in a food service operation. Prerequisite(s): None

**CAM 174 BASIC NUTRITION (4 Credits)**

This course provides the student with an introduction to the science of nutrition. Topics include the major classes of nutrients, energy needs, the importance of a balanced diet based on Dietary Guidelines for Americans, and modes of incorporating these guidelines into everyday life and the commercial food service. Prerequisite(s): None

**CAM 256 INTERNATIONAL CUISINE (6 Credits)**

This course reinforces knowledge of tools, equipment, vocabulary and theories learned in other courses along with providing the student with the exposure to cooking methods, procedures and ingredients used in international cuisines. The menus discussed and demonstrated by the instructor have been selected to give the student an introduction to the fundamentals of modern continental cuisine. The menu items are prepared by the students not merely as isolated dishes, but also as examples of the application of methods necessary to the production of the dishes. Prerequisite(s): BFS 214, BFS 216

**CAM 284 FOOD AND BEVERAGE CONTROL (4 Credits)**

This course places emphasis on learning how to control, purchase and manage the various aspects of a very high volume business. Prerequisite(s): None

**CAT 244 SPECIAL EVENTS PLANNING AND STAFF MANAGEMENT (4 Credits)**

The purpose of this course is to provide the student with an overview and working knowledge of the event industry. The course is designed to acquaint the student with the new and emerging career opportunities within the event industry and to become familiar with the roles and responsibilities of the position of an event planner. Students are exposed to proposal development, professional presentations, strategic and tactical event planning, subcontractors within the industry, staff development and fiscal responsibility. Prerequisite(s): None

**CHM 211 INTRODUCTION TO GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY (6 Credits)**

This course is designed to introduce chemistry to students who plan science-related careers and to help these students develop an understanding of the physical and chemical properties of molecules. The course will introduce the student to the world of chemistry, with emphasis on the structure of matter. Problem solving, data evaluation, and analysis are stressed. Applications of chemistry to daily life are included. Prerequisite(s): None

**CMM 401 PRINCIPLES OF CONFLICT MANAGEMENT (4 Credits)**

The purpose of this course is to present communication theories relevant to conflict management and to help managers understand, analyze, and manage conflict. In addition to increasing communication skills, the course will focus on the human and emotional aspects of conflict including the influence of anger, gender, culture, forgiveness, and linguistics. Prerequisite(s): None

**CMM 402 MANAGING DIVERSITY (4 Credits)**

By applying the principles and techniques learned, students should be able to better understand and work with an increasingly diverse workforce. Students will learn to appreciate diversity among individuals, understand advantages of a well-managed diverse workforce, recognize and manage stereotyping, reduce EEO occurrences, and develop creative solutions for managing diversity issues. (Same as HRL 303) Prerequisite(s): None

**CMM 403 THE MANAGER AS NEGOTIATOR (4 Credits)**

By applying the principles and techniques learned, students should be able to better understand the dynamics of effective negotiation. Students will learn to improve their negotiation skills, develop general strategies for successful negotiation, identify factors in the global economy that make negotiation a core competency, understand myths of negotiation, and produce win-win resolutions for all parties. Prerequisite(s): None

**CMM 405 RESTORATIVE JUSTICE PHILOSOPHY AND PROCESS (4 Credits)**

This course offers a critical review of Restorative Justice (RJ) including a consideration of its definitions, historical roots, theoretical origins, key principles and substantive practices. Students will examine restorative justice from a historical, sociological, criminological, and psychological perspective. Assumptions about justice will be examined by comparing and contrasting retributive and restorative paradigms. This course also provides a critical assessment of the benefits and limitations of restorative justice. Prerequisite(s): None

**CNP 330 INTRODUCTION TO CISCO NETWORKS (4 Credits)**

This 5-week, instructor-led, hands-on course includes concepts and configuration of both Local Area Networks (LAN) Switching and Wide Area Networking (WAN) Routing technologies. This course is intended for students new to Cisco products but familiar with networking concepts. This course prepares the student for the Cisco CCNA certification. Prerequisite(s): MNE 108

**CNP 332 DESIGNING CISCO NETWORKS (4 Credits)**

This 5-week, instructor-led, hands-on course enables students to gather customers' internetworking requirements, identify solutions, and design the network infrastructure and elements to ensure the basic functionality of the proposed solution. This course is intended for students seeking the Cisco Certified Design Associate (CCDA) certification. The course is also targeted at pre-and post-sales network engineers involved in network design, planning, and implementation. Prerequisite(s): CNP 330

**CNP 340 CISCO SECURITY I (4 Credits)**

This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes: Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): CNP 332

**CNP 342 CISCO SECURITY II (4 Credits)**

The CCNA Security curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality, and availability of data and devices. Students will gain associate-level knowledge and skills required to secure Cisco networks. Topics include: AAA Authentication and security, Securing routers and switches, Security on the LAN, Implementing IOS firewalls and intrusion prevention systems (IPS), Implementing virtual private networks (VPN) and Cryptography and encryption. Prerequisite(s): CNP 332

**CNP 350 BUILDING SCALABLE CISCO INTERNETWORKS (4 Credits)**

This 5-week, instructor-led, hands-on course enables students to design, build, configure, and troubleshoot resilient LAN networks using Cisco products. This course is intended for network administrators, support, or design staff who requires a greater understanding of the advanced features and functions of Cisco switching and routing products. This course prepares the student for the Cisco BCMSN certification exam. Prerequisite(s): CNP 332

**CNP 352 BUILDING CISCO MULTI-LAYER SWITCHED NETWORKS (4 Credits)**

This 5-week, instructor-led, hands-on course enables students to design, build, select and configure IP routing protocols to enable corporate and Enterprise routing. The course is intended for network administrators, support or design staff who requires a greater understanding of IP routing protocols—the issues, limitations, and implementation of them on Cisco products. This course prepares the student for the Cisco BSCI certification exam. Prerequisite(s): CNP 350

**CNP 450 and CNP 452 IMPLEMENTING SECURE CONVERGED WANS/OPTIMIZING CONVERGED CISCO NETWORKS (8 Credits)**

This 11-week, instructor-led, hands-on course enables students to design, build, select, and configure and troubleshoot Cisco Remote Access solutions. The course also covers Network Troubleshooting methodologies and how practical implementation resolves real network faults. This course is intended for network administrators, support, or design staff who requires a greater understanding of remote access technology, its implementation and troubleshooting on Cisco products. This course prepares the student for Cisco BCRAN and CIT certification exams. Prerequisite(s): CNP 352

**CRJ 101 CRIME IN THE UNITED STATES (4 Credits)**

A survey course to provide an understanding of the nature and extent of crime in the United States. The course covers types of crime from conventional crime to white collar and occupational crime as well as terrorism and other criminal events. The course also provides a brief overview of the components of the criminal and juvenile justice systems as well as other public safety agencies. This course must be taken during the first quarter of the program. Prerequisite(s): None

**CRJ 154 THEORY OF CRIME CAUSATION (4 Credits)**

An overview of theory from the classical, biological, psychological and sociological perspectives; and from the behavior of the criminal law perspective including conflict and related theories. This course also includes a consideration of the relevance of each theoretical perspective and how theory helps in understanding criminal behavior. Prerequisite(s): None

**CRJ 160 INTRODUCTION TO LAW ENFORCEMENT (4 Credits)**

A survey of law enforcement history as well as practices and issues facing the field in the 21st century. Emphasis is placed on current “Best Practices” such as community policing and the use of mapping techniques as well as current practices in administration and leadership. Prerequisite(s): None

**CRJ 164 CORRECTIONS, PROBATION AND PAROLE (4 Credits)**

A survey of corrections, probation and parole history, practices and issues facing the field in the 21st century. Emphasis is placed on “Best Practices” in the field with a particular focus on community corrections, new approaches to inmate management and recent developments in probation and parole. Prerequisite(s): None

**CRJ 165 JUVENILE DELINQUENCY AND JUVENILE JUSTICE (4 Credits)**

A review of theories which focus on improved understanding of the nature and extent of juvenile delinquency and systems of social control which relate to responding to juvenile delinquency. The course focuses on the roles of police, juvenile and family court as well as correctional practices and issues in working with juveniles. Prerequisite(s): None

**CRJ 210 CRIMINAL COURTS AND PROCEDURES (4 Credits)**

This course provides the student with an understanding of the operating structures and terminology of the legal system and courts in America. This course examines the procedural aspects involved in investigating and adjudicating criminal cases. The course focuses on the various Constitutional issues involved during a criminal case, including the investigatory process, arrest and search procedures, and the essential steps in criminal adjudication. Additional attention is given to the rights and limitations under the Bill of Rights and the concept of due process. Prerequisite(s): None

**CRJ 216 DRUGS, BEHAVIOR AND LEGAL ISSUES (4 Credits)**

This course will provide an overview of the relationship between substance abuse, behavior, and criminal offending. The student will be exposed to the historical and contemporary criminal justice system responses to illegal substances, how drug use influences behavior and potential legal issues related to cannabis. Prerequisite(s): None

**CRJ 248 CRIME PREVENTION (4 Credits)**

A study of the criminological and environmental theories and methods of crime reduction, with a focus on policing and community best practices in the 21st century. Topics include the history of crime prevention efforts followed by a consideration of pertinent case studies and applied research in crime prevention. Prerequisite(s): None

**CRJ 255 CRIMINAL JUSTICE ETHICS (4 Credits)**

This is a study of the need for ethics in public safety occupations. The focus of the course is to assist the student in understanding ethical perspectives and theories as they relate to professional conduct and organizational expectations. A particular emphasis is placed on the role of leadership in developing a culture of ethical behavior in the public safety organization. Prerequisite(s): None

**CRJ 280 CRIMINAL LAW (4 Credits)**

This course is designed to give the student content knowledge of state and federal laws. The student will also learn how to apply these state and federal laws in real-world settings. Prerequisite(s): None

**CRJ 301 INTRODUCTION TO SYSTEMS OF SOCIAL CONTROL (4 Credits)**

This course provides an overview of the various systems of social control, including law enforcement, the courts, corrections, probation and parole, schools, churches, families, government and related participants. The interrelated and interdependence as well as the particular role each plays in the overall system of social control is the focus of this course. Prerequisite(s): None

**CRJ 303 OCCUPATIONAL AND WHITE COLLAR CRIME (4 Credits)**

A study of white collar and occupational crime. This course focuses on theories to improve understanding of the reasons for this crime type and “best practices” in efforts to respond by the public safety professionals. The emphasis is also placed on understanding various types of white collar and occupational crime in the public and private sectors. Prerequisite(s): None

**CRJ 310 CRIMINOLOGY (4 Credits)**

An advanced examination of the theory, research and findings of the classical school, positivist school, and behavior of the criminal law. Various topics include: the history of criminal theories; social reactions to crime; deviant subcultures; and criminal organizations and institutions in society. Particular attention will be given to how the various criminological theories are practiced in the field of justice and public safety. Prerequisite(s): None

**CRJ 320 MENTAL ILLNESS, SUBSTANCE ABUSE, AND CRIME (4 Credits)**

This course explores the relationship of mental illness, substance abuse, and crime. The student will be exposed to the historical and contemporary criminal justice system responses to mental illness and illegal substances. Topics include the nature, prevalence, and consequences of various mental and substance use disorders, how mental illness and substance abuse influences behavior, risk of violence, and various institutional and community-based treatments for individuals with mental and substance use issues. Particular emphasis will be placed on dispelling the many myths and misconceptions that surround this topic in contemporary culture and replacing them with sound empirical information. Prerequisite(s): None

**CRJ 398 RESEARCH METHODS FOR CRIMINAL JUSTICE PROFESSIONALS (4 Credits)**

A study of the principals, data sources, and methods appropriate for careers in justice and public safety. Course topics will include quantitative and qualitative research methods. Attention will be given to research design, sampling, scaling, questionnaire construction, survey research, interviewing, and participant observation. Prerequisite(s): None

**CRJ 401 CRIMINAL JUSTICE ADMINISTRATION (4 Credits)**

This course provides the student with an understanding of criminal justice administration, organization, and functions. This course will develop the student’s administration abilities by applying them directly to criminal justice administration issues. Administration content knowledge will be applied to current issues in criminal justice administration. Prerequisite(s): None

**CRJ 402 CONTEMPORARY JUSTICE TOPICS (4 Credits)**

A course designed to address various specialized topics in the field of criminal justice not covered by the other criminal justice courses. Topics may include, but are not limited to, the following: intimate partner violence, victimology, organized crime, terrorism, and other critical issues in criminal justice field. Prerequisite(s): None

**CRJ 403 COMPREHENSIVE CRIME REDUCTION (4 Credits)**

This course outlines actions and activities designed to reduce crime and that have contributed to successful crime reduction strategies throughout the country. An examination of various evidence-based practices designed to reduce crime and recidivism will be explored. Focus will include crime reduction strategies from pre-arrest through post-release. Topics include, but not limited to, alternatives to arrest, diversion programs, focused deterrence, rehabilitation, re-entry, and restorative justice will be explored as methods to reduce crime and recidivism. Prerequisite(s): None

**CRJ 404 SENIOR SEMINAR IN CRIMINAL JUSTICE (4 Credits)**

This is a capstone course designed to complete the student’s understanding of administration in public safety. The course will be both content-driven and student project-driven. These will culminate in a final project that will present the student’s entire body of work in the degree program. Prerequisite(s): None

**CRJ 498 EXTERNSHIP IN CRIMINAL JUSTICE (4 Credits)**

This class will place students in the agency of their choice. They should choose an agency in which they have an interest of possible employment in the future. The student will also spend some direct time with the faculty member supervising the internship to ensure the student is maintaining satisfactory progress as well as guide the student in applying his/her education in their internship. Prerequisite(s): None

### **CSC 105 INTRODUCTION TO PROGRAMMING (4 Credits)**

This course introduces the student to critical thinking and problem solving, and to the design and use of programming techniques, including variables, data types, modules and logic structures. Students apply these concepts using problem solving tools, including algorithms, flowcharts, pseudocode, structure charts, and IPO charts. Prerequisite(s): MTH 095 or Placement

### **CSC 111 INTRODUCTION OF CYBERSECURITY AND INFORMATION ASSURANCE (4 Credits)**

This course provides an overview of the importance of the interdisciplinary field of cybersecurity and information. Topics to be covered include the evolution of information security into cybersecurity, cybersecurity theory, and the relationship of cybersecurity to nations, businesses, society, and people. In addition, this course prepares students for the CSX Cybersecurity Fundamentals Certificate by providing an overview of the importance of the field of cybersecurity and the concept of information assurance in context and the rules and guidelines that control them. Topics to be covered include 1) cybersecurity concepts, 2) security architecture principles, 3) security of networks, systems, applications and data, 4) incident response, and 5) the security implications of the adoption of emerging technologies, and 6) information assurance.

In addition, the course covers the governance, compliance, the legal environment, and emerging laws and regulations related to the field and the challenges of governance, ethics, legal, and regulatory compliance through the eyes of information security professionals. Compliance requirements in response to key mandates and laws, including Sarbanes-Oxley, HIPAA, Privacy, Gramm-Leach-Bliley, the Foreign Corrupt Practices Act (FCA), and the Payment Card Industry Data Security Standards (PCI DSS). Lastly, we will examine some of the challenges of compliance and ethics in the practice of Information Security. Prerequisite(s): None

### **CSC 118 COMPUTER APPLICATIONS I (4 Credits)**

This course introduces the student to the use of microcomputers including features and techniques of graphical user interfaces, word processing, spreadsheets, databases and graphical presentations. Prerequisite(s): None

### **CSC 146 LEGAL ISSUES IN FORENSICS (4 Credits)**

This course provides an overview of cybercrime by exploring what it is, how it is investigated, and the regulations and laws around the collection and use of electronic evidence. Students are introduced to the technology involved in computer forensic investigations and the technical and legal difficulties encountered in searching, extracting, maintaining and storing electronic evidence. The legal implications of such investigations and the rules of legal procedure relevant to electronic evidence are reviewed and applied to various types of digital examinations. Prerequisite(s): CRJ 210

### **CSC 147 FORENSICS I (4 Credits)**

The growth of the Internet and the worldwide proliferation of computers have increased the need for digital investigations. This course introduces the student to the profession of computer forensics investigation. It provides an overview of the certifications, procedures, tools, and hardware required to acquire and analyze digital evidence for various operating system platforms. Prerequisite(s): None

### **CSC 200 PRINCIPLES OF TECHNOLOGY (4 Credits)**

This course provides the student with a deeper understanding of computing systems. Topics include number systems, data formats, computer architecture, CPU and memory management, networking and data communications, operating systems, and digital logic. Prerequisite(s): CSC 105 or concurrently

### **CSC 207 CYBERSECURITY THREATS, ATTACKS, AND DEFENSE (4 Credits)**

This course examines cybersecurity threats and attacks which pose significant risk to governments and businesses. This course will provide knowledge, skills, and techniques to identify and address the many cybersecurity threats facing our world today. The course will continue coverage of key knowledge areas of the CISSP (Certified Information Systems Security Professional) common body of knowledge (CBOK) and provide students with basic information about the threats that may be present in the cyber realm. Students will gain a basic awareness of the options available to mitigate threats within a system. The course will also provide a framework for past, current, and future cybersecurity threats and apply lessons learned in the past to current cybersecurity risks and defenses. Lastly, the course will attempt to predict future cybersecurity fears and defense strategies, how IT security threats are constantly evolving, and provide insight into cybersecurity defenses from business and government perspectives. Prerequisite(s): CSC 111

### **CSC 210 DATABASE DESIGN (4 Credits)**

This course provides the student with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches. Prerequisite(s): CSC 105

### **CSC 218 COMPUTER APPLICATIONS II (4 Credits)**

This course introduces the student to using intermediate and advanced features of common applications for word processing, spreadsheets, databases, and presentation software; integrating applications using object linking and embedding (OLE); and using the personal computer to develop business solutions. Prerequisite(s): CSC 118

### **CSC 225 PRINCIPLES OF INFORMATION SECURITY (4 Credits)**

This course examines the world of cybersecurity threats, attacks, and defense strategies. The threat of a cyber-attack and worse, the attack itself poses significant risks to governments and businesses. This course will provide the knowledge, skills, and techniques to identify and address the many cybersecurity threats facing our world today. The course will cover the key knowledge areas of the CISSP (Certified Information Systems Security Professional) common body of knowledge (CBOK). Providing students with basic information about the threats that may be present in the cyber realm as well as a basic awareness of the options available to mitigate threats within a system. The course provides a framework for past, current, and future cybersecurity threats and applies lessons learned in the past to current cybersecurity risks and defenses. Lastly, the course will attempt to predict future cybersecurity fears and threats that are constantly evolving and appropriate defense strategies for both the public and private sectors. Prerequisite(s): CSC 111

### **CSC 230 WEBSITE DESIGN (4 Credits)**

This course provides an introduction to the basic concepts, issues and techniques related to designing, developing and deploying websites. Topics include Internet and Intranet web page design principles using HTML, and the design and implementation of Intranets for use within a corporation. Prerequisite(s): CSC 105

### **CSC 240 VISUAL PROGRAMMING (4 Credits)**

This course introduces computer programming concepts using a visual programming language. Emphasis will be placed on Graphical User Interface design and implementation in an event-driven programming language. Concepts include issues of user interface design, event processing, exception handling, simple screen graphics, input/output operations, control structures, arithmetic operations, arrays, and sequential files. Prerequisite(s): CSC 105

### **CSC 242 OBJECT ORIENTED PROGRAMMING (4 Credits)**

This course in computer programming builds on previously learned programming concepts and introduces more advanced topics such as implementing abstract data types, creating objects and understanding the relationships among classes of objects. Prerequisite(s): CSC 240

### **CSC 247 FORENSICS II (4 Credits)**

This course continues exploring computer forensics investigation by refining data analysis and reporting. Students learn methods to process email and social media communications, uncover data hiding techniques, and examine other digital resources such as mobile devices, virtual machines, and cloud technologies. Professional skill sets of effective report writing and becoming an expert witness are taught in combination with the strong ethics demanded by this critical task. Prerequisite(s): None

### **CSC 248 DIGITAL FORENSICS ANALYSIS (4 Credits)**

This course focuses on the volatile nature of computer memory and the application of forensic processes to extract meaningful data from this ephemeral resource. Critical data often exist exclusively in memory, such as disk encryption keys, memory-resident injected code fragments, off-the-record chat messages, unencrypted email messages, and non-cacheable Internet history records. Successful capture and analysis of this data, which is virtually untouchable by the computer user, can yield compelling evidence. Prerequisite(s): CSC 147

### **CSC 265 INTERMEDIATE WEBSITE DESIGN (4 Credits)**

This course covers advanced web techniques including how dynamic content integrates with static pages. Emphasis is placed on full-stack technologies and JavaScript. Prerequisite(s): CSC 230

### **CSC 272 PRINCIPLES OF SYSTEM DESIGN (4 Credits)**

This capstone course provides an overview to the systems development life cycle, from the analysis of information requirements to the development of an effective business system. Emphasis is placed on applying the tools of systems analysis and design in a project encompassing programming and application principles studied in prior courses. Prerequisite(s): Last Quarter or Dean Approval

### **CSC 280 JAVA PROGRAMMING (4 Credits)**

This course introduces experienced programmers to the Java programming language. The course is designed to leverage the students' existing programming skills and to transfer those skills to the Java programming framework as compared to other common programming languages. Topics include fundamental data types, flow control, and standard function libraries, the design of classes and objects, inheritance and polymorphism. The course emphasizes object oriented programming and modular design as well as GUI implementation. Prerequisite(s): CSC 242 or concurrently

### **CSC 284 COMPUTER WORK EXPERIENCE (4 Credits)**

This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology (IT) Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Last Quarter or Dean Approval

### **CSC 302 SOCIAL, LEGAL AND ETHICAL ISSUES IN COMPUTING (4 Credits)**

This course addresses current legal and ethical aspects of Information Technology as they relate to business and society. Topics include ethical and professional responsibility, privacy, freedom of speech, intellectual property, crime, and evaluating and controlling technology. Prerequisite(s): BUS 204

### **CSC 303 COMPUTER OPERATING SYSTEMS (4 Credits)**

This course examines the hardware and software requirements for a modern operating system. Topics include operating system services, file systems, CPU scheduling, deadlock handling, memory management, virtual memory, and disk scheduling. Prerequisite(s): CSC 240, MTH 305

### **CSC 306 SYSTEMS ARCHITECTURE (4 Credits)**

This course examines digital logic design and introduces the basic operation of a von Neumann machine and the MIPS instruction set architecture. Topics include basic AND/OR/NOT gates, combinational circuits built from the basic gates, and sequential logic and implementation of sequential circuits as well as systems administration task, networking and other issues relating to hardware. Prerequisite(s): CSC 240, MTH 305

### **CSC 320 DATA STRUCTURES (4 Credits)**

This course examines fundamental data structures such as linked lists, stacks, queues, and trees. Emphasis is placed on implementing these structures to develop advanced programs to handle a variety of common programming tasks. Prerequisite(s): CSC 242

### **CSC 322 WEB PROGRAMMING (4 Credits)**

This course provides an in-depth look at web programming concepts and techniques. Topics include using SQL queries and database middle layers to make Web pages dynamic, and planning and developing prototype web applications using both client-side and server-side technologies. Prerequisite(s): CSC 210, CSC 230

### **CSC 326 INCIDENT RESPONSE AND DISASTER RECOVERY (4 Credits)**

The course is designed to provide the skills to handle and respond to the computer security incidents in an information system. The course addresses various underlying principles and techniques for detecting and responding to current and emerging computer security threats. The course covers incident response teams, incident management training methods, and incident recovery techniques in detail. Students will learn how to handle various types of incidents, risk assessment methodologies, and various laws and policies related to incident handling. After attending this course, they will be able to create incident handling and response policies as well as deal with various types of computer security incidents. The course will provide an examination of the tools and methods for incident response. Topics include preparation data collection, incident analysis preserving data, and recovery. The legal and ethical aspects of incident response will also be covered.

In addition, students will learn about computer forensics and its role in handling and responding to incidents. The course is also intended to provide students with a strong understanding of incident response and disaster recovery principles, including conducting business impact analysis, assessing of risks, developing policies and procedures, and implementing a plan. It also teaches students how to secure data by putting policies and procedures in place, and how to recover and restore their organization's critical data in the aftermath of a

disaster. The end product of this course is to prepare students for a career in the field of disaster recovery and advanced certification as an EC-Council Certified Incident Handler (ECIH) and EC-Council Disaster Recovery Professional (EDRP). Prerequisite(s): CSC 207, CSC 225

### **CSC 346 CLOUD FORENSICS (4 Credits)**

The availability of cloud storage services is becoming a popular option for consumers to store data that is accessible via a range of devices, such as personal computers, tablets, and mobile phones. Use of cloud computing by criminals (or their victims) means that data files of interest may be virtualized, geographically distributed, and ephemeral, presenting technical and jurisdictional challenges for identification and seizure by law enforcement and national security agencies. This course is designed to examine the crossroads of file storage and network forensics, so this data can be retrieved and brought to court as evidence. Prerequisite(s): CSC 111

### **CSC 347 FILE FORENSICS (4 Credits)**

The availability of cloud storage services is becoming a popular option for consumers to store data that is accessible via a range of devices, such as personal computers, tablets, and mobile phones. Use of cloud computing by criminals (or their victims) means that data files of interest may be virtualized, geographically distributed, and ephemeral, presenting technical and jurisdictional challenges for identification and seizure by law enforcement and national security agencies. This course is designed to examine the crossroads of file storage and network forensics, so this data can be retrieved and brought to court as evidence. Prerequisite(s): CSC 111

### **CSC 348 MOBILE FORENSICS (4 Credits)**

Mobile technologies, such as smartphones and tablets, have become integral parts of today's society. Because of their ubiquitous presence, they store valuable contact, communication, activity, photographic, and even emotional data about the device carrier. This course focuses on collection and examination of this very personal data as evidence. Prerequisite(s): CSC 111

### **CSC 364 SYSTEMS ANALYSIS AND DESIGN (4 Credits)**

This course provides an examination of systems theory and various models of analysis and design. Topics include planning and scheduling techniques, charting, interviewing and report writing. Individual and group projects provide the opportunity for practical application of Systems Developmental Life Cycle. Prerequisite(s): MGT 304

### **CSC 410 ADVANCED DATABASE DESIGN (4 Credits)**

This course expands database design concepts with hands-on practice in SQL using a SQL-based DBMS. Emphasis is placed on using relational and object relational databases, and the SQL programming language. Topics include creating and maintaining database objects, and storing, retrieving, and manipulating data. Prerequisite(s): CSC 210



**CSC 414 SENIOR SEMINAR IN INFORMATION TECHNOLOGY (4 Credits)**

This course provides a broad overview of current and emerging technologies and their influence on local enterprises. Topics include networking, operating systems, security techniques, programming languages, and advanced database systems. Emphasis is placed on determining feasibility of implementing new technologies. Prerequisite(s): Last Quarter or Dean Approval

**CSC 420 IT PROJECT MANAGEMENT (4 Credits)**

This course examines the roles, responsibilities, methods, and leadership practices of project managers in an applications development and/or technical support environment. Discussion topics and applied technologies include the IT project management principles and life cycle methodology, with special emphasis on organizing, planning, leading, controlling, and facilitating individual and team efforts. Prerequisite(s): CSC 240

**CSC 425 SECURITY AUDITS AND RISK ASSESSMENT (4 Credits)**

A detailed look and examination of the IT security audit and control process as well as risk assessment various tools and frameworks to conduct a system security audit and risk assessment. Various IT audit frameworks, government and non-government, will be covered. Legal and ethical aspects of IT auditing and risk assessment will be covered. The purpose of this course is to establish the exact status of an IT operation. Students will create an audit based control structure, establish systematic accounting and control procedures and build complete and coherent information assurance capability into the IT function. This will revolve around defining a control framework, the associated control objectives and the reporting system for an organization. Guidance for carrying this out will be provided in the form of expert models; including ISACA's COBIT open standard, NIST 800-53A Assessing Security and Privacy Controls in Federal Information Systems and Organizations, and GAO Federal Information Systems Control Audit Methodology as well as the NIST Risk Management Framework. The end product of this course is to prepare students for careers in Audit and Risk Assessment and advanced certifications such as ISACA's Certified Information Systems Auditor (CISA) and Certified in Risk and Information Systems Controls (CRISC) and the Institute of Internal Auditors (IIA) Certified Internal Auditor (CIA). Prerequisite(s): Last Quarter of the program or Dean approval

**CSC 450 SOFTWARE ENGINEERING (4 Credits)**

This course examines the lifecycle of designing software in a team environment. Topics include problem identification, problem analysis, software testing, and software quality assurance. Prerequisite(s): CSC 320, CSC 364

**CSC 484 COMPUTER SCIENCE EXTERNSHIP (4 Credits)**

This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Last Quarter or Dean Approval

**ECO 201 MICROECONOMICS (4 Credits)**

This course is a descriptive and analytical study of the allocation of resources from the perspective of individual economic units, primarily households and firms. Topics include scarcity, opportunity cost, comparative advantage, competitive pricing, market structures, and how price and output decisions are made. Prerequisite(s): None

**ECO 202 MACROECONOMICS (4 Credits)**

This course is a descriptive and analytical study of economic principles related to the economy as a whole. Topics include business cycles, inflation, unemployment, components of gross domestic product, fiscal and monetary policy, and some elements of international trade. Prerequisite(s): None

**ENG 101 COMPOSITION I (4 Credits)**

This is a writing course which helps students develop and express ideas through various expository models applying standard rules of usage. Emphasis is also placed on the research process and critical reading. Prerequisite(s): None

**ENG 102 COMPOSITION II (4 Credits)**

This course is a continuation of English 101, stressing critical thinking and advanced writing strategies. Students continue developing writing processes pertaining to topic selection and development, revision, organization, editing, and collaborative writing. The class places special emphasis on generating longer texts, reading critically, and developing research skills. Prerequisite(s): ENG 101

**ENG 204 ADVANCED WRITING (4 Credits)**

This course introduces the student to the theory and practice of argument design, analysis and criticism. The student meets these objectives by analyzing and critiquing personal arguments and those of others. The course includes projects in the Toulmin and Rogerian strategies and an extended section on business writing. Prerequisite(s): ENG 102

**ENG 244 INTRODUCTION TO LITERATURE (4 Credits)**

This elective humanities course is designed to develop the student's reading and critical thinking skills. Selected novels, short stories, poems, and drama are highlighted. Prerequisite(s): ENG 101

**FIN 324 FINANCIAL MANAGEMENT (4 Credits)**

A study of the techniques which enable firms to efficiently manage their financial resources and maximize the value of their owner's investment. Topics include: financial analysis and planning, markets and institutions, time value of money and bond and stock valuation. Prerequisite(s): ACT 103

**FIN 334 INVESTMENTS (4 Credits)**

This course is an introductory course in investments. It is intended to develop the student's knowledge and understanding of domestic and foreign financial markets, investment vehicles and investment strategies. Topics will include investment goals and objectives, market efficiency, market operations, technical and fundamental analysis, sources of information, and valuation techniques. We will also consider social, ethical and political factors where appropriate. Prerequisite(s): FIN 324, MGT 304

**FIN 344 ANALYSIS OF FINANCIAL STATEMENTS (4 Credits)**

The construction of financial statements for planning and reporting purposes and the analysis and interpretation of financial statements for management and investment purposes is undertaken. Applications include the evaluation of statements of actual businesses. Legal and theoretical concepts as well as financial are considered. Use of the statements in areas such as credit analysis, acquisition, and investment are considered. Prerequisite(s): FIN 324

**FIN 354 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (4 Credits)**

This course is intended to provide an in-depth understanding of security analysis and portfolio management. The course will emphasize both theoretical and applied aspects of portfolio analysis, financial planning and security analysis. Topics include: risk analysis, equity portfolio construction, bond portfolio construction, equity analysis, bond analysis, portfolio performance evaluation, and international diversification. Prerequisite(s): FIN 324

**FIN 364 INTERNATIONAL FINANCE (4 Credits)**

This course is a study of corporate finance within an international context. Discusses exchange rates, parity conditions, capital flows, country risk analysis, foreign investment, and international banking. Examines the financing strategies and capital budgeting techniques of multinational corporations. Prerequisite(s): FIN 324

**FYE 105 FOUNDATIONS FOR STUDENT SUCCESS (4 Credits)**

This course provides a foundation for students to learn, engage, and succeed academically, personally, and professionally. Prerequisite(s): None

**GEC 220 ESSENTIAL STRATEGIES FOR APPLIED COMMUNICATIONS (4 Credits)**

This course examines four major areas of communication (Interpersonal, Group, Public, & Mediated) focusing on the application of useful practices in today's society. Students will have the opportunity to engage in the development of communication competencies and learn strategies for enhancing their communication abilities. Prerequisite(s): None

**GEO 234 WORLD REGIONAL GEOGRAPHY (4 Credits)**

This course surveys the geography of the world and focuses on the physiography, culture and economies of each region. Prerequisite(s): None

**GEO 244 NORTH AMERICAN GEOGRAPHY (4 Credits)**

This course surveys the geography of the United States and Canada and includes the physiography, culture and economies of the regions. Prerequisite(s): None

**GEO 274 GLOBAL ENVIRONMENT (4 Credits)**

This course observes the world today from an environmental perspective. Students will learn the foundations of environmental science so that environmental issues across the globe can be discussed. Prerequisite(s): None

**HCA 301 PRINCIPLES OF HEALTHCARE MANAGEMENT (4 Credits)**

This course is intended to be an introduction to healthcare management in the United States. Healthcare is a complex field with significant state and federal regulations. This course presents an overview of healthcare management organization, supervisorial and management roles and responsibilities, and the managerial skills necessary to become an effective manager in today's healthcare industry. The course will prepare students for managerial opportunities in today's healthcare environment. Prerequisite(s): MGT 304

**HCA 302 THE LEGAL ASPECTS AND COMPLIANCE OF HEALTHCARE (4 Credits)**

This class is intended to be an introduction to the healthcare legal system in the United States. The legal system in this country is a privilege and so it is the intent to present how we can defend our rights as citizens yet preserve the sanctity of the legal system by abiding by the rules and regulations as required. These include Stark II, Health Insurance Portability and Accountability Act of 1996 (HIPAA), compliance issues, fraud and abuse, and anti-kickback issues. Prerequisite(s): MGT 304

**HCA 401 PRINCIPLES OF HEALTHCARE FINANCE (4 Credits)**

This class is intended to give students an introduction to the managed care landscape and the third-party payment system of today's healthcare industry. Topics will include managed care, Medicare and Medicaid issues, reimbursement mechanisms, universal healthcare, capitation, per-case or per-diagnosis payment, how these are packaged by third-party payers, and the effects reimbursement types have on health care provider organizations. Prerequisite(s): MGT 304

**HCA 402 SENIOR SEMINAR IN HEALTHCARE TOPICS (4 Credits)**

This course is designed to allow the student to explore current trends in healthcare and examine how these trends affect the future of healthcare in the United States and in other nations of the world. These topics may include government legislation, genetics, computers in healthcare, human resource needs, and developments in managed care. Prerequisite(s): Senior Status, HCA 301, HCA 302, HCA 401

**HIM 003 MEDICAL CODING CCA REVIEW (0 Credits)**

The Medical Coding CCA Review course provides a review of concepts presented in the Medical Coding Certificate Program. Students will prepare for their Certified Coding Associate (CCA) exam by completing domain specific exams, analyzing their results, and developing study plans. Students will complete two mock exams and analyze their results to develop study plans. Prerequisite: To be taken in final quarter of study.

**HIM 110 PATHOPHYSIOLOGY WITH PHARMACOLOGY (4 Credits)**

Introduction to the study of the functions of the body systems, diseases of the body systems and the medications used in treatment of the diseases. The course includes analysis of case studies and application of the knowledge for diagnosis and procedure coding. Prerequisite(s): None

**HIM 121 HEALTH INFORMATION TECHNOLOGY (4 Credits)**

This course will introduce students to the practical aspects of health information management technology, healthcare reimbursement leadership and management. This includes the key concepts of health information and medical records. Students will be introduced to the types and content of the health record. Students will also learn concepts in health data structure, content and standards, data monitoring and compliance reporting. Prerequisite: None

**HIM 132 CPT CODING (4 Credits)**

The focus of this course is learning the coding ruled for the CPT coding system and applying the rules to code patient services. Students will become proficient in the usage of the Current Procedural Terminology (CPT) manual. Students will assign correct CPT codes to physician office settings and hospital settings. Students will apply the applicable CPT modifiers to various patient settings. Prerequisite(s) MSS 104

**HIM 143 ICD-10-CM CODING (4 Credits)**

The focus of this course is learning the use of the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) manual and apply the ICD-10-CM guidelines in coding diagnoses. Students will accurately assign diagnosis codes to various patient settings. Prerequisite(s): HIM 110

**HIM 151 HEALTHCARE REIMBURSEMENT (4 Credits)**

This course provides the students with information about various healthcare reimbursement programs, health insurance plans and the role of health information technologists in reimbursement methodologies. Students apply their knowledge of ICD-10-CM, ICD-10-PCS and CPT coding for billing processes and procedures, healthcare reimbursement programs. The course includes charge master maintenance as well as reimbursement monitoring and reporting. The course uses patient health records and case studies in this practice. Prerequisite(s): None

**HIM 161 LEGAL ASPECTS OF HEALTH INFORMATION (4 Credits)**

This course begins with an introduction to legislative and regulatory processes, legal terminology, health information laws and regulations. It continues with the examination of the HIPAA Security Rule, the evaluation of patients' rights regarding the authorized and non-authorized release of personal health information (PHI) and legal terminology. It also reviews risk management, organization compliance and the release of PHI. The course continues with an evaluation of security threats and security protection of a Health Information Management organization. Last, the course evaluates professional and ethical workplace behavior and workplace laws of medical staff and medical facilities. Prerequisite: None

**HIM 170 PERFORMANCE IMPROVEMENT (4 Credits)**

This course provides education on quality assessment and performance improvement in regard to health care information. Topics include utilization management, risk management, case management, regulatory quality monitoring requirements and outcomes measures and monitoring. Prerequisite(s): None

**HIM 250 HEALTHCARE STATISTICS (4 Credits)**

This course instructs students on using statistical software to analyze data for quality, utilization and risk management. Other topics include study of the institutional review board process, national guidelines regarding research, techniques for data reporting and analyzing descriptive and vital statistics. Prerequisite(s): MTH 101

**HIM 261 HEALTHCARE MANAGEMENT (4 Credits)**

This course will engage in the functions of a manager, planning, organizing, decision making, staffing, leading or directing, communication and motivating. Further study will include principles of authority/ responsibility, delegation and effective communication, organization charts, job descriptions, policies and procedures, employee motivation, discipline and performance evaluation. Prerequisites: HIM161, HIM171, ENG102

**HIM 271 ICD-10-PCS CODING (4 Credits)**

This course provides instruction in the use of the International Classification of Diseases, 10th Revision, Procedure Coding System, ICD-10-PCS. The students learn how to code procedures using the ICD-10-CM PCS coding system. They also learn to use the ICD-10-PCS Official Guidelines and practice assigning codes for general and multi-specialty procedures. Prerequisite(s): HIM 101

**HIM 285 ADVANCED MEDICAL CODING (4 Credits)**

The focus of this course is accurately code procedure and diagnosis codes in various patient settings. Students will utilize the guidelines learned in their ICD-10-CM and CPT coding courses to assign codes. Students will learn how to use an encoder and will accurately code real life medical records. Prerequisite(s): HIM 132, HIM 143 and HIM 271

**HIM 290 HEALTH INFORMATION PRACTICUM (4 Credits)**

This course provides the students with the opportunity to practice their health information technology skills as they complete an on-site professional practice experience (PPE) in local health care facilities. This experience allows the students to relate the functional and theoretical components of the curriculum to realistic practice situations. Prerequisite(s): To be taken in final quarter of study

**HIM 295 HEALTH INFORMATION TECHNOLOGY REVIEW (4 Credits)**

The focus of this course is review concepts presented in the program. Students will prepare for their Registered Health Information Technician (RHIT) exam by completing domain specific exams and analyzing their results and developing study plans. Students will complete two mock exams and analyze their results to develop study plans. Prerequisite(s): To be taken in final quarter of study

**HMS 301 HUMAN RESOURCES DEVELOPMENT IN THE HOSPITALITY INDUSTRY (4 Credits)**

This course provides a study of management and human resources systems common to the hospitality industry. Case studies, role-plays, and simulations are used to examine management and human resources problems unique to the hospitality industry. Prerequisite(s): HMS 304

**HMS 304 PRINCIPLES OF HOSPITALITY MANAGEMENT (4 Credits)**

The course provides an analysis of fundamental management principles specific to the hospitality industry along with the concepts of behavioral sciences. Hospitality management processes, resources, and organizational structures are introduced. Prerequisite(s): None

**HMS 321 QUALITY SERVICE MANAGEMENT IN THE HOSPITALITY INDUSTRY (4 Credits)**

This course provides a study and analysis of service delivery systems for the hospitality industry with emphasis on implementing consumer-driven, top-down, policy-oriented quality service programs. Prerequisite(s): HMS 304

**HMS 333 INTERNATIONAL TRAVEL AND TOURISM (4 Credits)**

This course provides a study and evaluation of international travel and tourism and the economic and cultural impact on society. It examines the forces which influence international tourism. Component parts of tourism management and interrelationship of meeting planning, travel systems, food and lodging systems, and tourist attractions are reviewed. Prerequisite(s): HMS 304

**HMS 401 SENIOR SEMINAR IN HOSPITALITY ADMINISTRATION (4 Credits)**

This is an in-depth study of current topics in hospitality administration. Prerequisite(s): HMS 304

**HMS 404 MARKETING HOSPITALITY SERVICES (4 Credits)**

This course provides an application of strategic market research and product/service positioning in the hospitality industry. Emphasis is placed on competitive marketing strategies including sales, advertising, and promotion. There is discussion of unique features of hospitality industry marketing, market research/analysis, ethics, and quality service delivery. Prerequisite(s): HMS 304

**HMS 405 HOSPITALITY INDUSTRY ENTREPRENEURSHIP (4 Credits)**

This course provides a study of the activities associated with the creation, assessment, development, and operation of new and emerging ventures. Students will have the opportunity to develop their new venture management skills through a combination of classroom exercises, case analysis, and the development of a business plan to support the initiation of a new venture. Prerequisite(s): HMS 304

**HRL 303 DIVERSITY PERSPECTIVES IN THE WORKPLACE (4 Credits)**

This course is a study of human diversity and the changing workplace. It addresses the demands and opportunities placed upon the human resource practitioners and how they may become a more effective people managers. It assists the human resource managers in the understanding of diversity issues and helps them deal with the myriad of challenges related to diversity in the workplace. (Same as CMM 402) Prerequisite(s): None

**HRL 310 HUMAN RESOURCE PERSPECTIVES IN GUIDANCE AND COUNSELING (4 Credits)**

This course is a comprehensive review of the various theories, concepts and approaches of counseling needed in the human resource setting. It enhances the ability of the human resource manager to relate to personal issues relevant to work and familial issues that stifle effectiveness and productivity. It allows the manager to recognize areas where he/she can assist and where referral is more appropriate. It additionally strengthens the competencies of the manager in the area of career counseling. Prerequisite(s): None

**HRL 320 ORGANIZATIONAL DEVELOPMENT (4 Credits)**

This course addresses the role the human resource manager plays in the examination, implementation and development of organization change. Factors reviewed include individual and organizational resistance, the organizational climate, team-building techniques, feedback initiatives, conflict resolution and how the implementation of quality enhances and improves overall effectiveness. Prerequisite(s): None

**HRL 330 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY FOR HUMAN RESOURCE PROFESSIONALS (4 Credits)**

This course explores the tools and applications of industrial/ organizational psychology as it relates to the human resource professional. Areas of emphasis include the improvement of selection, development, management and retention of organizational personnel by applying various psychological techniques including tests and measurements, evaluations, analyses, human/organizational behavior concepts, etc. Such topics as pre-employment and personality testing, job analysis, performance appraisals, training and career development, diversity concepts, leadership, job satisfaction, motivation, organizational styles, and working conditions are explored. Prerequisite(s): None

**HRL 340 ETHICAL ISSUES IN HUMAN RESOURCE MANAGEMENT (4 Credits)**

This course explores and reviews ethical issues in organizations and the role the human resource manager assumes in the overall organizational ethics perspective. Concepts include corporate responsibility, the need for responsible corporate philosophies and leadership. Emphasis is placed upon the application of theoretical perspectives of ethics and how they relate to individuals and corporate behavior. Prerequisite(s): None

**HRL 404 EMPLOYMENT LAW (4 Credits)**

A comprehensive study and review of the applicable laws and legislation that impact the employment environment of today. This course provides the human resource manager a sound understanding and appreciation of concepts of personnel law. Among these are the fundamentals of employment discrimination law, negligent hiring, supervision, retention and training, federal compensation law, parental and family rights and accommodation in the workplace, employee privacy issues, health and safety issues, sexual harassment, wrongful discharge, and other relevant theories. Prerequisite(s): None

**HRL 410 CONCEPTS OF RECRUITING (4 Credits)**

This course is a review of the relevant techniques, tools and concepts available to the human resource manager. The course addresses both traditional and non-traditional (Internet) recruiting approaches and techniques. It dwells upon marketing and salesmanship methods that enhance the overall organizational recruiting program. Prerequisite(s): None

**HRL 411 INDUSTRIAL RELATIONS (4 Credits)**

This course deals with the development, legal environment, and current issues related to the labor relations system found in the United States. Emphasis is placed on the historical evolution of both the union movement and the laws that helped shape the system. The industrial relations system is further compared with those systems found abroad to give the student a global perspective, as well as the review of collective bargaining found in the commercial and governmental arenas. Prerequisite(s): None

**HRL 431 CORPORATE TRAINING (4 Credits)**

This course is a study of the techniques, systems, approaches and issues related to the development, administration, and management of the corporate/ organizational training program. Emphasis is placed on determining training needs, the training analysis system, testing and the development of effective training programs for all employees. Prerequisite(s): None

**HRL 441 COMPENSATION AND BENEFITS MANAGEMENT (4 Credits)**

This course is a study of compensation theories, policies, systems and practices with emphasis on the design of effective compensation programs. This course reviews the administration, development, and management of effective pay structures, benefit programs and other related issues. Prerequisite(s): None

**HRL 451 HUMAN RESOURCE INFORMATION MANAGEMENT (4 Credits)**

This course will center on how technology and its applications will help the human resources practitioner and department become more efficient and responsive to the employees' and organization's needs. In addition, various information management techniques such as basic guidelines and laws pertaining to the collection and retention of HR information will also be discussed. Specific technologies and applications available to manage such HR data include Human Resources Information Systems (HRIS), Enterprise Resource Planning (ERP) packages (i.e. Oracle, PeopleSoft, SAP, etc.) Employee and Manager Self Service (ESS and MSS, respectively), distance learning modules, e-selection systems, etc. Prerequisite(s): CSC 118

**HRL 465 HEALTH AND SAFETY IN THE WORKPLACE (4 Credits)**

This course presents an examination of the principles of health and safety as they apply to the modern workplace. Specific topics discussed include OSHA legislation and standards, worker's compensation, stress related problems, workplace violence, and terrorism threats in the workplace. Prerequisite(s): None

**HRL 471 PROJECT IN HUMAN RESOURCE MANAGEMENT (4 Credits)**

This course is a culmination of all previous course work and a seminar designed to allow the student to utilize his/her total human resource knowledge. Based on the instructor's guidance, the student develops a project related to the overall human resource environment. Major competencies include training, industrial relations, alternate dispute resolution techniques, human diversity issues, human resource information systems, safety, job analysis, equal opportunity, staffing, recruitment and hiring, as well as the development and utilization of general employment practices. Prerequisite(s): Completion of all HRL courses or approval by the Executive Dean of the College of Business and Technology.

**HRL 475 INTEGRATIVE BSHRL CAPSTONE (4 Credits)**

The capstone is the culmination of all the knowledge and skills acquired throughout the BSHRL program. In partnership with SHRM, this course will incorporate the SHRM Learning System's HR body of knowledge for human resource professionals and will integrate case studies and real-world HR applications. Prerequisite(s): Last quarter course or approval by the Executive Dean of College of Business and Technology

**HRL 498/499 HRL EXTERNSHIP (4 Credits)**

The Human Resource Leadership (HRL) Externship Program provides the student with an opportunity to gain practical work experience under the supervision of a Human Resources Professional. The student must periodically submit written reports to the HRL program coordinator describing the student's experiences during the externship. The student's supervisor must also submit an evaluation of the student's performance in the externship to the HRL program coordinator and verify completion of the required 120 working hours. A maximum of two externships may be completed, each worth 4 credit hours. Prerequisite(s): 3.0 overall GPA and senior standing or approval by the Executive Dean of the College of Business and Technology

**HRM 104 INTRODUCTION TO HOSPITALITY MANAGEMENT (4 Credits)**

The purpose of this course is to help the student understand the different segments of the hospitality industry and the career options that each offers. Hospitality industry history is studied to understand the factors which have contributed to the industry's growth and to identify future trends. An overview of each segment also looks at typical organizations, structures, and operational methods. Prerequisite(s): None

**HRM 108 LODGING MANAGEMENT (4 Credits)**

This course provides an overview of the fundamentals of the room's division, with specific focus on housekeeping and front office operations. It describes management functions, tools, and practices (machine-assisted and fully-automated) required in today's lodging establishments. Prerequisite(s): None

**HRM 115 FOODSERVICE MANAGEMENT BY MENU (4 Credits)**

In today's complex makeup of foodservice management, the menu is the controlling document that affects every area of operation in the facility. Proper menu planning and writing is vital in today's society with consumer advocate groups demanding fresh and healthful offerings, corporate boardrooms demanding more sales and profits, and government bureaucracy demanding accurate menu terminology. Foodservice Management by Menu will present the menu as a central theme that controls and influences all foodservice functions, and it will tie the menu in with overall management principles that are essential to operating a profitable foodservice establishment. Prerequisite(s): None

**HRM 164 HOSPITALITY MANAGEMENT AND SUPERVISION (4 Credits)**

This course introduces the student to techniques of management. The techniques provided are general rather than specific, but they are fundamental to the understanding of management. These techniques help students solve problems they will encounter in the field. Students are tested through observation and practice. Prerequisite(s): None

**HRM 195 DESTINATION MANAGEMENT (2 Credits)**

This course will give students an understanding of the activities directly impacting and surrounding Leisure and Convention Destination Management. This course is designed to maximize student learning through collaborative and problem-based learning related to leisure and conventions destinations. This class is an experiential learning opportunity which involves class lecture and travel to a destination. Travel will take place during the break period at the end of the quarter the class is taken. An additional comprehensive fee is required. Prerequisite(s): Director Approval

**HRM 198 GLOBAL TOURISM (2 Credits)**

This course will give students an understanding of the activities directly impacting and surrounding Leisure and Convention Destination Management. This course is designed to maximize student learning through collaborative and problem based learning related to leisure and convention destinations. Prerequisite(s): None

**HRM 204 MANAGING CONVENTION SALES AND SERVICES (4 Credits)**

The course will offer practical insight into the different kinds of meetings and conventions, the types of organizations that stage such events, and the people who hold the key to site selection. The course also includes material on how to analyze a hotel property or a free-standing restaurant operation to determine which segments of the market may be sold and serviced successfully and how to organize a sales staff as well as an operations staff to target the desired business. Prerequisite(s): None

**HRM 208 DESTINATION MANAGEMENT AND MARKETING (4 Credits)**

This course will give students a basic understanding of the roles destination management organizations and convention and visitors bureaus play in the hospitality and tourism industries. All aspects of organization operations are covered, including service, research, product development, human resources, and financial management. Prerequisite(s): None

**HRM 244 WINES AND SPIRITS (4 Credits)**

This course provides the student with a hands-on approach to the complete cycle of wine and spirits from manufacturing and production through purchasing, sales, service and accounting. Prerequisite(s): None

### **HRM 284 HOTEL/RESTAURANT PRACTICUM (4 Credits)**

The capstone class places the student in a real world experience in an appropriate hotel or conference center where the student has opportunities to participate in service and/or management level activities to provide actual situation to their educational experience. Prerequisite(s): Approval of the Hotel/Restaurant Department Head

### **HSS 101 INTRODUCTION TO HUMAN SERVICES (4 Credits)**

The main objective of this course is to provide a comprehensive introduction to the field of Human Services. Students will learn the theory, knowledge, attitudes, values, and skills needed to become a Human Services professional. The course will examine the needs of vulnerable populations and the role of human service agencies to address those needs including their organization, service delivery system, staffing patterns, and funding sources. This explores the origin and development of the social welfare system as well as social welfare policy. Prerequisite(s): None

### **HSS 110 PUBLIC AND COMMUNITY HEALTH (4 Credits)**

This course will introduce students to the nation's public health systems including an overview of the core functions of Public Health and the 10 essential public health services. Students will examine a variety of strategies to promote health, prevent disease and prolong life among populations and communities, including behavioral, population and policy change, mass media approaches, and community-based interventions. Prerequisite(s): None

### **HSS 220 DIVERSITY IN HUMAN SERVICES (4 Credits)**

The focus of this course is to increase students' cross-cultural awareness, knowledge, and skills in the assessment and provision of health and human services to diverse populations. Students will learn how to integrate culturally appropriate models tailored to the needs of diverse audiences. The interaction of race, culture, assumptions, myths, beliefs in the provision of human services will be examined. Prerequisite(s): None

### **HSS 225 COMMUNITY EDUCATION (4 Credits)**

This course introduces students to the assessment of community education needs and the development, promotion, implementation and evaluation of community education programs. Prerequisite(s): None

### **HSS 250 HEALTH SERVICES ADMINISTRATION (4 Credits)**

This course provides a foundation in health services administration. The course introduces students to the structure, organization, finance, and functions in health care systems including the examination of public and private health institutions. Management principles, leadership approaches and conflict resolutions are examined. Prerequisite(s): None

### **HST 215: AMERICAN HISTORY I: PRE-COLUMBIAN TO AMERICAN CIVIL WAR (4 Credits)**

American History I will examine the historical evolution of the United States from its pre-Columbian era to the end of the American Civil War. The course will explore social, political, economic, and cultural events that have affected the progression of the United States. Particular attention will be given to the socio-political factors that aided in the development of the US Constitution, Industrial Revolution, and led to the onset of the American Civil War. Prerequisite(s): none.

### **HST 254 INTRODUCTION TO FILM (4 Credits)**

Introduction to Film is an analysis of the impact of historical and societal events on American cinema from the Silent era to Post-Modernism. Prerequisite(s): None

### **HST 274 AMERICAN GOVERNMENT (4 Credits)**

This course is an introduction to American government, its historical foundations, national institutions, and historical and contemporary political processes and policies. Focus will be given to the Constitution, the three branches of the federal government, interest groups, public opinion, the media, campaigns, elections, political parties, and foreign and domestic policies. Prerequisite(s): None

### **LDR 401 ESSENTIALS OF LEADERSHIP (4 Credits)**

This course will require the student to investigate and analyze leadership and the role of the leader from three major areas: (1) traditional leadership traits and theories and how they relate to the power of influence; (2) the essentials of how to develop the individual leader (priorities, integrity, change, problem-solving, attitude, people, vision, and self discipline); and (3) staff development—providing a proper learning environment for potential leaders, creating a climate for progress and growth, developing a system for identification of future leaders, nurturing potential leaders, establishing proper team formation, and leaving a legacy of strong leaders. Prerequisite(s): MGT 304

### **LMR 201 RADIOGRAPHIC IMAGING (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the principles of radiographic quality, distortion, and exposure factors to include specific equipment needed to produce the radiographic images. The student will acquire general knowledge of scattered radiation, radiographic film, inverse-square law, and the relationship between MAS and KvP. This course involves the use of radiographic mathematical principles used to produce radiographs. Prerequisite(s): None

### **LMR 300 LIMITED MEDICAL RADIOGRAPHY CLINICAL I (4 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to provide the student with the opportunity to perform radiographic examinations in a clinical setting. Competency evaluations will be performed on specific examinations to determine the student's ability to produce quality radiographs according to the standards of the program and state law. Clinical rotation will be determined for each student based on examination availability and student needs.

Prerequisite(s): MSS 154

**LMR 301 LIMITED MEDICAL RADIOGRAPHY CLINICAL II (4 credits) – Undergraduate Non-Transferable (UN)**

This course is a continuation of LMR 300. This course utilizes supervised experience with clinical affiliates that enable the student to become familiar with departmental policies, office in-procedures, body mechanics, and radiographic procedures. The student develops and refines skills in patient management, equipment manipulation and film evaluation. Prerequisite(s): None

**LMR 400 LIMITED MEDICAL RADIOGRAPHIC CERTIFICATION REVIEW (6 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with a review of basic radiographic topics. Topics will include principles of radiographic positioning and procedures, physics and equipment of radiographic imaging, radiographic anatomy and physiology, radiation protection, and the theories and principles of test preparation and testing. This course will assess the student's understanding of the major subject areas in radiologic technology, recognize deficient areas of knowledge and prepare for Kentucky's Limited Scope of Practice examination in Radiography. Resume writing and interview skills are an additional areas of focus. Prerequisite(s): None

**LNG 144 CONVERSATIONAL SPANISH I (4 Credits)**

Basic grammatical and conversational Spanish is explored through written and spoken communication. Prerequisite(s): None

**MGT 114 BUSINESS ORGANIZATION AND MANAGEMENT (4 Credits)**

This course is a practical treatment of many fields of business activities which include retailing, wholesaling, manufacturing and service. Management functions, accounting, marketing and finance are carefully developed. This course includes practical application of stock and bond investments. Prerequisite(s): None

**MGT 116 CANNABUSINESS (4 Credits)**

This course is a practical review of many fields of basic business operations which include retailing, wholesaling, manufacturing, and customer service as it relates to cannabusiness. Prerequisite(s): None

**MGT 274 BASIC SUPERVISION (4 Credits)**

This course teaches the interrelationship of office functions, service, facilities, office communications, problem-solving, and successful human relations in office administration, with emphasis on first-line supervisory duties. Prerequisite(s): MGT 114

**MGT 284 HUMAN RESOURCE FUNDAMENTALS (4 Credits)**

This course presents an examination of the principles of personnel management as they apply to a modern industrial society. Specific topics discussed include the selection, placement, training, and promotion of personnel. A study of major legislation as it applies to various types of discrimination is included. Prerequisite(s): None

**MGT 295 SMALL BUSINESS MANAGEMENT (4 Credits)**

This course is a study of the challenges involved in starting and operating a successful small business such as location, determining how to borrow money, budgeting, credit, controlling inventory, turnover and purchasing. Capstone class to be taken in the last quarter of the Associate degree. Prerequisite(s): Last Quarter Only or approval by the Executive Dean of the College of Business and Technology

**MGT 304 PRINCIPLES OF MANAGEMENT (4 Credits)**

This course provides an analysis of fundamental management principles integrated with the concepts of behavioral sciences. Management processes, resources and organizational structure are introduced. Prerequisite(s): None

**MGT 324 HUMAN RESOURCE LEADERSHIP (4 Credits)**

This course emphasizes the development of the human resource including special topics such as performance appraisal, training, compensation and benefits, workplace quality, and contemporary issues. Case studies are used to illustrate the analytical and ethical framework of human resource development. Prerequisite(s): MGT 304 or HMS 304

**MGT 330 INFORMATION SYSTEMS FOR MANAGERS (4 Credits)**

This course is designed to prepare managers to make IT investment decisions, take leadership roles in IT implementation projects, and better understand IT service delivery trade-offs. Prerequisite(s): MGT 304 or HMS 304

**MGT 340 BUDGET ANALYSIS (4 Credits)**

This course is offered as a primer for beginning human resource managers and other beginning and middle managers to provide the basic competencies needed in the development, implementation, and management of their portion of corporate budgets. It provides an introduction to the basic theories and management techniques needed for everyday budgeting situations. A varied and all-inclusive introductory approach is taken to familiarize the student with such budgeting systems as zero-based budgeting, PBS budgeting, and line item budgeting. Prerequisite(s): None

**MGT 344 ORGANIZATIONAL BEHAVIOR (4 Credits)**

Focuses on the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations with emphasis on motivation and leadership. The student participates in group processes to develop personal awareness of opportunities and problems of group behavior and decision-making and their implications for management. Prerequisite(s): MGT 304

**MGT 364 ANALYSIS OF MANAGEMENT SYSTEMS (4 Credits)**

A study of the functions of management and how they can be organized into a system for effective use. An analysis of similarities of organizations, jobs, management styles and techniques are used in solving management problems. Prerequisite(s): MGT 304 or HMS 304



**MGT 404 MANAGEMENT DECISION-MAKING (4 Credits)**

An understanding of decision-making theories and techniques based on the decision-making process. The factors which influence decisions and the conditions under which they are made are presented. Prerequisite(s): MGT 304

**MGT 424 SENIOR SEMINAR IN MANAGEMENT TOPICS (4 Credits)**

A special seminar in advanced study consisting of current business topics in the area of the student's concentration. Prerequisite(s): MGT 304

**MGT 434 OPERATIONS MANAGEMENT (4 Credits)**

Operations management is part of the strategy an organization utilized to produce the goods or products it creates. Applications of mathematics and critical analysis are utilized to help students gain an awareness of the significance of the operations management process by which an organization converts inputs (e.g. labor, materials, knowledge and equipment) into outputs (finished goods and/or services). The course will cover in many aspects concepts relating to or involving Logistics, Total Quality Management (TQM), and other quantitative tools, that help make the conversion process more efficient and profitable. We want to impress upon the student the significance of producing goods and products at a high quality to help increase the opportunities for high profitability. Prerequisite(s): MGT 304, MTH 202

**MGT 464 BUSINESS POLICY (4 Credits)**

Specific problems involved in the forming of consistent business policies and maintaining an efficient organization are discussed. Actual cases are used for discussions and preparation of reports for executive decision making. Prerequisite(s): Last Quarter or approval by the Executive Dean of the College of Business and Technology

**MKT 114 INTRODUCTION TO MARKETING (4 Credits)**

This course introduces students to basic concepts in the field of marketing. Beyond definitions, functions and the purpose of marketing, students will be exposed to how marketing interacts with the economy, how the Internet and globalization impact marketing, and career opportunities for those interested in marketing. Prerequisite(s): None

**MKT 216 PRINCIPLES OF SALES MANAGEMENT IN CANNABUSINESS (4 Credits)**

An analysis of the sales functions in modern business including techniques necessary for the successful selling of both tangibles and intangibles. Emphasis is also given to communication skills necessary for the successful salesperson and the sales presentation as it relates to cannabusiness. Prerequisite(s): None

**MKT 304 PRINCIPLES OF MARKETING (4 Credits)**

This course includes the components of an organization's strategic marketing program which concentrates on the product, price, promotion, and distribution of goods, services, and ideas. Additional topics include market segmentation, pricing strategies, advertising, environmental forces, and portfolio development. A team project is required in this course. Prerequisite(s): None

**MKT 324 MARKETING RESEARCH (4 Credits)**

A study of research in marketing, the research process, marketing decision-making with emphasis on collection, analysis, and evaluation of data to assist in solving marketing problems. A research project is required. Prerequisite(s): MKT 304

**MKT 334 SALES MANAGEMENT (4 Credits)**

This course concentrates on hiring, training, assimilating, compensating, and supervising an outside sales force. Ethical behavior is also analyzed. Prerequisite(s): MKT 304

**MKT 444 BUILDING A BRAND (4 Credits)**

This course addresses the growing need to expose marketing students to the important issues associated with brand management. Specifically, the course will address a variety of theories, models, and other tools related to the brand management and branding decisions. The course also engages students interactively in brand management principles and applications. Finally, the course also focuses on consumer buying behaviors that are important to branding decision making. Prerequisite(s): MKT 304

**MKT 465 SENIOR SEMINAR IN MARKETING TOPICS (4 Credits)**

This course is designed to provide the students with exposure to various topics pertinent to today's marketing environment. Relevant topics include global marketing, service marketing, physical distribution, non-profit marketing, and ethics in marketing. Prerequisite(s): MKT 304

**MNE 103 IT SKILLS ESSENTIALS (JUMPSTART) (NOT LISTED)**

This course is designed to provide an in-depth look at the business skills, soft skills and self-management skills people need to provide effective customer service and support in a technical environment. Designed to be "how to" oriented, the course uses lectures and exercises to provide students specific techniques they can use to acquire and demonstrate business skills, soft skills, and self-management skills. The course also describes the "bigger picture" benefits of acquiring and demonstrating those skills. The course prepares the student for the Help Desk Institute Service Center Analysis certification. Prerequisite(s): None

**MNE 108 COMPUTER HARDWARE FUNDAMENTALS (4 Credits)**

This course teaches the latest skills needed by today's computer support professionals. The student learns to perform tasks such as installation, configuration, diagnosing, preventive maintenance, basic networking, security, safety, environmental issues, communication and professionalism. This course prepares the student for CompTIA A+ certification. Prerequisite(s): None

### **MNE 109 COMPUTER NETWORK FUNDAMENTALS (4 Credits)**

This course teaches the knowledge and skills of networking professionals. The student learns to describe the features and functions of networking components and to install, and configure and troubleshoot basic networking hardware, protocols and services. This course prepares the student for CompTIA Network+ certification. Prerequisite(s): None  
It is recommended that this course be taken concurrently with MNE 108 when both courses are required by the program

### **MNE 111 ADMINISTRATING WINDOWS (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft desktop operating systems in medium to very large business computing environments. The course prepares the student for the Microsoft 365 Certified: Modern Desktop Administrator certificate. Prerequisite(s): MNE 109

### **MNE 112 ADMINISTRATING WINDOWS SERVER (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage IP addressing and services, name resolution, file and print services, network and remote access, and the associated maintenance and support activities. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 109  
It is recommended that this course be taken concurrently with MNE 111 when both courses are required by the program.

### **MNE 203 INTRODUCTION TO LINUX (4 Credits)**

Upon completion of this course the student will have an understanding of the Linux command tools and software management. The student will be able to configure the BIOS and the hardware basics of Linux; they will learn to troubleshoot, create partitions and file systems, maintain their integrity, install a boot manager and learn how to boot the system. Prerequisite(s): MNE 109

### **MNE 204 LINUX SERVER - CONFIGURING THE X WINDOW SYSTEM (4 Credits)**

In Linux, the main graphical environment is the X Window System. In this section the student will learn to be able to configure the X Window System, synchronize data with other systems, troubleshoot the server and manage Structured Query Language (SQL) data. Prerequisite(s): MNE 109

### **MNE 210 ACTIVE DIRECTORY (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage multiple domains, domain controllers, and network services, and providing directory services to branch offices and individual users in remote locations to the corporate network. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 112

### **MNE 211 NETWORK INFRASTRUCTURE (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to manage file systems, directory services, monitoring, maintenance, and day-to-day management of an infrastructure of servers for an enterprise organization. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 112  
It is recommended that this course be taken concurrently with MNE 210 when both courses are required by the program.

### **MNE 213 COMPUTER SECURITY FUNDAMENTALS (4 Credits)**

This course prepares students for securing network services, network devices and network traffic. It also prepares students to take the CompTIA Security+ examination. In this course students build on their knowledge and professional experience with computer hardware, operating systems and networks as they acquire the specific skills required to implement basic security services on any type of computer network. Prerequisite(s): MNE 109

### **MNE 314 DESIGNING SECURITY FOR MICROSOFT NETWORKS (4 Credits)**

This course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats, analyzing security risks to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. Prerequisite(s): MNE 213

**MNE 320 CERTIFIED ETHICAL HACKING (4 Credits)**

This course immerses the student in an interactive environment where they will learn how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then practice scanning and attacking their own networks. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Upon course completion, students will be prepared to take the EC-Council Certified Ethical Hacker exam. Prerequisite(s): MNE 213 or Dean Approval

**MNE 340 NETWORK SECURITY ARCHITECTURE (4 Credits)**

This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): MNE 320

**MNE 360 NETWORK PENETRATION TESTING (4 Credits)**

This course teaches, through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced uses of the Penetration Testing methodologies, tools and techniques required to perform comprehensive information security tests. Students will learn how to design, secure and test networks to protect organizations from the threats hackers and crackers pose. Using current tools and techniques for security and penetration testing, students learn to perform the intensive assessments required to effectively identify and mitigate risks to the security of network infrastructures. Upon course completion, students will be prepared to take the EC-Council Licensed Penetration Tester (LPT) exam. Prerequisite(s): MNE 320

**MNE 365 COMPUTER HACKING FORENSIC INVESTIGATOR (4 Credits)**

This comprehensive course provides students with the training needed to protect against phishing, bank fraud, unlawful hacking, and other computer crimes. Instruction includes material from recognizing high-tech criminal activity and collecting evidence to presenting it in a way that judges and juries can understand. A range of skills, standards, and step-by-step procedures are discussed to enable one to conduct a criminal investigation in a Windows environment and produce evidence that will stand up in court. Prerequisite(s): MNE 320

**MNE 430 SECURITY DESIGN AND COMPLIANCE I (SSCP/CISSP) (4 Credits)**

This course is designed for the student who has already completed a bachelor's degree, or are working towards a bachelor's degree. This intensive program of study prepares the student for the (ISC)2 management level SSCP certification exam. SSCP certification recognizes a mastery of an international standard in Information Security management. Students can acquire their SSCP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)2 designation may be earned. Prerequisite(s): CSC 326

**MNE 450 SECURITY DESIGN AND COMPLIANCE II (SSCP/CISSP) (4 Credits)**

This course is designed for the student who has already completed a bachelor's degree, or is working towards a bachelor's degree. This intensive program of study prepares the student for the (ISC)2 management level CISSP certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security management. Students can become a CISSP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)2 designation may be earned. Prerequisite(s): MNE 430

**MSS 104 MEDICAL TERMINOLOGY (4 Credits)**

This course introduces the skills necessary for understanding and properly using medical terminology by presenting a foundation of roots, prefixes, and suffixes. Word building and definitions are related to communications, written correspondence, and medical records. Prerequisite(s): None

**MSS 144 MEDICAL LABORATORY PROCEDURES I****(4 Credits) – Undergraduate Non-Transferable (UN)**

This is a class designed to introduce the student to the clinical aspects of their profession. Some areas covered include training in vital signs, pulmonary function testing, sepsis/infection control, and sterile procedures in which third-party simulations will be utilized for application. Students will address nutrition and special dietary needs of patients in this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): BIO 133 or concurrent

**MSS 154 HEALTH AND SAFETY TECHNIQUES (4 Credits)**

Students become certified CPR basic rescuers (American Heart Association Healthcare Provider with AED). Medical sepsis and infection control are discussed. Training in vital signs and first aid procedures complete this course. Prerequisite(s): None. The online sections of this course are limited to students who can travel to one of the Kentucky residential campus locations for required check offs. The only exception is the Community Pharmacy program as checkoffs are performed during their practicum.

**MSS 204 MEDICAL ETHICS (4 Credits)**

Since the allied health profession is an important member of the medical team and their awareness of multiple legal and ethical issues are critical in today's health care environment, this course explores information relating to medical law and ethics. This course is designed to assist the healthcare professional in better understanding the legal and ethical obligations to patients, healthcare providers and healthcare employers. Topics in medical law, medical ethics, and bioethics are discussed. Scope of practice, state and federal legislation, and state and federal licensing and certification requirements are covered in this course. Prerequisite(s): None

**MSS 214 MEDICAL SOFTWARE APPLICATIONS (4 Credits) – Undergraduate Non-Transferable (UN)**

This course introduces the student to medical informatics by providing a step-by-step approach of using medical office management software through a simulated EHR (electronic health record). Prerequisite(s): None

**MSS 234 MEDICAL LABORATORY PROCEDURES II****(4 Credits) – Undergraduate Non-Transferable (UN)**

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include first aid, ergonomics, electrocardiograms, methods of specimen collection, performance of CLIA waived testing in Hematology and Chemistry. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): BIO 133, MSS 144

**MSS 244 MEDICAL LABORATORY PROCEDURES III****(4 Credits) – Undergraduate Non-Transferable (UN)**

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include demonstration of safety devices, specimen collection for CLIA waived testing in Urinalysis, Microbiology, and Serology. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): BIO 133, MSS 144

**MSS 254 PHARMACOLOGY (4 Credits) – Undergraduate Non-Transferable (UN)**

This course discusses the principles of pharmacy, drug action, and therapy based on body systems and disease. Also included are the classification of drugs and routes of administration, as well as regulatory standards, calculations and practice of drug administration. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Prerequisite(s): BIO 133, MSS 144

**MSS 274 MEDICAL OFFICE PROCEDURES (4 Credits) – Undergraduate Non-Transferable (UN)**

The emphasis in this course is effective telephone practices, mail processing, medical records, accident and health insurance, claim processing, filing, preparing correspondence, and ordering supplies. Prerequisite(s): None

**MSS 275 CLINICAL ASSISTING EXTERNSHIP (4 Credits) – Undergraduate Non-Transferable (UN)**

The student is assigned to a specific location to serve a minimum of 100 hours practicing clinical procedures. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of clinical practices during this time as well. Prerequisite(s): BIO 133, MSS 204, MSS 244, MSS 254

**MSS 276 MEDICAL ASSISTING EXTERNSHIP (4 Credits) – Undergraduate Non-Transferable (UN)**

The student is assigned to a specific location to serve a minimum of 100 hours practicing administrative duties of a medical assistant. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of administrative medical practices during this time as well. Prerequisite(s): BIO 133, MSS 204, MSS 214, MSS 234, MSS 244, MSS 254, MSS 274

**MTH 101 COLLEGE MATHEMATICS (4 Credits)**

This college level mathematics course includes the following concepts: simplifying algebraic expressions, solving equations and inequalities, graphing linear equations and inequalities, calculating slope and finding equations of lines, factoring and solving quadratic equations. Prerequisite(s): None

**MTH 115 PRINCIPLES OF MATHEMATICS (4 Credits)**

Studies of applied problem solving, formulas, operations on fractions, decimals, percents, ratios and proportions are undertaken. Descriptive statistics measuring the center of a data set, the mean, median and mode of a data set are considered. Data tables and graphs such as pictographs, bar charts, circle graphs and line graphs will be examined. The course will include a study of solving one-variable linear equations applying regression. The course will emphasize applying these basic principles to a broad range of topics. Excel and scientific calculators will be utilized. Prerequisite(s): None

**MTH 201 COLLEGE ALGEBRA (4 Credits)**

This algebra course includes the following concepts: Simplifying rational expressions and equations. Solving systems of equations, and solving quadratic equations. Working with exponential and radical expressions, as well as learning properties and applications of exponential and logarithmic functions. Prerequisite(s): MTH 101

**MTH 202 INTRODUCTION TO STATISTICS (4 Credits)**

This course is designed to introduce the student to issues including data collection, analysis, hypothesis testing, correlation and regression. Prerequisite(s): MTH 101 or MTH 115

**MTH 301 QUANTITATIVE METHODS (4 Credits)**

This course is a study of the application of deterministic and stochastic methods such as Linear Programming and probability to model and solve problems from business and industry. Prerequisite(s): MTH 202

**MTH 305 DISCRETE MATHEMATICS (4 Credits)**

This course examines topics involving discrete sets of objects, including number systems, sets, Boolean algebra, algorithms, proof techniques, propositional logic, and relations and functions. Prerequisite(s): MTH 201

**NTA 244 TOURISM (4 Credits)**

This course gives the student a comprehensive look at the dynamics of worldwide tourism. It is designed to acquaint the student with the relationship of tourism to the many businesses that offer services either directly or indirectly to the tourist. Prerequisite(s): None

**NUR 210 FUNDAMENTALS OF NURSING (10 credits)**

This course introduces the knowledge, skills, and attitude needed for safe effective practice of a professional nurse. Content includes comfort measures, assistance with daily living activities, environmental concerns, positioning and transporting, asepsis and sterile technique, and communication techniques. Introduction to nursing and the nursing process as related to promoting healthy lifestyle patterns across the life span; promotion, maintenance, and illness prevention. Concepts related to nursing fundamentals and nursing care is integrated throughout the course. Prerequisite(s): BIO 103, BIO 103L (may be taken concurrently)

**NUR 220 CONCEPTS OF BASIC NURSING PRACTICE (6 credits)**

This course will assist the PN to transition into the role of the RN. Learners will be introduced to critical thinking skills and the responsibilities expected of the RN that they will continue to build on throughout the nursing program. The areas of study will include: building on the nursing process, teaching and learning processes, knowledge and skill acquisition, ethical and legal considerations in patient care, diversity in healthcare, communication techniques, managing patient care, stress management, health promotion and disease prevention, documentation, health assessment, and an introduction to evidence based practice. Prerequisite(s): BIO 103, BIO 103L (BIO courses may be taken concurrently), NUR 210

**NUR 230 ADULT NURSING CARE I (8 credits)**

Course is designed to develop more complex physical assessment techniques and therapeutic interventions. Written communication and the medical record will be explored. Evidence based practice guidelines will form the reference point for health assessment, restorative care, and health deviations. Life span development and cultural aspects of care will be integrated. Health deviations will focus on musculoskeletal, gastrointestinal, sensory, neurological, and integumentary systems. Aspects of specialized nursing care will be discussed in regard to surgical, oncological, and community healthcare. Non-pharmacological pain management and end of life issues will also be included. Lab assignments will reflect concepts related to theory sessions. Prerequisite(s): NUR 220

**NUR 231 PHARMACOLOGY (4 credits)**

This course is an overview of the principles of pharmacology, drug action, and therapy based on body systems and disease. The emphasis is on drug dosage calculation for adults and children, nursing process, client teaching, and principles of drug administration. Lifespan issues and transcultural considerations will be included. Prerequisite(s): NUR 210, NUR 220

**NUR 240 ADULT NURSING CARE II (8 credits)**

This course includes utilization of previously learned skills, in order to develop more in-depth application of the core components of the nursing process for adult clients experiencing complex health deviations. Emphasis is on the care of clients experiencing health deviations in the endocrine, cardiovascular, respiratory, renal, hematological, and immunological body systems, as well in regard fluid and acid-base balance. The nursing process and evidence-based practice will be utilized as the foundation for the discussion on the care of the patient. Prerequisite(s): NUR 210, NUR 220, NUR 230, NUR 231

**NUR 241 NUTRITION (2 credits)**

This course is designed to introduce basic principles of scientific nutrition and present the applications in client-centered care. Nursing process, life span development, and cultural aspect of nutrition will be integrated. Community nutrition is coordinated with an emphasis on weight management and physical fitness. Current medical treatment and approaches to nutrition management will be discussed. Special areas include developments in gastrointestinal disease, heart disease, diabetes mellitus, renal disease, surgery, cancer, and AIDS. Prerequisite(s): NUR 210, NUR 220

**NUR 250 MENTAL HEALTH NURSING (4 credits)**

This course focuses on cultural aspects and therapeutic communication related to mental health issues. Mental health concepts, behavioral interventions, crisis interventions, coping interventions substance abuse, techniques of physical/psychosocial assessment, health screening, psychopharmacology, complementary/psychosocial therapies will be addressed. Special emphasis will be placed on therapeutic communication techniques in all healthcare settings. Prerequisite(s): NUR 220, NUR 230, NUR 231

**NUR 251 MATERNAL NURSING (5 credits)**

Application and direction of nursing care of the client that incorporates the knowledge of lifespan development of women of childbearing ages with expected growth and development principles, cultural aspects of care, prevention and early detection of health problems, and strategies to achieve optimal health. Current health practices will serve as reference points for basis of care of individual and families with changes/deviations related to common health concerns. Reproductive health and pregnancy health problems are explored. Clinical assignments reflect concepts related to the theory sessions. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240

**NUR 252 PEDIATRIC NURSING (6 credits)**

Application and direction of nursing care of the client that incorporates the knowledge of lifespan development with expected growth and development principles, cultural aspects of care, prevention and early detection of health problems, and strategies to achieve optimal health. Infant and child health including common childhood and adolescent health problems are explored. Clinical assignments reflect concepts related to the theory sessions. Prerequisite(s): NUR 220, NUR 230, NUR 231

**NUR 260 ADULT NURSING CARE III (5 credits)**

This course provides a didactic opportunity for the student to focus on individuals and families with complex and emergent care needs. Perceptions of being a critically ill patient will be examined. Cultural aspects, psychosocial needs, evidence-based practice of the patient in the critical care unit will be covered. In addition, but not limited to areas of discussion are hemodynamic monitoring, interpreting EKG rhythm strips, mechanical ventilation, artificial airways, circulatory assist devices, pressure monitoring systems, CVP monitoring, shock, systemic inflammatory response syndrome and multiple organ dysfunctions. Emergency and trauma nursing will be incorporated into the material. The nursing process will be utilized throughout this course. Acute/critical care concepts will be reinforced through observation in acute/emergent care setting in NUR 262. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 251, NUR 252

**NUR 261 SEMINAR IN PROFESSIONAL DEVELOPMENT (3 credits)**

This course provides a didactic opportunity for the student to apply theories of leadership and management. Methods of managing human, physical, financial, and technological resources in providing customer service will be discussed. Regulatory and accrediting standards/agencies will be reviewed. Theories of unit management, patient assignments, staff scheduling, and delegations to unlicensed personnel will be explored. Kentucky nursing law will be referenced. Transition from student to practicing professional nurse and member of the multidisciplinary healthcare team will be achieved. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, (NUR 250, NUR 251, NUR 252...or may be taken concurrently)

**NUR 262 INTEGRATED PRACTICUM (4 credits)**

Provides students opportunities to apply knowledge in the care of individuals and families in a dynamic healthcare setting. Emphasis is on developing the role of the professional nurse advocate. Acute/ critical care concepts presented in NUR 260 will be reinforced through observation in a critical care setting, denoted as dual objectives. The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session and within seven (7) months of graduation. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241, NUR 250, NUR 251, NUR 252, (NUR 260, NUR 261...or may be taken concurrently)

**PBA 124 BAKING SCIENCE (4 Credits)**

This course incorporates the foundation of knowledge to be successful in a baking and pastry career. Topics include the identification, use and functions of vital baking ingredients and equipment, mixing methods applicable to those ingredients and the interaction of ingredients to produce products in the baking and pastry profession. Prerequisite(s): None

**PBA 126 BAKING FUNDAMENTALS (6 Credits)**

The understanding and application of skills learned in Baking Science. Students will produce foundation items that will be built on in later lab and lecture classes. This course covers the makeup of various baked goods, how different ingredients relate and effect each other, and why baking is considered to be such a science. Prerequisite(s): None Recommended that PBA 126 be taken concurrently with PBA 124

**PBA 134 ARTISAN THEORY (4 Credits)**

In this course, students are instructed in methods and theory related to advanced techniques in bread including the principles of artisan production, lamination and enriched dough's and the intricacies of design utilizing lightly yeasted and non-yeasted dough's. Prerequisite(s): PBA 124

**PBA 136 ADVANCED TECHNIQUES IN BREAD (6 Credits)**

In this course, students are given the opportunity to practice the methods, skills and theories related to artisan theory. This student acquires and practices skills involved in the production of lean and hearth artisan breads, laminated and enriched breads and bread design. Prerequisite(s): PBA 126 Recommended that PBA 136 be taken concurrently with PBA 134

**PBA 216 MODERN PASTRY TECHNIQUES (6 Credits)**

The Chocolatier – The chocolatier encompasses foundational principles in chocolate utilizing an array of chocolate varieties. Students will learn the fundamentals of chocolate and apply them through the preparation of various chocolate candies, bonbons, garnishes, decorations and other preparations including a chocolate showpiece. Torte and Petit Four – A blend of classical and contemporary techniques will be integrated in the preparation of various tortes and petit fours including the use of various glazes, mousses, textures and garnishing techniques. Dessert Presentation – Plating and presentation of dessert varieties including a blend of both classical and contemporary methods will be demonstrated within the class offering students the opportunity to apply real world skills in a learning environment. Prerequisite(s): PBA 124 and PBA 126

**PBA 244 BAKING & PASTRY  
ENTREPRENEURSHIP (4 Credits)**

This course is designed to provide the student with a complete understanding of the structure, implementation, marketing, financial statements and strategic planning associated with developing a business plan. This course focuses on sound and established business principles that are applied to developing a baking, pastry, and specialty cake or restaurant business. The course draws from generally accepted business practices utilized throughout the country to assist the student in developing their own business from concept to fruition. Prerequisite(s): None

**PBA 246 GLOBAL PASTRY ARTS  
& DESIGN (6 Credits)**

The student develops the skills required to produce goods and pastries from the global market. Each student will gain knowledge in preparing and designing various showpieces, made from sugar, marzipan, tallow/fat and chocolate. Prerequisite(s): PBA 124 and PBA 126

**PBA 266 BAKING PRACTICUM (6 Credits)**

This course provides the student with occupationally specific opportunities that involves working in the area of study and using the knowledge and skills that have been learned in the classroom and lab settings. All locations are approved by the Dean and supervised by onsite managers, bakers or pastry chefs. Prerequisite(s): last quarter or Dean approval

**PHL 224 INTRODUCTION TO  
PHILOSOPHY (4 Credits)**

This course takes the straightforward approach of studying and discussing the thought and influence of major western philosophers as they cross the stage of history. Prerequisite(s): None

**PHL 244 INTRODUCTION TO  
RELIGION (4 Credits)**

This course offers the students the opportunity to survey and discuss the major religions of the world with the aim of learning their roots, their major characteristics and their present day significance. Prerequisite(s): None

**PHL 344 BIOETHICS (4 Credits)**

This course will examine the applied ethical subspecialty of bioethics, particularly as related to healthcare and human services. By learning about the birth of bioethics and from exposure to primary sources from which bioethical principles and guidelines have originated, students will gain an appreciation of the role of bioethical deliberation in contemporary issues from genetics to public health to end-of-life. Students will become proficient as spokespersons on opposing sides of bioethical issues including the protection of human subjects in research, genetic engineering, abortion, euthanasia, stem cell research, and allocation and distribution of healthcare resources. Review of landmark bioethics cases and legal judgments will enhance students' understanding of the complexity of society's response to bioethical dilemmas such as late term abortion and physician assisted suicide. Prerequisite(s): None

**PHL 464 ETHICS (4 Credits)**

This course discusses concrete and objective principles available to individuals interested in doing the "right thing" with a focus on the critical theory and value systems that underlie the process. Prerequisite(s): None

**PHT 101 INTRODUCTION TO  
PHARMACY TECHNICIAN (4 Credits)**

This course will cover the history of pharmacy, pharmacy organizations, and the healthcare system. The issues of ethics and professionalism will be presented and discussed. Students will be introduced to the basic skills required of a pharmacy technician, including medical terminology, prescription interpretation, basic calculations, and compounding. Students will learn the brand/generic names of the Top 200 drugs and will explore Over-the-Counter medications and supplements. Students will explore both the traditional and non-traditional roles pharmacy technicians can play in various practice settings. Prerequisite(s): None

**PHT 105 PHARMACEUTICAL  
CALCULATIONS (4 Credits)**

This course explores common pharmacy calculations, to include converting between measurement systems, interpreting medication orders, routes of administration, and dosage calculations, including special populations. Prerequisite(s): None

**PHT 150 PHARMACOTHERAPEUTICS  
I (4 Credits)**

This course will explain the use and side effects of prescription and non-prescription medications, and alternative therapies used to treat common disease states. After this course, students will be able to list therapeutic effects, adverse effects, brand/generic names, dosage forms, route(s) of administration, drug interactions, contraindications, proper storage, and doses of various medications. Prerequisite(s): PHT 101, MSS 104

**PHT 151 PHARMACOTHERAPEUTICS  
II (4 Credits)**

This course will continue the concepts introduced in PHT 150. This course will explain the use and side effects of prescription and non-prescription medications, and alternative therapies used to treat common disease states. After this course, students will be able to list therapeutic effects, adverse effects, brand/generic names, dosage forms, route(s) of administration, drug interactions, contraindications, proper storage, and doses of various medications. Prerequisite(s): PHT 150

**PHT 201 PHARMACY LAW  
AND ETHICS (4 Credits)**

This course focuses on the laws, regulations, and ethical issues related to the practice of pharmacy. Both Federal and state laws relating to the practice of pharmacy and control of drugs and medical devices will be included. Prerequisite(s): PHT 101

### **PHT 203 COMMUNITY PHARMACY OPERATIONS (4 Credits)**

This course is a hands-on guide through the day to day practice of community pharmacy. The course reviews the skills sets required to work in a community pharmacy, including interpreting, entering, filling, and billing prescription orders. Students will receive instruction on communications and interactions with community pharmacy customers. Students will learn about various types of automated dispensing systems employed by community pharmacies in the drug distribution process. Students will perform exercises simulating medication dispensing, brand-generic dispensing, and OTC dispensing. Lab applications will also focus on the use of references, performing pharmaceutical calculations, and writing clear instructions for patients. Finally, students will learn pharmacy office operations such as inventory control, basic office management and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

### **PHT 204 INSTITUTIONAL PHARMACY OPERATIONS (4 Credits)**

This course is a hands-on guide through the day to day practice of institutional pharmacy. The course reviews the skills sets required to work in an institutional pharmacy, including entering and filling medication orders, stocking automated dispensing cabinets, making hospital runs, and problem solving in an institutional environment. Students will learn about various types of automated dispensing systems. Students will familiarize themselves with inventory control and formulary procedures. Students will perform tasks simulating controlled substance dispensing, repackaging of medications, STAT deliveries, and responding to Codes. Lab applications will also focus on the use of references, extemporaneous compounding and performing pharmaceutical calculations. Students will learn best practices related to punching capsules, compounding suspensions, creams and suppositories. Finally, students will learn basic pharmacy operations such as scheduling staff, performing quality checks on timesheets, record keeping, and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

### **PHT 206 STERILE COMPOUNDING (4 Credits)**

Course content will include organization and administration of an admixture program, requirements for clean room setup, equipment used in preparing sterile preparations, preparation of compounded sterile preparations, regulations governing preparation, distribution and storage of compounded sterile products, reviewing physician orders, calculating dosages, and administration of different types of parenteral products. Students will have the opportunity to practice in the laboratory the techniques related to the compounding of sterile dosage forms, and will be required to demonstrate competency in safe preparation of sterile dosage forms. Prerequisite(s): PHT 105, PHT 150, Advisor Approval

### **PHT 209 MEDICATION SAFETY (2 Credits)**

Students will learn about the mechanism and roots of medication errors and their consequences for patients and health care in general. This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, their impact on pharmacy practice, and their applications to patient care. Coursework will focus on health literacy, cultural competency, and promoting medication safety and error prevention. Prerequisite(s): PHT 101

### **PHT 297 ADVANCED PHARMACY EXTERNSHIP (2 Credits)**

The advanced pharmacy technician externship is designed to enable students to obtain hands-on experience in the pharmacy setting. The student will gain practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician role. The externship will include experience at an institutional, community, or other pharmacy setting. Prerequisite(s): PHT 299

### **PHT 299 PHARMACY EXTERNSHIP (4 Credits)**

The pharmacy technician externship is designed to enable students to obtain hands-on experience in the pharmacy setting. The student will gain practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician role. The externship may include experience at an institutional, community, or other pharmacy setting. Students will prepare to take the Pharmacy Technician Certification Exam (PTCE) at the end of their externship experience. Prerequisite(s): PHT 203

### **PLA 301 PRIOR LEARNING ASSESSMENT (4 Credits)**

This course is designed to allow students to engage in self-reflection and to learn techniques to identify and document college-level prior learning experiences. Students will define learning and career goals and provide evidence of both applied and theoretical knowledge of college-level content which may be assessed for possible award of credit. Prerequisite(s): None

### **PND 101 PERSONAL & VOCATIONAL RELATIONSHIPS**

**(2 credits) – Undergraduate Non-Transferable (UN)**

Study skills, fundamentals of self-understanding, beginning communications skills, human relations (civic, ethical, social, vocational, and legal) as related to practical nursing. Prerequisite(s): None

### **PND 102 MATH CONCEPTS FOR PHARMACOLOGY**

**(2 credits) – Undergraduate Non-Transferable (UN)**

This course provides a systematic review of the principles of mathematics. The student is introduced to metric equivalences in drug measurements. The student is introduced to drug dosage calculation and basic general principles of medication administration. Prerequisite(s): None



**PND 103 INTRODUCTION TO NURSING & HEALTHCARE (6 credits) – Undergraduate Non-Transferable (UN)**

Historical overview of current healthcare including medical economics, ethical and legal parameters, roles and responsibilities of healthcare team members with an emphasis on nursing and the role of the practical nurse. Medical terminology, concepts of health, health assessment, self-care, and functional health patterns across the life span are explored. Prerequisite(s): None

**PND 104 DEVELOPMENT OF CAREGIVER ROLE (10 credits) – Undergraduate Non-Transferable (UN)**

Introduction to nursing and the nursing process as related to promoting healthy functional health patterns across the life span; opportunity to develop and practice psychomotor skills related to health assessment, promotion, maintenance, and illness prevention. Prerequisite(s): None

**PND 200 INTRODUCTION TO HEALTH DEVIATIONS (7 credits) – Undergraduate Non-Transferable (UN)**

Application of the nursing process for selected adult clients experiencing common functional health deviations interfering with activities of daily living. Emphasis is on nurse as provider of care. Prerequisite(s): BIO 103, BIO 103L, PND 101, PND 102, PND 103, PND 104

**PND 201 PHARMACOLOGY (3 credits) – Undergraduate Non-Transferable (UN)**

Study of common drugs by classification and their effects with emphasis on legal responsibility, accountability, and application of the nursing process to drug therapy. Prerequisite(s): None

**PND 202 MENTAL HEALTH CONCEPTS (7 credits) – Undergraduate Non-Transferable (UN)**

Applies nursing process to clients experiencing common mental health problems. Explores chemical dependency, violence, and other stress and developmental problems related to mental health. Prerequisite(s): BIO 103, BIO 103L, PND 101, PND 102, PND 103, PND 104

**PND 203 NURSING & CHILDBEARING FAMILY (7 credits) – Undergraduate Non-Transferable (UN)**

Application of the nursing process with healthy childbearing families focusing on common growth and development processes associated with parenting. Reproductive health and pregnancy, child health, and common childhood health problems are explored. Prerequisite(s): BIO 103, BIO 103L, PND 101, PND 102, PND 103, PND 104

**PND 300 HEALTH DEVIATIONS I (14 credits: broken into Parts I and II in evening division, Part I is 10 credits and Part II is 4 credits) – Undergraduate Non-Transferable (UN)**

Application of the nursing process for selected child/adult clients experiencing common health deviations that impose limitations on functional health patterns. Emphasis is on the nurse as provider of care. Prerequisite(s): PND 200

**PND 301 NURSING TRENDS & ISSUES (2 credits) – Undergraduate Non-Transferable (UN)**

Builds on PND101 with emphasis on current events in healthcare systems and nursing practice in preparation of the role transition from student to competent employee. Prerequisite(s): None

**PND 302 MANAGEMENT OF GERIATRIC CLIENT (4 credits) – Undergraduate Non-Transferable (UN)**

Exploration and application of geriatric client management principles in long-term care settings. Prerequisite(s): BIO 103, BIO 103L, PND 101, PND 102, PND 103, PND 104

**PND 400 HEALTH DEVIATIONS II (16 credits: broken into Parts I and II in evening division, Part I is 10 credits and Part II is 6 credits) – Undergraduate Non-Transferable (UN)**

Application of the nursing process for selected child/adult clients experiencing selected health deviations that impose limitations on multiple functional health patterns. Emphasis is on the nurse as provider of care. Prerequisite(s): PND 300

**PSA 102 INTRODUCTION TO LEGAL SYSTEMS (4 Credits)**

A general overview of the legal and criminal justice system is reviewed. Students are introduced to the operating structures and terminology of the legal system and courts in America. Prerequisite(s): None

**PSY 214 INTRODUCTION TO PSYCHOLOGY (4 Credits)**

A broad overview of the major individuals and their particular contributions to the field of psychology are presented. Basic physiological information and its relevance to the study of psychology are presented. Major divisions of psychology and their unique contributions to the understanding of human mental and behavioral processes constitute the major portion of this course. Prerequisite(s): None

**PSY 229 ENVIRONMENTAL PSYCHOLOGY (4 Credits)**

This course is designed to familiarize you with the profound effect design can have on a person's psychological behavior and attitude toward the environment. You will become aware of the importance design will have on people's functioning within a given space. The class studies color theory, intimate environments, work and play, and therapeutic and community environments. Prerequisite(s): None

**PSY 264 PSYCHOLOGY OF MODERN LIFESTYLES (4 Credits)**

This course applies psychological knowledge to understanding of self, and communication and relationships with others in one's personal life and in the workplace. Prerequisite(s): None

**PSY 274 DEVELOPMENTAL PSYCHOLOGY (4 Credits)**

A study of the principles of growth and development covering the life span from infancy to late adulthood. The course focuses on the physical, social, and intellectual development of the individual. Prerequisite(s): None

**PSY 284 PSYCHOLOGY OF ADJUSTMENT (4 Credits)**

This course explores how an individual adapts to social pressures through the different stages of his/her life. Prerequisite(s): None

**PSY 299 ABNORMAL PSYCHOLOGY (4 Credits)**

This course focuses on psychological disorders as identified in the Diagnostic & Statistical Manual of Mental Disorders – Fifth Edition (DSM-5), published by the American Psychiatric Association. Prevalence and incidence, symptoms, diagnostic criteria are presented, as well as methods of treatment. Prerequisite(s): None

**RAD 100 INTRODUCTION TO RADIOGRAPHY (4 credits) – Undergraduate Non-Transferable (UN)**

This course introduces the student to his/her role as part of the healthcare team as well as the standards of the profession. Students will learn the basic concepts associated with radiographic equipment, imaging and radiation protection. Skills for achieving success in college are also an area of focus. Prerequisite(s): None

**RAD 102 INTRODUCTION TO RADIOGRAPHIC CLINICAL TOPICS (4 credits) – Undergraduate Non-Transferable (UN)**

This course orients the student to basic positioning terminology, basic image analysis, body landmarks and radiographic positioning principles. Students will be introduced to the basic concepts of patient care, radiation protection, and radiographic procedures. Students will develop their knowledge of bony anatomy as it relates to radiographic images. Ethical issues are an additional area of focus. Prerequisite(s): None

**RAD 121 RADIOGRAPHIC POSITIONING I (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the basic knowledge and skills necessary to accurately prepare and position the patient for introductory level procedures. Image evaluation criteria will be utilized for each position to determine the anatomy demonstrated, the accuracy of the position, and exposure quality. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): None

**RAD 131 RADIOGRAPHIC POSITIONING II (2 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the knowledge of the anatomical structures as they relate to the radiographic positioning for intermediate level procedures. Students are also afforded opportunities to apply critical thinking skills while identifying and correcting positioning and technical errors. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): None

**RTA 122 RADIOGRAPHIC CLINICAL I (2 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 132 RADIOGRAPHIC CLINICAL II (2 credits) – Undergraduate Non-Transferable (UN)**

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 133 ADVANCED RADIOGRAPHIC POSITIONING (2 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the knowledge and skill of fluoroscopic equipment. Students will gain knowledge of the anatomical relationships necessary to perform general radiographic fluoroscopic procedures. This course will also include information regarding contrast types and administration. Lab practicum will be used to complement the lecture portion of this course. Prerequisite(s): None

**RTA 141 RADIOGRAPHIC IMAGING I (4 credits) – Undergraduate Non-Transferable (UN)**

This course introduces the student to basic imaging concepts including an overview of radiographic imaging equipment and associated technical factors. The student will learn how radiographic images are formed and processed utilizing both conventional and digital imaging systems. Factors which negatively impact image quality will also be discussed. Changes in equipment, technical factors and patient size/condition will also be explored with regard to how such changes affect image quality. Prerequisite(s): None

**RTA 142 RADIOGRAPHIC CLINICAL III (2 credits) – Undergraduate Non-Transferable (UN)**

This course continues to provide the student with exposure to the practice of radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 144 PATIENT CARE & EDUCATION (4 credits) – Undergraduate Non-Transferable (UN)**

This course focuses on the field of radiologic technology's ethical and professional standards. This will include basic knowledge of communication, patient assessment, and patient education within the imaging department. Students will learn the cycle of infection and prevention of disease transmission. An overview of patient care techniques such as cardiac monitoring, venipuncture and patient safety techniques. Training in vital signs and first aid procedures are included. Prerequisite(s): None

**RTA 251 RADIOGRAPHIC IMAGING II (4 credits) – Undergraduate Non-Transferable (UN)**

This course builds upon basic topics covered in Imaging I. It will provide the student with a more in-depth knowledge of the concepts of image acquisition, image processing, image display, and dynamic imaging. Effective utilization of equipment will be introduced and a critical-thinking approach will be utilized to effectively reinforce the concepts of image evaluation, dose limitation and exposure technique selection. Image archiving and medical imaging informatics will also be discussed. Prerequisite(s): None

**RTA 252 ADVANCED RADIOGRAPHIC CLINICAL I (5 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There are rotating shifts and assignments. Prerequisite(s): None

**RTA 254 RADIATION PROTECTION & BIOLOGY (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with an overview of radiobiology and radiation protection with an emphasis on the safe use of ionizing radiation. This course will also discuss the regulations and recommendations regarding permissible dose and monitoring. Prerequisite(s): None

**RTA 262 ADVANCED RADIOGRAPHIC CLINICAL II (5 credits) – Undergraduate Non-Transferable (UN)**

This course continues to provide the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 263 ADVANCED TOPICS & CURRENT TRENDS IN IMAGING (4 credits) – Undergraduate Non-Transferable (UN)**

This course will provide the student with a basic overview of quality control, cross-sectional anatomy, and advanced imaging modalities. It will also provide the student an in depth discussion of trauma and pediatric positioning. Current trends within the industry will also be discussed. There is an emphasis on resumes and interviewing. Prerequisite(s): None

**RTA 264 RADIATION PHYSICS (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the fundamentals of physics as it relates to radiation physics. This will include explanations of matter and energy, electricity and magnetism, x-ray production and interaction, x-ray emission and units of measurement. Prerequisite(s): None

**RTA 271 RADIOGRAPHIC IMAGE CRITIQUE (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with the skills and methodologies needed to critically analyze radiographic images. Emphasis is placed on proper positioning, exposure factors, equipment selection/utilization and patient instructions. Review of relevant anatomy and positioning are also provided. Students are afforded opportunities to critique a variety of images both individually and in group settings. Prerequisite(s): None

**RTA 272 ADVANCED RADIOGRAPHIC CLINICAL III (5 credits) – Undergraduate Non-Transferable (UN)**

This course continues to provide the student with advanced competencies and clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 282 ADVANCED RADIOGRAPHIC CLINICAL IV (4 credits) – Undergraduate Non-Transferable (UN)**

This course concludes the students' clinical experience in radiography. This clinical education course takes place in various imaging departments (clinical affiliates). The student develops and refines skills in patient management, equipment manipulation, positioning, technique manipulation, and image evaluation. There may be rotating shifts and assignments. Prerequisite(s): None

**RTA 283 RADIOGRAPHIC REGISTRY REVIEW (4 credits) – Undergraduate Non-Transferable (UN)**

This course provides the student with a review of the content specifications in preparation for the American Registry of Radiologic Technologists (ARRT) certification exam. This course will assess the student's understanding of the major content areas, reinforce the student's knowledge, identify deficient areas of knowledge, and prepare the student for ARRT Registry Exam. Prerequisite(s): None

**SCM 105 FOUNDATIONS OF LOGISTICS AND SUPPLY CHAIN MANAGEMENT (4 Credits)**

This course familiarizes the student with issues related to supply chain management, purchasing, logistics and transportation. Students will learn how firms' emphasis has changed over time and how they addressed these changes through reorganization of structures and adoption of technology. The course also examines the fundamental history of supply chain management and how it affects domestic and international commerce as well as well normal department functions and interfaces within the company. Students also examine problems and opportunities associated with various logistics channels and the decisions required to solve these problems. Prerequisite(s): None

### **SCM 201 CUSTOMER SERVICE STRATEGIES IN LOGISTICS MANAGEMENT (4 Credits)**

This course is to provide students with the sensitivity to, and familiarity with, customer needs and requirements and means of dealing with them. This means planning and anticipating these needs and establishing internal resources to meet these needs. Phone work and survey means will be introduced to identify customers' needs as well as the best practices of the better firms in the industry. Prerequisite(s): None

### **SCM 203 LOGISTICS ORDER PROCESSING AND INFORMATION SYSTEMS (4 Credits)**

To examine the elements of Logistics Customer Service from order acquisition through delivery to the customer and to use various information processing techniques and systems to maximize operational efficiency of the logistics function. Included in the course will be a software package to be used for forecasting; facilities location; and inventory, warehouse, and routing activities. Projects on EDI and RFID will be prepared. Prerequisite(s): None

### **SCM 295 ADMINISTRATION OF TRANSPORTATION (4 Credits)**

The objective of the course is to integrate knowledge from all previous courses in the Associate of Science Degree in Logistics and Transportation Management program into a real-world business deliverable. The course will serve to further broaden the student's knowledge of Transportation Logistics as well as Transportation Management, Rate Negotiation, and essential Contract elements. The overall goal of the course is for the student to develop and articulate a real-world transportation management plan that will be useful to a private company or to a government entity. Prerequisite(s): Last Quarter Only with advisor approval

### **SCM 301 INTRODUCTION TO LOGISTICS AND SYSTEMS SUPPORT (4 Credits)**

The first part of this course prepares students to understand the elements of Logistics and to assist them in the entrepreneurial activity of understanding and designing a Logistics Operation that meets both company and customer objectives. Several systems are introduced to assist students in supporting decisions in Warehousing, Transportation, and Inventory Control, all important elements of the Logistics concept. Prerequisite(s): MGT 304

### **SCM 302 OVERVIEW OF PROCUREMENT PRACTICES (4 Credits)**

The objective of the course is to introduce the student to ethics, best practices, and legal regulations as they apply in today's purchasing/procurement environment. The course is intended to give the student a manager's perspective of the procurement process in order to make more effective decisions and to help avoid making costly mistakes. The course is not intended to make the student a qualified contracting or purchasing agent, but rather to give an overall understanding so that the future manager can have a more rounded knowledge, including how purchasing and/or procurement fits into a well-devised Enterprise Resource Planning model for a company. Prerequisite(s): SCM 301

### **SCM 401 MANAGING WAREHOUSE OPERATIONS (4 Credits)**

This course exposes students to all aspects of distribution center receiving, storage selection, and shipping. In addition, there are exercises in distribution center locating, sizing, and construction. Prerequisite(s): SCM 301

### **SCM 402 SUPPLY CHAIN INVENTORY PLANNING (4 Credits)**

This course addresses the significance of material requirements, planning and distribution requirements, planning process in inventory. Planning is addressed and the consequences of decisions in each of these environments is explained. Exercises in various aspects of planning and replenishment are reviewed and discussed. Prerequisite(s): SCM 301

### **SCM 403 LOGISTICS AND DISTRIBUTION MANAGEMENT EXTERNSHIP (4 Credits)**

This course is a practical experience of these concepts in actual operations of a logistics and distribution company. The client company evaluates and grades the performance of each candidate and reports it to Sullivan University. This is included in the final grade. Prerequisite(s): SCM 301

### **SOC 214 INTRODUCTION TO SOCIOLOGY (4 Credits)**

This course provides a broad overview of sociology and how it applies to everyday life. The overall goal of the course is to introduce perspective in order to ask and answer questions about our social world. Major theoretical perspectives and basic concepts are presented including the sociological imagination, culture, deviance, inequality, social change and social structure. Students will also explore the influence of social class and social institutions, such as the economy and work, religion, and the family as well as the impact of race, ethnicity, gender, and age. Prerequisite(s): None

### **SOC 216 INTRODUCTION TO CANNABIS STUDIES (4 credits)**

This course is designed to provide students with an introduction to the social, legal, psychological, and economic impact of cannabis use, and to familiarize students with the cannabis and hemp industry, to include hemp, CBD, and other derivatives of cannabis plants. Prerequisite(s): None

### **SUR 100 INTRODUCTION TO SURGICAL TECHNOLOGY (6 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to build on the fundamental theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address all-hazards preparation, disinfection and sterilization, and a novice level of knowledge in aseptic technique, technological sciences, patient care concepts, professional practice, legal, ethical, and moral issues, the pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include scrubbing, gowning, closed gloving, draping furniture, sterilization and disinfection, sterile set-up for basic surgical procedures, and novice instrumentation, supplies, sharps, patient draping and sterile dressing application. Prerequisite(s): SUR 101 Co-requisite: BIO 133

**SUR 102 ORIENTATION TO SURGICAL TECHNOLOGY (3 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to introduce the student to the fundamental theories necessary to function as an entry-level surgical technologist. The contents of this course address healthcare facility information and the physical environment, communication skills and teamwork, and the basic knowledge of aseptic technique, patient care concepts, professional responsibilities, duties, legal, ethical, and moral issues, the pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include equipment identification and use, sterile packaging and opening, draping furniture, medical hand wash, open gloving, basic instrumentation, and patient transfers. Prerequisite(s): None

**SUR 174 SURGICAL ANATOMY & PHYSIOLOGY (4 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to build on the fundamental anatomy and physiology by applying the knowledge and concepts to enable the student to relate pathophysiology to perioperative case management. The contents of this course address surgically treatable diseases and disorders found in each body system and identifies various surgical procedures and the relative instrumentation, supplies, equipment and techniques utilized in surgery. Prerequisite(s): BIO 133

**SUR 178 SURGICAL PHARMACOLOGY (4 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to provide the surgical technology student with an in-depth study of the concepts and principles of pharmacology with emphasis on anesthesia, medications used in surgery, and their measurement, care, handling, and administration during perioperative case management. The contents of this course address preoperative medications, general, local, and alternative anesthesia and their complications, protocol related to medication in the operating room, medications and their specific uses in surgery, realities of drug abuse, and the potential dangers presented in the healthcare field. Prerequisite(s): SUR 100 Co-requisite: SUR 200

**SUR 199 MICROBIOLOGY FOR SURGICAL TECHNOLOGISTS (6 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to introduce the theories, concepts and practices of microbiology to enable the student to relate the infectious process to surgical practice, correlate the impact of microbiology in relationship to the practice of sterile technique and infection control in perioperative case management. The content of this course provides an introduction to microbiology and nomenclature, cells, types of microorganisms, staining methods, culture media, host microbe relationships, common causative agents, immunology and the process of infection. The lab skill assessments include microscope identification, culture, gram-staining, and identifying microorganisms and their characteristics. Prerequisite(s): BIO 123

**SUR 200 SURGICAL TECHNIQUES (6 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to build on the novice theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address pathophysiology, surgical procedures, and an intermediate level of knowledge in aseptic technique, technological sciences, patient care concepts, professional practice, legal, ethical, and moral issues, pre-, intra- and post-operative roles of a surgical technologist, and perioperative case management. The lab skill assessments include sterile set-up for open and minimally invasive surgical procedures, counting, and intermediate instrumentation, supplies, sharps, patient draping and sterile dressing application. Prerequisite(s): SUR 100 Co-requisite: SUR 178

**SUR 201 SURGICAL PROCEDURES I (14 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to build on the intermediate theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address the surgical rotation requirements and an advanced-intermediate level of knowledge in patient care concepts, professional practice, the pre-, intra- and post-operative roles of a surgical technologist, perioperative case management, pathophysiology and surgical procedures in the General & Gastrointestinal, Gynecological & obstetrical, Genitourinary, Otorhinolaryngologic (ENT) Ear, Nose & Throat, Oral & Maxillofacial, and Orthopedic surgical specialties. This course requires a clinical component in addition. Prerequisite(s): SUR 200, SUR 174, SUR 178, MSS 154

**SUR 202 SURGICAL PROCEDURES II (14 credits) – Undergraduate Non-Transferable (UN)**

This course is designed to further build on the intermediate theories and concepts of aseptic technique necessary to function as an entry-level surgical technologist. The contents of this course address an advanced intermediate level of knowledge in patient care concepts, professional practice, pre-, intra- and post-operative roles of a surgical technologist, perioperative case management, surgical rotation requirements, pathophysiology and surgical procedures in the Plastic & Reconstructive, Ophthalmic, Cardiothoracic, Peripheral Vascular, Neurosurgery, Pediatric and Organ Transplant surgical specialties. This course requires a clinical component in addition. Prerequisite(s): SUR 201 Co-requisite: SUR 301

**SUR 301 PROFESSIONAL ISSUES (2 credits) – Undergraduate Non-Transferable (UN)**

This course reinforces academic knowledge, professional accountability, independent decision-making, and the critical nature of self-assessment. Students will explore alternate career options for the surgical technologist. An in-depth view of the surgical technology professional organization is given and emphasis is placed on professional development. The course provides surgical technology students with the needed preparation to complete the certification exam process. A mock Certified Surgical Technologist (CST) exam is a required and vital element of this course. Prerequisite(s): SUR 201 Co-requisite: SUR 202

**TRV 250 BEST PRACTICES IN EVENT  
MANAGEMENT (4 Credits)**

This course covers a variety of case studies from event management organizations which expand and develop the knowledge of the student in this area. Prerequisite(s): None

**TRV 252 EVENT COORDINATION  
AND MARKETING (4 Credits)**

The students are involved in planning several detailed functions and plan a marketing strategy for each of these event situations. Prerequisite(s): None

# Graduate Course Descriptions

## **ACT 510 ACCOUNTING THEORY FOR MANAGEMENT DECISIONS (4 Credits)**

This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): QNT 550

## **ACT 511 ACCOUNTING THEORY FOR BUSINESS ENVIRONMENTS (4 Credits)**

This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes for student concentrating in accounting. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): QNT 550; For MBA - Accounting students only

## **ACT 560 INTERNATIONAL ACCOUNTING AND REPORTING (4 Credits)**

An in-depth review and analysis of various global accounting standards and current implementation processes multi-national enterprises faces. This course compares and contrasts historical development of various geographic regional accounting standards development, current accounting standards and explores multi-national enterprises' accounting and reporting strategies for operating on a global scale. Prerequisite(s): QNT 550; For MBA - Accounting students only

## **ACT 610 CONTEMPORARY FINANCIAL AUDITING AND ATTESTATION (4 Credits)**

This course focuses on various interpretations of areas of generally accepted accounting procedures and their application to multi-national enterprises. Prerequisite(s): QNT 550; For MBA - Accounting students only

## **ACT 640 CORPORATE GOVERNANCE AND REGULATION (4 Credits)**

An in-depth review and analysis of theories of corporate governance, their theoretical foundations, and current best practices for public, private and not-for-profit organizations. This course explores the development of agency theory and its reliance on corporate governance for stewardship and stakeholder communication and development. The course also explores reporting standards and compliance with Sarbanes-Oxley as well as other convergence issues and initiatives. Prerequisite(s): QNT 550; For MBA - Accounting students only

## **CMM 510 INTERPERSONAL AND INTERGROUP CONFLICT ANALYSIS (4 Credits)**

This course is designed to introduce students to the basic concepts of conflict and conflict management. It begins with a paradigmatic shift from conflict is negative to conflict happens; it is the way it is managed that determines if it is positive or negative. All conflicts have elements of interpersonal conflict because they involve people and human interactions. This course will describe factors, such as avoidance and escalation, which lead to destructive conflict. It will explain how communication and perceptions may inhibit positive management, and present concepts and models that help students uncover underlying interests, analyze conflict situations, and know when to bring in a neutral third party to resolve the conflict. (This is the first course students in the Graduate Certificate in CM program will take) Prerequisite(s): None

## **CMM 515 CONFLICT THEORIES (4 Credits)**

This course provides students with an interdisciplinary perspective on conflict. It presents micro theories about the nature of conflict and approaches to conflict management. This course allows students to step outside their normal employment applications to broaden their contextual thinking abilities. Theories presented include cooperation, competition, justice, power, trust, communication, gender, emotions, personality, change, aggression, culture, group, and organizational. Prerequisite(s): None

## **CMM 542 CONFLICT COACHING FOR LEADERS (4 Credits)**

This elective course presents theories associated with conflict coaching, discusses appropriate uses and models of coaching strategies, employs a needs assessment for conflict coaching, and applies a conflict model of coaching. Conflict coaching is one tool leaders and managers can use to help the parties understand that engaging in the management process will help them, as well as the organization. Conflict coaching helps the parties analyze conflict situations, determine a conflict management strategy, and develop skills to employ the strategy. Prerequisite(s): None

## **CMM 550 NEGOTIATION IN CONFLICT MANAGEMENT (4 Credits)**

This course will explore techniques employed in negotiation, studying processes and skills associated with successful negotiation, ethical issues, the use of power, and the role of persuasion in negotiation. Students will be able to describe the role of effective negotiation in conflict management skills as they apply to the workplace and to conflict management processes. Prerequisite(s): None

## **CSC 520 FUNDAMENTALS OF CYBER SECURITY (4 Credits)**

This course provides an essential understanding of the need to protect information and the basic concepts, models, controls, and designs for secure systems that protect that data. Prerequisite(s): None

#### **CSC 540 FUNDAMENTALS OF INFORMATION SECURITY (4 Credits)**

This course exposes various facets of the process for implanting and maintaining practical cyber information security program designed to protect key information assets of an organization. Topics covered include using logical and physical controls to integrate information confidentiality, integrity, and availability (CIA) into an organization's information security program, assessing and planning for business needs using various survey and risk assessment methodologies, and creating recommendations based upon analyses. The alignment of information security systems and organizational strategy will also be discussed. Prerequisite(s): None

#### **CSC 550 DATA MINING (4 Credits)**

This course provides students with the key concepts and tools to turn raw data into useful intelligence. A broad spectrum of business situations will be considered for which the tools of classical statistics and modern data mining have proven their usefulness. The course covers data mining techniques, their application and their usage. Data mining software is used extensively in this course. (same as MPA671) Prerequisite(s): None

#### **CSC 560 ELECTRONIC COMMERCE AND INTRANET DEVELOPMENT (4 Credits)**

A problem-set case study and journal driven course that examines the modern aspects of conducting commercial activities through electronic means. Topics include traditional means of conducting commerce using electronic technology, Internet, intranets, public databases, semi-private networks, and other telecommunications vehicles. Commercial Web page design and implementation are featured. Prerequisite(s): None

#### **CSC 610 INFORMATION SYSTEMS DEVELOPMENT (4 Credits)**

Today computers are creating major impacts on how managers make decisions on how companies compete successfully in the market place. In this course, students learn about the IS development process in a step-by-step manner. First students learn to identify areas of problems or opportunities for IS development. Based on the life cycle concept of IS development, students learn to evaluate the feasibility of proposed IS projects, and then proceed to determine the information required to make more effective decisions. Using a set of tools, students learn to model an existing system and then create an improved system and also study the use and development of decision support systems for chief executive officers. A mixture of lectures and case discussions are used to discuss project-management concepts in the context of IS development. Oral and written communication skills are emphasized in course assignments. Prerequisite(s): None

#### **CSC 622 EVALUATING EMERGING INFORMATION SECURITY TECHNOLOGIES (4 Credits)**

The course surveys leading and emerging technologies in the cyber security field. The objective for students is to research, evaluate and recommend emerging cyber/information security technologies. Students will also determine security system implementation strategies for best-fit solutions for the organization. Topics covered in this course include evolutionary technology development and adoption in organizations. Prerequisite(s): CSC 550

#### **CSC 623 BUSINESS CONTINUITY & DISASTER RESPONSE PROCESSES AND STRATEGIES (4 Credits)**

This course involves a hands-on technical examination of cyber security mechanisms used to provide cost-effective solutions to mitigate threats and vulnerabilities, and reduce organizational risk relevant to information assets. The objective is to identify and analyze security threats and vulnerabilities, identify appropriate security mechanisms for mitigation of these threats, and perform a cost/benefit analysis to identify appropriate mitigation options (technology, policies, and procedures). Prerequisite(s): CSC 550

#### **CSC 624 CYBER AND INFORMATION SECURITY POLICY ANALYSIS (4 Credits)**

This course examines various aspects of information assurance and cyber security policy planning in an organizational context. The aim is to examine key analysis procedures, such as security requirements analysis and risk assessments, to determine their roles in policy formation. Topics studied in this course include the impact of current legislation, judicial decisions, and government regulations directing the focus of policy formulation. Prerequisite(s): None

#### **CSC 625 APPLIED DIGITAL FORENSICS (4 Credits)**

This course focuses on forensic practices of federal, state, and local law enforcement. Publicly-available forensic tools are used in conjunction with hands-on experience using these tools. Prerequisite(s): CSC 550

#### **CSC 626 CYBER WARFARE AND ESPIONAGE (4 Credits)**

Tools and Techniques for the Cyber Security Professional: This course addresses key issues in corporate and global cyber warfare and espionage. Tools and techniques used in digital conflict, whether in the nation-state or corporate arenas, are explored in detail. Prerequisite(s): CSC 550



**CSC 635 COMPUTER SECURITY AND LEGAL ISSUES (4 Credits)**

The basis of electronic commerce is an infrastructure for providing reliable transactions in which payments and products are directed properly without risk of interception or tampering. This course is an overview of methods that management must utilize to assure genuine, secure and confidential transmissions of information across networks. It includes principles of digital cryptography and public-key cryptosystems, cryptographic standards, DES government security policy, digital signatures, digital escrow certification, secure communications, secure hardware, intrusion detection and countermeasures, pass-word attacks, virus detection and removal, copy and counterfeit detection, digital watermarks, electronic notaries, privacy, and anonymity. These security devices have no value standing alone. There are elements of a larger security system that delivers reliable, authentic, and confidential transactions. This course focuses on the appreciation of how a secure system needs to be set up and maintained both within the host computer and across the Internet. Prerequisite(s): None

**CSC 680 INTEGRATIVE MSMIT CAPSTONE (4 Credits)**

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. In terms of specifics, topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture. (Same as MGT 680) Prerequisite(s): Last quarter or approval by the Executive Dean of the College of Business and Technology

**CSC 681 IT CAPSTONE PROJECT (4 Credits)**

The course provides an opportunity to conduct a project or complete research on a specific topic in information technology. The project or research should make an original contribution to the body of knowledge in the student's area of study and/or be completed in conjunction with a public sector, private sector, or non-profit organization. Prerequisite(s): Last quarter or approval by the Executive Dean of the College of Business and Technology

**ECO 510 MANAGERIAL ECONOMICS (4 Credits)**

In this course we will apply economic theory to managerial decision-making. We will employ many of the traditional tools of microeconomics and see how they can be used to analyze practical business problems. We will pay particular attention to the strategy of firms in the marketplace. Prerequisite(s): QNT 550

**FIN 540 STRATEGIC FINANCIAL MANAGEMENT (4 Credits)**

This course focuses on the basis for financial decision making in terms of the underlying principles of economics. The emphasis is placed on capital budgeting decisions, financial structure, dividend policy, analysis of financial statements, cost of capital, and capital budgeting. In-class activities include financial case studies of business firms, problem solving, and group interaction. Prerequisite(s): QNT 550

**FIN 545 PUBLIC SECTOR FINANCIAL MANAGEMENT (4 Credits)**

This course gives students a solid grounding in the concepts, terminology and techniques in the art and science of public sector budgeting and financial administration. Students use real world examples to analyze various approaches to public budgeting and revenue planning, evaluate and problem solve fiscal activities in governmental units, and gain "hands-on" budget preparation and presentation experience. Prerequisite(s): QNT 550

**HCA 510 HEALTHCARE SYSTEMS MANAGEMENT (4 Credits)**

Examines status and changes in the healthcare industry, including the forces and policies shaping its performance. Students will examine the complex organizational dynamics and structures of healthcare systems, the role of public policy in healthcare, and the changing relationship among payers, providers, and suppliers. Prerequisite(s): None

**HCA 535 HEALTHCARE INFORMATION SYSTEMS (4 Credits)**

Examines health care information systems with specific focus on electronic medical records and the role of health information technology in supporting business decisions. Focus is placed on planning, designing and implementing decision support systems (DSS) and expert systems (ES) in a healthcare environment as well as with systems designed to secure health-related information. Prerequisite(s): None

**HCA 545 HEALTHCARE FINANCE (4 Credits)**

Provides students with both a macro overview of the principle financial mechanisms in place across the U.S. and specific insights into the critical financial issues the industry currently faces. Emphasizes the practical financial analysis skills to use for immediate application in the healthcare industry. Prerequisite(s): QNT 550; FIN 540 recommended

**HMS 510 EVENT AND TOURISM MANAGEMENT (4 Credits)**

This course identifies and analyzes the fundamental issues that arise in managing meetings, conferences, and conventions. Emphasis is placed on developing skills needed for planning and developing programs and events, identifying criteria and requirements for site selection, managing exhibits, volunteers and budgets, and planning event and tourism projects from the inception to the execution stages. Prerequisite(s): None

### **HMS 545 REVENUE MANAGEMENT IN HOSPITALITY (4 Credits)**

This course deals revenue and cost management issues and problems in the hospitality industry. Topics covered include yield management, revenue maximization, and cost drivers in the context of hospitality industry. Emphasis is placed upon current issues/trends in revenue management systems and on identifying, analyzing, and minimizing cost drivers specific to the hospitality industries. Prerequisite(s): None

### **HMS 575 RESTAURANT BRAND DEVELOPMENT AND MANAGEMENT (4 Credits)**

This course examines how leading restaurants and restaurant chains apply marketing principles to develop branding strategies, create and retain customers, and manage strong brands. Special attention is given to the packaging, pricing, channels of distribution, advertising, and selling functions of high-end restaurants and restaurant chains. Prerequisite(s): None

### **HRL 520 WORKFORCE PLANNING AND STAFFING (4 Credits)**

This course will explore the strategic staffing needs of the organization. Key topics include talent assessment, developing staffing forecasts, sourcing tactics, selection issues, succession planning, retention, metrics, and integrating staffing activities with diversity and equal employment opportunity. Prerequisite(s): None

### **HRL 530 HUMAN RESOURCE DEVELOPMENT (4 Credits)**

This course is designed to examine the practical strategies for developing human resources and improving performance at the individual and organizational levels. The emphasis in this course is on learning theory and techniques, employee development and performance improvement strategies and systems. Prerequisite(s): None

### **HRL 540 COMPENSATION, BENEFITS AND SECURITY (4 Credits)**

The primary focus of this course is on the total reward system to retain a company's human capital and successfully compete with other employers in the ongoing war for talent. In addition, health, safety, and security will be discussed. Students completing this course will have a practical, comprehensive understanding of compensation, benefits and safety/security programs, as well as the knowledge to successfully execute such programs in the workplace. Prerequisite(s): None

### **HRL 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)**

The focus of Strategic Human Resource Management is organizational capacity, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations) inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): None

### **HRL 611 ESSENTIAL FINANCIAL SKILLS FOR HR PROFESSIONALS (4 Credits)**

This course is designed to build basic business skills (e.g. understanding income statements and balance sheets, why cash matters, calculation of ratios and ROI, the basics of Sarbanes-Oxley, etc.) Business literacy terms and concepts will be examined via numerous examples applicable to the HR role. Students will be exposed to the multiple financial ramifications of what they do within the organization. Specifically, HR departmental decisions and day-to-day operations will be related to the financial statements and other financial decisions made by management. Prerequisite(s): MGT/HRL 580, LAW 545 or concurrent

### **HRL 621 HR ANALYTICS AND TECHNOLOGY (4 Credits)**

Using an evidence-based approach to managing the human capital function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, and related topics such as metrics, workforce analytics and strategic HR measurement. In addition, specific topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, employment discrimination, training, and compensation. Prerequisite(s): MGT/HRL 580

### **HRL 630 DIVERSITY AND INCLUSION (4 Credits)**

This course explores dimensions of diversity as it pertains to the workplace. It focuses upon the role the human resources professional plays in leading diversity initiatives, managing diversity-related programs, applying inclusive approaches, and ensuring best practices with regard to selection, development, teamwork and leadership for a healthy and collaborative workplace. Prerequisite(s): MGT/HRL 580

### **HRL 660 ORGANIZATIONAL EFFECTIVENESS (4 Credits)**

This course examines the various tools, interventions and techniques to improve an organization's ability to achieve results. Topics include, but are not limited to, organizational design and development, technology innovations, human resource metrics, change management, knowledge management, employee involvement, leadership development and process improvement techniques. Prerequisite(s): MGT/HRL 580

### **HRL 680 GLOBAL HUMAN RESOURCE MANAGEMENT (4 Credits)**

This course links the global marketplace with human capital strategies. Major topics include: outsourcing/off-shoring, staff planning, preparing and training employees that will be working overseas, expatriate issues for employees and their families, international implications of compensation and benefits strategies, differences in labor laws, cultures and governance. Prerequisite(s): MGT/HRL 580

**HRL 690 INTEGRATIVE MSHRL  
CAPSTONE (4 Credits)**

The capstone is the culmination of all the knowledge and skills acquired throughout the MSHRL program. In partnership with SHRM, this course will incorporate the SHRM Learning System's HR body of knowledge for human resource professionals and will integrate case studies and real-world HR applications. Prerequisite(s): Last quarter or approval by the Executive Dean of the College of Business and Technology

**LAW 545 EMPLOYMENT LAW (4 Credits)**

Examines the implications that analysis of seminal statutory and case law hold for present and future human resource practices, policies, liabilities, and procedures. Analysis of leading-edge developments in employment laws and their applications are discussed. Prerequisite(s): None

**MGT 510 LEADERSHIP  
COMMUNICATION (4 Credits)**

This course enhances the student's professional business writing skills within managerial contexts. The course is designed to help students analyze business communication problems and formulate strategies for presenting the solution clearly, concisely, and persuasively. The specific objective is to guide students through the research writing process for a formal business report. It is suggested that this course be taken at the beginning of the program. Prerequisite(s): None

**MGT 511 ETHICAL LEADERSHIP (4 Credits)**

This course helps students recognize and respond to ethical issues which occur in managerial settings. Case studies will be used to simulate reflection on individual and societal moral values and to help students identify recurring problems of values arising in their managerial settings. The course focuses also on how ethical issues arise in the practice of management and how the use of ethical theory can be employed to clarify these issues. Prerequisite(s): None

**MGT 521 MANAGING ORGANIZATIONAL  
CONFLICT (4 Credits)**

This course is designed to help students understand how unmanaged conflict can divert a manager's attention and prevent the organization from accomplishing its stated vision and mission. Strong emphasis is placed on 1) how unmanaged conflict can sabotage the organizational vision, 2) why effective managers need to develop strong conflict management skills, and 3) what managers can do to develop not only their own conflict management skills, but also help others in the organization develop effective skills. Prerequisite(s): None

**MGT 541 CULTURE IN  
ORGANIZATIONS (4 Credits)**

This course presents cultural theories relevant to the field of conflict management. It examines the nature and meaning of conflict and the assessment of conflict situations from a cross-cultural point of view. Culture plays an integral part in human interaction, and the role of culture presents unique challenges for conflict management specialists in today's ever-changing world. Often people in conflict situations assume everyone shares the same reality, and that expectation exacerbates their differences. Understanding and appreciating cultural differences, at individual, sociological, and organizational levels can facilitate enhanced communication and problem-solving. Prerequisite(s): None

**MGT 545 LEADING ORGANIZATIONS (4 Credits)**

This class will be a study of the many facets and aspects of leadership theory with application for individual skill, team dynamic and strategic organization development. The class covers such topics as the evolutions of leadership theory, why leadership is important, and the important differences between management and leadership. Information and materials will include sources of leader power, communication, conflict and networking methods, and transformational change processes. Prerequisite(s): None

**MGT 571 COMPETING IN DOMESTIC AND  
INTERNATIONAL MARKETS (4 Credits)**

This course explores the role of capital markets and corporate financial policies in shaping a firm's future competitiveness in global markets, the identification of appropriate boundaries for a firm including strategic alliances and the degree of diversification. Prerequisite(s): None

**MGT 580 STRATEGIC HUMAN RESOURCE  
MANAGEMENT (4 Credits)**

The focus of Strategic Human Resource Management is organizational capacity building, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations), inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): None

**MGT 590 PROJECT MANAGEMENT (4 Credits)**

This course is a multi-disciplinary examination of practices of planning and implementing major projects in work organizations. Concepts and practices are drawn from telecommunications, marketing, operations management, and MIS. Prerequisite(s): None

**MGT 596/MGT 597/MGT 696/MGT 697  
GRADUATE MANAGEMENT EXPERIENTIALS  
1, 2, 3, and 4 (1 Credit Hour each)**

The Graduate Management Experiential courses provide students with the opportunity to link Graduate Program courses' Learning Outcomes to their work experiences. In this academic course students' link work performed in their related management field by submitting two written reports (APA Format) tying Graduate Program Courses' Learning Outcomes to activities performed. Students must be enrolled in at least one other Graduate Program course required of their degree and maintain a 3.0 GPA. Prerequisite(s): None

**MGT 620 OPERATIONAL EFFICIENCY  
AND EFFECTIVENESS (4 Credits)**

This course introduces students to the available techniques used to evaluate operating efficiency and effectiveness which emphasizes the service sector. The course covers key service business principles. Students gain an understanding of how to successfully manage operations through a series of case studies on various industries and covering applications in yield management, inventory control, waiting line management, project management, site selection, performance evaluation and scoring systems. Public sector and private sector contexts of service operations management are covered in the course. Prerequisite(s): QNT 550

**MGT 680 INTEGRATIVE MBA  
CAPSTONE (4 Credits)**

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. Topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture (equivalent to CSC 680). Prerequisite(s): Last quarter or approval by the Executive Dean of the College of Business and Technology

**MGT 695 INTEGRATED MANAGEMENT  
CAPSTONE (4 Credits)**

This capstone course is designed to give students an opportunity to integrate theoretical concepts and practical application to demonstrate mastery of the core M.S.M. courses. This course will review the myriad of areas of study, including interpersonal, organizational, and societal concepts. It takes a critical analysis and problem-solving approach as it incorporates self-awareness, communication, negotiation, group dynamics, and cultural aspects for MSCM students and organizational effectiveness, strategic human resource management, ethical considerations, and marketing for M.S.M. students. Prerequisite(s): Last quarter or approval by the Executive Dean of the College of Business and Technology

**MKT 570 MARKETING STRATEGY AND  
IMPLEMENTATION (4 Credits)**

This course is designed to develop a comprehensible integrated knowledge of a broad field of marketing. It synthesizes material presented in basic marketing classes; however, the major emphasis is on the systematic, analytical problem solving and the dynamics of decision making as faced by marketing managers. Using case analysis and group projects, students solve complex marketing problems. Prerequisite(s): None

**MKT 580 GLOBAL MARKETING  
MANAGEMENT (4 Credits)**

This course studies the recent phenomenon and theories of global markets and opportunities, globalization drivers, global brands and services, global consumer cultures, global marketing strategies and tactics, and global market shares. Case analysis of major global companies in the industrial and consumer goods sectors are undertaken. Specific global marketing strategies addressed include: global strategic alliances; globalization versus localization; standardization versus customization of products and services. Prerequisite(s): None

**MKT 610 STRATEGIC MARKETING (4 Credits)**

The course allows students to develop skills in dealing with strategic marketing problems found in both profit and nonprofit settings. The focus is on a developing a framework for strategic marketing plans with emphasis on consumer and environmental analysis. Market segmentation, product positioning, marketing responsiveness, and competitive reaction will be explored. Exercises and case studies of firms' activities involving various aspects of marketing such as pricing, outsourcing, and promotion will also be used throughout the course. Prerequisite(s): None

**MKT 620 STRATEGIC BRAND  
MANAGEMENT (4 Credits)**

This course examines the broad topic of brand equity and brand management, both critical to an effective marketing strategy and building relationships with stakeholders such as customers, suppliers, and partners. This course explores the importance of brands, what they mean to consumers, and, most importantly how they should be managed to the greatest benefit of the organization, whether that be a consumer business, B2B, or not-for-profit. Prerequisite(s): None

**MPA 510 THE PUBLIC POLICY  
PROCESS (4 Credits)**

This course examines the development of legislative and regulatory policies and the role of public administrators as active participants in the policymaking process by studying problem identification, agenda setting, policy proposal and adoption. Students develop the breadth, skill and knowledge, as well as the understanding of our diverse society, needed for comprehensive analyses of public programs. Prerequisite(s): None

**MPA 550 PUBLIC POLICY ECONOMIC ANALYSIS (4 Credits)**

This course examines concepts of microeconomic behavior of producers, consumers, and government agencies are applied to specific policy areas. The effects of policy alternatives are assessed by such criteria as efficiency and equity of resource allocation, impact on income distribution, and effectiveness in achieving public policy goals. Prerequisite(s): QNT 550

**PA 510, 520, 530, and 550 PRINCIPLES OF PA PRACTICE I, II, III, and IV (Credits vary depending on term)**

Principles of PA Practice I – IV is a four-quarter series of courses, which focuses on the physician assistant profession, provides instruction in necessary aspects of patient care, as well as covers many elements of professional practice which combine to make the physician assistant profession unique. Topics include, but are not limited to, the origins and history of the profession, PA licensure, credentialing, laws and regulations regarding professional practice, patient communication, cultural competency, medical ethics, the health care system, and an overview of public health.

**PA 511, 528, 531, and 541 CLINICAL MEDICINE I, II, III, and IV (Credits vary depending on term)**

This is a four-quarter series of courses which explore the intricacies of human disease. The courses divide into individual modules of the various medical disciplines, including, but not limited to: Dermatology, Otolaryngology, Infectious Disease, Hematology/Oncology, Cardiology, Pulmonology, Gastroenterology, Renal Medicine, Geriatrics and Rheumatology. In each quarter, Clinical Medicine's content is coordinated and integrated with the content in Physiology and Pathophysiology, and Pharmacology and Pharmacotherapeutics.

**PA 512, 522, 532, and 542 PHARMACOLOGY AND PHARMACOTHERAPEUTICS I, II, III, and IV (Credits vary depending on term)**

Pharmacology and Pharmacotherapeutics is a four-quarter series of courses intended to orient students to the basic concepts of pharmacology. The courses are tailored to the needs of the physician assistant profession while presenting information basic to clinical practice. Students will become familiar with the mechanisms of action of drugs, their adverse effects, and clinical indications, which will allow students to better understand the effects of drugs on living tissues. The course topics integrate with the units being taught in Physiology and Pathophysiology and Clinical Medicine. This integrated teaching method allows students to better understand and correlate the therapeutic actions of drugs with their clinical applications.

**PA 514 MEDICAL MICROBIOLOGY (1.5 Credits)**

Medical Microbiology is intended to orient students to the clinical applications of microbiology and is tailored to meet the needs of the physician assistant profession, presenting information basic to clinical practice. Students will become familiar with the role of microorganisms in human diseases. The interactions of microorganisms with humans will be highlighted, as well as the physical and chemical control of microorganisms.

**PA 515 GENETICS AND DISEASE (1.5 Credits)**

Genetics and Disease is designed to assist physician assistant students in understanding the genetic basis of disease. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with basic genetics and the basic principles of Mendelian genetics. The course will explore the etiology, inheritance pattern, and treatment of various genetic disorders, which are commonly encountered in clinical practice. Information on modern diagnostic tools and the techniques used in medical genetics will be presented. The course will also investigate teratogens and their underlying principles. Students will appreciate the basic principles of gene therapy, as well as the ethical, legal, and social issues associated with genetic testing.

**PA 517, 527, 537, and 547 PHYSIOLOGY AND PATHOPHYSIOLOGY I, II, III, IV (Credits vary depending on term)**

Physiology and Pathophysiology I, II, III, and IV is a four-quarter course intended to orient students to the clinical applications of physiology and pathologic states of diseases. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with the pathophysiologic basis of signs and symptoms of various diseases. The course emphasis is mainly on pathophysiologic mechanisms related to several common disorders of various body systems, and will parallel lecture topics in Clinical Medicine and Pharmacology and Pharmacotherapeutics. Integration of lectures, visual aids, and case studies will aid students to learn the concepts of pathophysiology and their clinical application.

**PA 518 GROSS HUMAN ANATOMY (3 Credits)**

Clinical Gross Anatomy is a course in which didactic lectures provide the student with the knowledge necessary for successful sequential discovery of the human body along with weekly correlated lab dissection. The knowledge gained from this course will lead the student to develop a fine appreciation for not only the structure of the human body, but also the interrelation of its parts, and exposure to clinical medicine from the anatomical perspective.

Clinical correlation is included within the lecture session of this course to provide a clinical context for the learning of gross anatomy. Students' group study experience will be enhanced with fresh tissue dissection encounters at the University of Louisville Department of Anatomical Sciences and Neurobiology.

Throughout this course, instructional emphasis is placed on structure/function relationships and the clinical applications of such knowledge. The course relies on many independent and group study activities adapted for the goal of helping each member of the class to become a life-long learner. An additional goal of this format is the physician assistant-patient relationship, as students begin to develop the behaviors and attitudes of a medical professional.

**PA 523, 533 and 549 PATIENT HISTORY AND PHYSICAL EXAMINATION I, II, AND III (4 Credits each)**

This is a three-quarter sequence of courses in which the student will learn how to perform and document a complete (comprehensive) history and physical examination and a directed (focused) history and physical examination. Students will also be introduced to critical thinking and problem solving with a case-based learning lab.

**PA 524 PSYCHOSOCIAL MEDICINE (3 Credits)**

Psychosocial Medicine is intended to orient students to the practical aspects of recognizing, evaluating, and comparing normal and abnormal behavior. The course is tailored to the needs of the physician assistant profession, while presenting information pertaining to both inpatient and outpatient settings. Students will be able to assess the various aspects of human behavior in health and illness. Students will also learn the importance of the interrelationships among biology, behavior, cognition, environment, society, and culture. The course content involves the essential aspects of growth and development across the life cycle. In Psychosocial Medicine, students will learn the mind-body interaction involving mood, sleep and anxiety disorders, psychoses, somatoform, and other psychiatric disorders. Students will strengthen their interpersonal and communication skills, flexibility, and equally important, develop cross-cultural tolerance in clinical medicine.

**PA 529 and PA 555 CLINICAL LABORATORY MEDICINE AND APPLICATION I AND II (2 credit hours each)**

The goal of this course is to provide students with a concise, practical guide on which laboratory tests are ordered, along with their clinical significance. The course will guide students through what tests to order, the significance of specific abnormalities, lab errors, how results might impact on differential diagnoses, and how the results impact the treatment plan.

**PA 536, 552 CLINICAL PROBLEM SOLVING I and II (1.5 Credits each)**

The focus of this two-quarter series is to help the student to synthesize and practice the theoretical and practical aspects of critical thinking involved in the process of clinical problem solving, and to prepare them for clinical rotations and clinical practice as a physician assistant. These courses use a small group format and problem-based learning theory to develop critical thinking and problem solving skills in the individual student. These groups will apply the knowledge, skills, and attitudes learned from the curriculum to work through individual patient cases, from chief complaint through therapeutic plan, including patient education and lifestyle changes. Through integration of clinical reasoning and utilizing all the knowledge and skills already obtained in the previous two quarters, students will continue to solve problems that are frequently encountered in the day-to-day practice of medicine.

**PA 538 PEDIATRICS (2 Credits)**

Pediatrics is intended to orient students to the practical aspects of diagnosis and patient management. The course is tailored to the needs of the Physician Assistant profession, presenting information in both inpatient and outpatient settings. Students will become familiar with disease prevention, health promotion, evidence-based medicine, diagnosis, and treatment in these two patient populations. Furthermore, this course will introduce students to the medical specialty of Pediatrics, including routine health maintenance and common health problems affecting the pediatric patient from the newborn period through adolescence. The lectures focus on health promotion, disease prevention and screening, common illnesses that affect the major organ system, pathology identification, patient education and counseling for the pediatric patient and his/her family. Evidence-based medicine practice is intertwined through the above areas where available and appropriate. The course builds on lectures in normal physiology and pathophysiology in the Physiology and Pathophysiology course series and precedes an in depth discussion of treatment modalities in the Pharmacology and Pharmacotherapeutics and Clinical Medicine course series. This integrated teaching method allows students to better understand and correlate the gained knowledge in the daily practice of ob/gyn. The required textbooks should serve as a single-source reference in preparing students to accomplish the objectives of the course, as well as preparing students for future clinical practice.

**PA 545 RESEARCH METHODS AND EVIDENCE BASED MEDICINE (1 Credit)**

Research Methods and Evidence Based Medicine is intended to orient students to the basic concepts of the research process. The course is tailored to the needs of the Physician Assistant profession, presenting information vital to the improvements in public health practice. Students will become familiar with research design, formulating a problem statement and hypothesis, as well as searching, interpreting, and critically evaluating medical literature. Throughout this course, students will be asked to go to the medical literature to solve problems, and to apply their knowledge of new medical findings to individualized patient care. As a result, students will emerge with the tools needed to become effective health care providers through their use of evidence-based medicine.

**PA 546 PRINCIPLES OF SURGERY (2.5 Credits)**

This course is designed to prepare the PA student for both the General Surgery rotation, as well as practice as a surgical physician assistant. General surgical concepts needed for the PA to function in the general surgical environment, as well as surgical specialties, are presented. The course emphasizes the recognition of surgical problems in general practice. Pre-, intra-, and post-operative care are taught, as well as the various modalities of anesthesia. Evidence-based medicine practice is weaved through the above areas where available and appropriate.

**PA 548 PRINCIPLES OF EMERGENCY MEDICINE (2 Credits)**

The goal of Principles of Emergency Medicine is to provide the physician assistant student with the knowledge base to diagnosis and manage common emergency conditions. Topics include, but are not limited to, multiple trauma, chest trauma, abdominal pain, burns, shock, and cardiac emergencies.

**PA 551 APPLIED CLINICAL SKILLS (2.5 Credits)**

This course provides the student with lectures and practical experience in the performance of the clinical skills necessary to function as a physician assistant. The course consists of lecture, demonstration, and clinical practice labs, and builds the skills needed to negotiate the clinical year. Skills include, but are not limited to, BLS/ACLS, universal precautions, sterile technique, suturing and wound care, venipuncture, IV line placement, obtaining arterial blood gases, and casting and splinting.

**PA 554 WOMEN'S HEALTH (2 Credits)**

Women's Health is intended to orient students to the practical aspects of diagnosis and patient management. The course is tailored to the needs of the Physician Assistant profession, presenting information in both inpatient and outpatient settings. Students will become familiar with disease prevention, health promotion, evidence-based medicine, diagnosis, and treatment in the ob/gyn patient population. Factors influencing women's health will be discussed in the course, focusing on the biological aspects, as well as prevention, early recognition, and amelioration of health issues. Evidence-based medicine practice is intertwined through the above areas where available and appropriate. The course builds on lectures in normal physiology and pathophysiology in the Physiology and Pathophysiology course series and precedes an in depth discussion of treatment modalities in the Pharmacology and Pharmacotherapeutics and Clinical Medicine course series. This integrated teaching method allows students to better understand and correlate the gained knowledge in the daily practice of ob/gyn. The required textbooks should serve as a single-source reference in preparing students to accomplish the objectives of the course, as well as preparing students for future clinical practice.

**PA 616 PROFESSIONAL TRANSITION (1 Credit)**

This course is designed to expand students' knowledge and practice skills by assuring core elements are completed during the PA2 year. Course is pass/fail. Students must pass the course as a mandatory academic requirement for graduation.

**PA 620, 621, 640, 641, 660, 661, 680, 681 SUPERVISED CLINICAL PRACTICE EXPERIENCE - SCPE (8 Credits each)**

The clinical phase of the program is 12 months in length and students must complete seven required and one elective six-week clinical rotation. The required clinical rotations are:

- Behavioral and Mental Health
- Emergency Medicine
- Family Medicine
- General Surgery
- Internal Medicine
- Obstetrics/Gynecology
- Pediatrics

Students return to campus the last two days of each rotation cycle for End of Rotation Meetings.

These meetings consist of end of rotation examinations and other professional activities.

Note: Students are also required to complete appropriate logging and evaluation forms as delineated in each syllabus and complete written assignments as assigned. Finally, clinical phase students will take a program-administered PACKRAT examination approximately 3 months before graduation. This examination is an indicator of knowledge strengths and weaknesses, and better assists the student in preparation for the Physician Assistant National Certifying Examination (PANCE). Students are also required to successfully pass a comprehensive written examination of the program's design, as well as an Objective Standardized Clinical Experience (OSCE) or other practical examination, prior to graduation in order to successfully complete the program.

**QNT 550 DATA DRIVEN DECISION MAKING (4 Credits)**

Reintroduces statistical methods for improving decision making under uncertainty. Topics include introduction to probability, random variables, probability distributions, statistical inferences, correlation, regression, time series analysis, and forecasting techniques. Prerequisite(s): None

**IPE 001/IPE 002 DIDACTIC STUDENT IMPROVEMENT PLAN (0 Credits)**

Student improvement plans created for students who need to remediate didactic coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

**IPE 003/IPE 004 EXPERIENTIAL STUDENT IMPROVEMENT PLAN (0 Credits)**

Student improvement plans created for students who need to improve experiential coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

# Ph.D. in Management Course Descriptions

*For students participating in the International CPT Program, please refer to the section "International Studies Ph.D. CPT Program" for more information on additional requirements.*

## **MANAGEMENT CORE (20 CREDITS)**

### **MGT 711 ORGANIZATIONS AND EXTERNAL ENVIRONMENTS (4 Credits)**

This course analyzes the behavior of organizations and how they adapt to and make strategic choices in their external environments. The course draws upon cross-institutional theories and empirical studies and focuses on the ecology of organizations, how internal characteristics condition external relations, and how environments influence internal processes. Prerequisite(s): None

### **MGT 712 SEMINAR IN STRATEGIC MANAGEMENT (4 Credits)**

This course explores the development of strategic management theory. Topics include the historical development of the foundational literature of strategy, theory development, and empirical research in strategy. Prerequisite(s): None

### **MGT 713 INDIVIDUAL AND GROUP BEHAVIOR IN ORGANIZATIONS (4 Credits)**

This course focuses on individual and small group behavior in organizational settings. Topics include social influence, group composition and group performance, goals, structure, roles, power, authority, decision making, and leadership. Prerequisite(s): None

### **MGT 714 SEMINAR IN HUMAN CAPITAL MANAGEMENT (4 Credits)**

This course provides a detailed examination of the theory and practice of strategically managing human capital within an organization. Topics covered will include strategic people management, workforce planning and employment, employee development and retention, total rewards, employee and labor relations, risk management, and the creation and use of HR metrics to drive results. Prerequisite(s): None

### **MGT 715 MANAGING INNOVATION AND CHANGE IN ORGANIZATIONS (4 Credits)**

This course adopts a capabilities-based view of the firm, drawing from industrial organization economics, organizational theory, and strategy perspectives. The goal of the course is to identify the sources of innovative success and failure inside corporations, and how companies can develop and sustain a capability to innovate. Prerequisite(s): None

## **RESEARCH CORE (24 CREDITS)**

### **GRAD 710 RESEARCH DESIGN AND ANALYSIS (4 Credits)**

This course provides an introduction to systematic inquiry and the designs, methods, and statistics used to investigate various kinds of research problems and issues. Prerequisite(s): None

### **GRAD 712 QUANTITATIVE RESEARCH AND ANALYSIS (4 Credits)**

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate quantitative research studies. Prerequisite(s): None

### **GRAD 716 QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)**

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate qualitative research studies. Prerequisite(s): None

### **GRAD 717 ADVANCED QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)**

This is an intensive and applied course designed to provide advanced doctoral students with the opportunity to design and complete a small-scale applied pilot study in order to prepare them to conduct their actual dissertation research. The emphasis of this course is on the collection, management, analysis, and interpretation of qualitative data. Readings and class discussion focus on ways to improve the design, rigor, and reporting of advanced qualitative research studies. Prerequisite(s): None

### **GRAD 718 ADVANCED QUANTITATIVE RESEARCH (4 Credits)**

This course prepares students for dissertations and other research projects requiring the design, collection, analysis and reporting of quantitative data. Prerequisite(s): None

### **GRAD 719 MIXED METHODS RESEARCH AND DESIGN (4 Credits)**

This course prepares students to conduct research which incorporates both quantitative and qualitative design elements. The course focuses on the design, collection, analysis, integration, and reporting of mixed methodology research. Prerequisite(s): None

## **COMPREHENSIVE EXAM, DISSERTATION AND RESIDENCIES**

### **MGT/CMM/CSC/HRL 797 PH.D. PROGRAM RESIDENCY (0 Credits)**

The Ph.D. program requires students to attend the annual residence conference held annually at the Sullivan University, Louisville campus and scheduled in conjunction with the Sullivan University faculty retreat. All students who take Ph.D.-level courses at Sullivan University are required to attend residencies for the first two years of their enrollments. Prerequisite(s): None

### **MGT/CMM/CSC/HRL 798 COMPREHENSIVE DOCTORAL EXAM (2 Credits)**

Students demonstrate mastery of the concepts learned in their course work. The comprehensive exam is taken at the conclusion of Ph.D. coursework and is graded on a pass/fail basis. Prerequisite(s): Last quarter

### **MGT/CMM/CSC/HRL 799 DISSERTATION RESEARCH (Minimum of 16 Credit Hours)**

Students synthesize the knowledge that they have received in their doctoral studies into an original research-based project that advances the knowledge base of their area or discipline. Prerequisite(s): Passing of Comprehensive Exam



**CONFLICT MANAGEMENT  
CONCENTRATION COURSES  
(12 CREDITS)**

**CMM 721 PHILOSOPHICAL AND  
SOCIAL ISSUES IN CONFLICT  
MANAGEMENT (4 Credits)**

Students will study philosophical and social issues that will help them understand and practice conflict management. Topics include how paradigms of peace, collaboration, justice, objectivity, power, violence, and ethics influence conflict management. Prerequisite(s): None

**CMM 724 ORGANIZATIONAL CONFLICT  
MANAGEMENT ANALYSIS AND  
INTERVENTION (4 Credits)**

Students will study dynamic nature of conflict within organizations and their relevance for preventing, managing, and resolving conflicts in the workplace. Topics include theories of interpersonal and intergroup conflict, emotional intelligence theories, gender, cultural, and generational theories, and theories of emotional and physical violence. The course will also explore risk analysis and intervention settings. Prerequisite(s): Second year of full-time course work or equivalent

**CMM 795 PROPOSAL DEVELOPMENT (4 Credits)**

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes or approval by the Executive Dean of the College of Business and Technology

**HUMAN RESOURCE LEADERSHIP  
CONCENTRATION COURSES  
(12 CREDITS)**

**HRL 721 HIGH-PERFORMANCE HUMAN  
RESOURCE LEADERSHIP (4 Credits)**

This course will explore the skills and competencies required to lead individuals and teams, manage change, build consensus, align and motivate staff, and elicit support from key senior managers and leaders with the primary goal of creating and sustaining a high-performing organization. This course examines five key challenges for HR and other key leaders: (1) Choosing and producing results: How can HR leaders determine the results they will produce and develop effective strategies for delivering them? (2) Seizing and creating opportunities: How can HR leaders recognize or shape events and attitudes to foster the desire and capability to improve performance? (3) Measuring performance: How can HR leaders measure their company's results and use such measures to learn how to improve performance? (4) Motivating individuals and energizing teams: How can HR leaders inspire people in a variety of organizational arrangements to pursue organizational purposes creatively? (5) Capitalizing on success: How can HR leaders use initial results to create an environment for accomplishing more? Other topics which will be discussed include concepts of leadership, how leaders are different from managers, leadership style and why it is important, the tools required to influence people, when to be a sponsor versus an agent of change, the management of conflict, and strategies for leading and communicating with bosses, colleagues, and subordinates. Prerequisite(s): None

**HRL 724 WORKFORCE ANALYTICS  
AND TECHNOLOGY (4 Credits)**

This course focuses on the interface of an organization's human resource function with computer technology. Specifically, the course will examine the use of computers and software as tools to analyze and assist in decision-making with respect to the effective utilization of the human capital in an organization. Using an evidence-based approach to managing the function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, Web 2.0 applications, and related topics such as metrics, workforce analytics and strategic HR. In addition, specific human resource topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, selection, employment discrimination, training, and compensation. Prerequisite(s): None

**HRL 795 PROPOSAL DEVELOPMENT (4 Credits)**

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes or approval by the Executive Dean of the College of Business and Technology

**INFORMATION TECHNOLOGY  
MANAGEMENT CONCENTRATION  
COURSES (12 CREDITS)**

**CSC 722 DATA MINING AND BUSINESS  
INTELLIGENCE (4 Credits)**

Corporations today are said to be data rich but information poor. Data mining techniques can help companies discover knowledge and acquire business intelligence from these massive data sets. This course will cover data mining for business intelligence. Data mining refers to extracting or “mining” knowledge from large amounts of data. It consists of several techniques that aim at discovering rich and interesting patterns that can bring value or “business intelligence” to organizations. Examples of such patterns include fraud detection, consumer behavior, and credit approval. The course will cover the most important data mining techniques - classification, clustering, association rule mining, visualization, prediction - through a hands-on approach. Prerequisite(s): None

**CSC 734/735/736/737 KNOWLEDGE  
MANAGEMENT PRACTICAL  
APPLICATION (1 Credit Each)**

Knowledge Management Practical Application supports the Ph.D. in Management program’s scholar/practitioner model by providing students with an opportunity to apply their practical experience from their current employment to a research project. These courses are taken in conjunction with Ph.D. research courses. The students’ research proposals and data collection allow them to act as consultants for their organizations and to provide answers to research questions. The student learning outcomes for CSC 724 Knowledge Management will be covered in these four courses. Each course is 1-credit hour. Prerequisite(s): None

**CSC 795 PROPOSAL DEVELOPMENT (4 Credits)**

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

**STRATEGIC MANAGEMENT  
CONCENTRATION COURSES  
(12 CREDITS)**

**MGT 721 INDUSTRY STRUCTURE AND  
COMPETITIVE STRATEGY (4 Credits)**

This course approaches the topic of competitive strategy using an industrial organizational economics framework. Topics include strategy formulation and execution, market structure and competition, entry and exit strategies, strategic groups, buyer and supplier power, and methods for assessing the strength of competition. The course draws primarily on empirical studies drawn from the industrial organizational economics and strategy literatures. Prerequisite(s): None

**MGT 726 SEMINAR IN STRATEGY  
AND PUBLIC POLICY (4 Credits)**

This course explores the roles of business organizations as pertaining to the external political and social environments and the implications for business managers including market failures, political failures, equity and social issues, and the effects of public policy on business activities. Special emphasis will be given to the formulation of strategy with consideration of the political environment of business. Prerequisite(s): None

**MGT 795 PROPOSAL DEVELOPMENT (4 Credits)**

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

# Doctor of Pharmacy Course Index

## FIRST PROFESSIONAL YEAR

### **PHR 5002 HUMAN PHYSIOLOGY (4 Credits)**

This course provides the student with the understanding of the physiological basis of body functions to maintain homeostasis. The essential concepts of physiology and the mechanisms involved in body functions are discussed in the cellular, molecular, tissue, and organ system levels. Emphasis is placed in understanding the integrated regulation of various body processes among the major systems to maintain homeostasis. A prior knowledge of anatomy, cell biology, molecular cell mechanisms, and basic concepts of physiological control mechanisms is required prior to taking this course.

### **PHR 5003 PHARMACEUTICS I (3 Credits)**

The course underlines the basic physicochemical principles and technologies involved in the preparation of pharmaceutical dosage forms and drug delivery systems. The course will demonstrate the interrelationship between pharmaceutical and biopharmaceutical principles, product design, formulation, evaluation and the clinical applications of the various dosage forms in patient care.

### **PHR 5004 PHARMACEUTICAL CALCULATIONS WITH LAB (3 Credits)**

The course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to perform correctly the calculations required to prepare a medication order properly.

### **PHR 5005 PHARMACY LAW AND ETHICS (3 Credits)**

This course focuses on the laws, regulations, and related ethical issues relating to the practice of pharmacy. The regulation and control of drugs, cosmetics, medical devices, mail order, and “internet” pharmacy will also be presented.

### **PHR 5007 PATIENT CARE LAB (1 Credit)**

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

### **PHR 5008 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)**

Community Introductory Pharmacy Practice Experience is a longitudinal experience requiring a minimum of 160 contact hours. This course introduces the student to the philosophy, socialization, and practice of the profession of pharmacy in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

### **PHR 5009 DEVELOPMENT OF STUDENT PHARMACIST (2 Credits)**

This course will provide an introduction to the practice of pharmacy. The role of the profession in healthcare will be discussed inclusive of the history of the profession. The focus will be on the soft sciences in the context of the profession of pharmacy as well as the personal and professional development of each student pharmacist.

### **PHR 5010 INTRODUCTION TO HEALTH CARE SYSTEM (1 Credit)**

Introduction to Health Care System presents a current and comprehensive overview of the U.S. healthcare delivery system. Healthcare is a complex system that is affected by various influences. This course focuses on the social, organizational, and economic aspects, as well as the impact of politics and legislation on the delivery of healthcare. Problems that have had an impact upon the system will be examined as well as approaches to solve these issues.

### **PHR 5200 IMMUNOLOGY (3 Credits)**

This course provides the fundamental background of the human immune system. Topics include composition and function of immune system, anti-microbial immunity, disorders of the immune system, tumor immunology, transplantation rejection, and clinical application of immunology including therapeutic antibodies, vaccines, and diagnostic tools.

### **PHR 5202 BIOCHEMISTRY (4 Credits)**

A review of the structure, physical/chemical properties, function, and interactions of amino acids, peptides and proteins, nucleotides, nucleic acids, carbohydrates, lipids, and hybrid molecules with an emphasis on application to medication and clinical uses.

### **PHR 5203 PHARMACEUTICS II WITH LAB (3 Credits)**

This course is designed to introduce the PharmD students to the principles, practices and techniques of pharmaceutical dosage form preparation. Students will learn and apply the methods and techniques for compounding non-sterile preparations with accuracy of dose of active pharmaceutical ingredients, appropriate type and quantities of additives to prepare products which are free from contaminants, stable, safe and effective. In addition, students will gain the knowledge and understanding of the scientific principles and quality standards for evaluation of the compounded products.

**PHR 5204 COMMUNICATION AND COLLABORATIVE SOLUTIONS (2 Credits)**

This course is designed to help student pharmacists develop and utilize strategies to improve communication with patients, caregivers, and other healthcare providers. As healthcare design and delivery continues to evolve to accommodate patient-centered models, patients are more actively involved in the decision-making process, goal setting, and the monitoring of outcomes. Pharmacists' roles have also evolved to accommodate increased participation in interprofessional practice to achieve patient-centered care, requiring stronger interpersonal communication skillsets. Enhanced pharmacists' communication skillsets allow for more effective and efficient communication, more successful relationship building with patients and other providers, and thereby improve outcomes of therapy.

**PHR 5205 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)**

Community Introductory Pharmacy Practice Experience is a longitudinal experience requiring a minimum of 160 contact hours. This course introduces the student to the philosophy, socialization, and practice of the profession of pharmacy in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 5206 PATIENT CARE LAB (1 Credit)**

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

**PHR 5207, 5607, 6206, 6607 PRE-CLINICAL READINESS (0 Credit Pass/Fail)**

This course is designed to parallel and complement a PharmD Candidate's learning throughout the first and second years of their didactic education. This course includes components from various Offices within the COPHS as well as program specific requirements. The overall design of this course is done as such to ensure that upon embarking on clinical experiences, the learner possesses all necessary knowledge, skills, attitudes, and professionalism needed to be successful. This course is pass/fail and is 0 credit hours, but all four courses are required to be passed to meet program progression requirements. Students must pass the full course sequence as a mandatory academic requirement for graduation.

**PHR 5208 MEDICATION SAFETY (2 Credits)**

Students will learn about the mechanism and roots of medication errors and their consequences on patients and health care in general. Mechanisms to promote medication safety will also be examined. This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, their impact on pharmacy practice, and their applications to patient care.

**PHR 5400 CLINICAL MICROBIOLOGY AND ANTIBIOTICS BASICS (3 Credits)**

This course is designed for students who have had an introduction to basic microbiology. Emphasis will be placed on the aspects of clinical microbiology and antimicrobial treatment that pertain to pharmaceutical science, pharmacotherapeutics, and patient-centered care. The course will discuss the principles of infectious diseases and common infectious diseases of individual organ systems. A comprehensive overview of antibiotic basics will also be presented.

**PHR 5402 RESEARCH DESIGN AND LITERATURE EVALUATION I (3 Credits)**

Students will become familiarized with the skills required to handle different types of drug information questions and the techniques on how to fully evaluate biomedical literature and health care related issues. Application of the information taught in the course will be emphasized throughout.

**PHR 5404 PUBLIC HEALTH ISSUES (2 Credits)**

This course is designed to survey the basic principles of public health practice from a pharmacy perspective. Information discussed will include an introduction to the infrastructure of public health, analytical tools employed in public health, biopsychosocial perspectives of public health problems, health promotion and disease prevention, quality in public health, and special topics in public health pharmacy.

**PHR 5405 BIOTECHNOLOGY (1 Credit)**

This course provides an introduction to biotechnology and its impact on the drug development and practice of pharmacy. Topics include how biotechnology is used to produce biotech drugs, how those drugs work, and the predicted potential and current limitations of biotech drugs.

**PHR 5406 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)**

Community Introductory Pharmacy Practice Experience is a longitudinal experience requiring a minimum of 160 contact hours. This course introduces the student to the philosophy, socialization, and practice of the profession of pharmacy in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 5407 PATIENT CARE LAB (1 Credit)**

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

**PHR 5408 SELF CARE I (2 Credits)**

This course will offer an overview of conditions and products which individuals use in self-care/self-guided treatment. The course will focus on pharmacotherapy and the role of the pharmacist in disease state management related to self-care (using non-pharmacologic, nonprescription and CAM therapies). Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics to devise appropriate pharmacy care plans. These plans will include rationale for drug use, selection, and dosing regimens, expected outcomes of drug therapy, key monitoring parameters, clinically important drug-drug or drug-disease interactions, counseling, and compliance issues. Students should be able to recognize limitations of self-treatment based on exclusion criteria and be able to triage patients to appropriate medical care. This course will help to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences.

**PHR 5601 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)**

Community Introductory Pharmacy Practice Experience is a longitudinal experience requiring a minimum of 160 contact hours. This course introduces the student to the philosophy, socialization, and practice of the profession of pharmacy in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 5603 STERILE DOSAGES LAB (2 Credits)**

Students will be familiarized with the organization and administration of an admixture program, requirements for clean room setup, equipment and techniques used in safely and accurately preparing sterile preparations, preparation of compounded sterile preparations, regulations governing preparation, distribution and storage of compounded sterile products, reviewing and clarifying physician orders for parenteral products, calculation of dosages of parenteral medications, and administration of different types of parenteral products. Students will practice in the laboratory the techniques related to the compounding of sterile dosage forms, interpreting prescriber orders, and documenting communication with other health professionals as needed to safely provide and manage sterile dosage forms. Students will be required to demonstrate competency in safe preparation of sterile dosage forms including dosage calculation, correct aseptic technique, quality assurance methods, and adherence to all relevant state and national standards or regulations.

**PHR 5604 PATIENT CARE LAB (1 Credit)**

This course focuses on the role of the pharmacist in providing safe and effective medication use to patients. It will integrate topics taught throughout the first professional year and concentrate on communication, quality assurance, drug distribution, and OTC product recommendation.

**PHR 5606 SELF CARE II (2 Credits)**

This course will offer an overview of conditions and products which individuals use in self-care/self-guided treatment. The course will focus on pharmacotherapy and the role of the pharmacist in disease state management related to self-care (using non-pharmacologic,

nonprescription and CAM therapies). Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics to devise appropriate pharmacy care plans. These plans will include rationale for drug use, selection, and dosing regimens, expected outcomes of drug therapy, key monitoring parameters, clinically important drug-drug or drug-disease interactions, counseling, and compliance issues. Students should be able to recognize limitations of self-treatment based on exclusion criteria and be able to triage patients to appropriate medical care. This course will help to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences.

**PHR 5608 FOUNDATIONS OF PHARMACOLOGY/MEDICINAL CHEMISTRY (4 Credits)**

Foundations of Pharmacology & Medicinal Chemistry is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for Pharmacotherapeutics coursework. This course furnishes the introduction to molecular, cellular, and physiological basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, and mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

**PHR 5609 PHARMACOECONOMICS AND OUTCOMES (1 Credit)**

Students are introduced to the principles and tools of pharmacoeconomics and outcome assessments that are commonly used to study the impact of pharmaceutical care services on the health and health care of a patient or community.

**PHR 5610 PATHOPHYSIOLOGY (3 Credits)**

This course is an introduction to the basic concepts of pathophysiology and requires a solid background of anatomy and physiology. The course focuses in understanding the pathophysiological mechanisms that lead to changes and alterations in human physiologic function and human responses. The students will learn how pathophysiological processes affect manifestation and progression of a disease state within the body, including the resulting primary and secondary effects. Both in-class lectures and examinations will introduce application of knowledge to novel clinical scenarios.

**PHR 5611 PHARMACY PRACTICE MANAGEMENT (2 Credits)**

Pharmacy Practice Management is a required course in the curriculum leading to the degree of Doctor of Pharmacy. It is the goal of this course to develop the necessary foundation for the management of activities related to practice in any setting. These activities encompass but are not limited to human resource management (personnel relations, acquiring, supervision, development, and retention of staff), financial management and control, activities related to purchasing and inventory control, patient-pharmacist-prescriber relationships, ethical promotion of and reimbursement for medication therapy management activities as well as general business operational activities. It is beyond the scope of this course to make the student a management expert since expertise comes with experience. The course is designed to provide the student with a fundamental knowledge of concepts and principles that he/she can employ to effectively meet the challenges of a modern pharmacy practice.

## SECOND PROFESSIONAL YEAR

### **PHR 6002 PATIENT CARE LAB (1 Credit)**

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

### **PHR 6003 BIOPHARMACEUTICS AND PHARMACOKINETICS I (2 Credits)**

This is an integrated course between basic sciences and clinical sciences. It consists of principles of how drugs perform in the human body and how the physiological system affects the drugs as they relate to absorption, distribution, metabolism, and excretion. Clinical Pharmacokinetics will build on these concepts to describe how to design a safe and effective drug regimen to patients based on their physiological conditions and disease states and how to monitor therapy regimen for adjustment if needed

### **PHR 6006 LITERATURE EVALUATION AND APPLICATION (2 Credits)**

This course will focus on developing the skills necessary to practice evidence-based medicine (EBM). This course will specifically review and assess foundational biostatistical knowledge as well as discuss landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate various pieces of primary literature to identify consistencies or inconsistencies with the currently established therapeutic guidelines thereby gaining experience in the practice of evidence-based medicine.

### **PHR 6007 PHARMACOLOGY/MEDICINAL CHEMISTRY I (4 Credits)**

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

### **PHR 6008 IPPE INSTITUTIONAL SUMMER (1 Credit)**

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student's awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

### **PHR 6009 CLINICAL APPLICATION OF PHACOKINETICS LAB (0.5 Credits)**

This course introduces hands-on experience in solving problems relevant to clinical pharmacokinetic services in the hospital or other healthcare setting, applying the concepts learned in Basic Biopharmaceutics and Pharmacokinetics I and II. Emphasis will be on dosing drugs requiring serum concentration monitoring for individual patients.

### **PHR 6010 CLINICAL PROBLEM SOLVING 1 (1 Credit)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

### **PHR 6011 PHARMACOTHERAPEUTICS I (6 Credits)**

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

### **PHR 6202 PATIENT CARE LAB (1 Credit)**

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

### **PHR 6203 BIOPHARMACEUTICS AND PHARMACOKINETICS II (2 Credits)**

This course will build on Biopharmaceutics and Pharmacokinetics I and will focus on the clinical concepts in the application of foundational pharmacokinetics to pharmacotherapeutic situation. The goal of this course is to use pharmacokinetic principles in the evaluation of dosing and monitoring of medications in specific situations. Clinical pharmacokinetics of selected drugs which are routinely monitored will be discussed to assist the student in understanding of how to design a safe and effective dose regimen for patients based on medication and patient specific factors.

### **PHR 6204 PHARMACOTHERAPEUTICS II (6 Credits)**

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

**PHR 6207 PHARMACOLOGY/MEDICINAL CHEMISTRY II (4 Credits)**

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

**PHR 6208 IPPE INSTITUTIONAL FALL (1 Credit)**

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student's awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 6209 CLINICAL APPLICATION OF PHARMACOKINETICS LAB (0.5 Credits)**

This course introduces hands-on experience in solving problems relevant to clinical pharmacokinetic services in the hospital or other healthcare setting, applying the concepts learned in Basic Biopharmaceutics and Pharmacokinetics I and II. Emphasis will be on dosing drugs requiring serum concentration monitoring for individual patients.

**PHR 6210 CLINICAL PROBLEM SOLVING 2 (1 Credit)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

**PHR 6403 PATIENT CARE LAB (1 Credit)**

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

**PHR 6404 PHARMACOGENOMICS: PERSONALIZED MEDICINE (2 Credits)**

In the near future, personalized medicine will revolutionize the field of pharmacy by offering effective drug therapies that are guided by the genetic variants of individual patients. In our pharmacogenomics course, you will learn to understand how human genetics and genomics can be used to provide optimized drug therapy and patient care. Learning about this emerging field will enable you to better understand and manage new genomics-based diagnostic tools and make best treatment choices. You will spend

time discussing societal and ethical implications of genetic testing and the resultant individualization of drug therapy, explain basic principles of human genetics and heredity and more. While pharmacogenomics has a modest impact on daily practice at this time, principles covered in this course will likely soon become a regular part of clinical care.

**PHR 6405 CLINICAL NUTRITION (3 Credits)**

Students will learn the basic principles of enteral and parenteral nutrition. Students will also learn how to write/adjust a parenteral/enteral nutrition formula adapted to patients' disease states. In addition, students will learn how to monitor the effects of nutrition on patients.

**PHR 6406 PHARMACOLOGY/MEDICINAL CHEMISTRY III (4 Credits)**

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

**PHR 6407 PHARMACOTHERAPEUTICS III (4 Credits)**

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

**PHR 6408 INSTITUTIONAL WINTER (1 Credit)**

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student's awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 6409 CLINICAL PROBLEM SOLVING 3**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

**PHR 6601 PHARMACOTHERAPEUTICS IV (6 Credits)**

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

**PHR 6603 PATIENT CARE LAB (1 Credit)**

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

**PHR 6608 PHARMACOLOGY/MEDICINAL CHEMISTRY IV (4 Credits)**

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

**PHR 6609 PHARMACEUTICAL CALCULATIONS WITH LAB (1 Credit)**

“Pharmacy Calculations Lab is a hands-on course that provides students with the opportunity to practice and perform the calculations encountered in pharmacy practice. Students will review and use various mathematical skills and concepts to solve problems related to drug dosage, medication preparation, and other aspects of pharmacy operations.

The course will cover a variety of topics, including: Basic math concepts (e.g., fractions, decimals, percentages, ratios, and proportions) Unit conversions (e.g., between the metric and apothecary systems) Drug dosage calculations (e.g., calculating the dose of a medication for a patient of a certain age and weight) Medication preparation calculations (e.g., calculating the amount of drug to add to a solution) Other pharmacy-related calculations

In addition to learning the necessary mathematical skills, students will also learn how to apply these skills to real-world pharmacy problems. Students will work on a variety of lab exercises that simulate the types of calculations they will perform in their future careers as pharmacists.

**PHR 6610 PROFESSIONAL SEMINAR COURSE (1 Credit)**

This course will provide students information and review of knowledge and skills necessary for Advanced Pharmacy Practice Experiences.

**PHR 6611 IPPE INSTITUTIONAL SPRING (1 Credit)**

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student’s awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

**PHR 6612 CLINICAL PROBLEM SOLVING (4 Credits)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond

*THIRD PROFESSIONAL YEAR***PHR 7000, 7001, 7200, 7201, 7400, 7401, 7600, 7801, 7802, 7803, 7804, & 7805 ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE) (Total 42 Credits minimum)**

The Advanced Pharmacy Practice Experiences (APPEs) are seven professional experiences that require a minimum of 240 contact hours each. APPEs give students a chance to develop their skills and knowledge in pharmacy practice. They reinforce the ability to apply the skills and knowledge that students have learned in the previous years of the curriculum. APPEs also provide students with the opportunity to serve a variety of patient populations in a variety of settings and to collaborate with other healthcare professionals. These experiences expose students to the diseases that pharmacists are likely to encounter in practice. Students complete these experiences under the general supervision of a licensed pharmacist or other college-appointed preceptor.

**PHR 7602 PROFESSIONAL TRANSITION (1 Credit)**

This course is designed to expand students’ knowledge and practice skills by assuring core elements are completed during the P3 year. This course is also intended to help prepare the student for the NAPLEX and MPJE. Course is pass/fail. Students must pass the course as a mandatory academic requirement for graduation.

*PROFESSIONAL ELECTIVES***PHR 6801 ADVANCED DRUG DELIVERY (2 Credits)**

This course provides an opportunity to explore the basic principles and technology of advanced drug delivery systems and devices for controlled, sustained, and targeted delivery of drugs. This will include a systematic study of solid oral modified-release dosage forms such as coated beads, granules, microencapsulated drug, osmotic pump, repeat action tablets, transdermal, iontophoretic, intranasal and brain-targeted, ophthalmic, and nanotechnology-based products.

**PHR 6802 ADVANCED AMBULATORY CARE (2 Credits)**

This will be a competency-based course that focuses on the role of the pharmacist in disease state management in the ambulatory care setting. Additionally, this course will reinforce concepts taught in Therapeutics. Learning and assessments may be conducted through video tutorials, reading assignments, and/or team projects/ discussions to review and apply information. The course requires active participation by all students enrolled in the course.



**PHR 6803 ADVANCED SELF CARE (2 Credits)**

This course focuses on the role of durable medical equipment, medical supplies, and other self-care products in the medical management of patients in the outpatient community setting.

**PHR 6804 AROMATHERAPY SCIENCE (2 Credits)**

This elective course is designed to cover commonly used essential oils and their therapeutic uses, details of toxicity, bioactivity, contraindications, and clinical studies. Lecture topics include historical background, aromatherapy practice, chemistry of essential oils, bioactivity of essential oils, science of smell, safety issues, and clinical studies.

**PHR 6805 CLINICAL ETHICS (2 Credits)**

This course explores the background, history, and components of ethical decision-making in the professional medical environment. There is additional focus on the ethics involved in human subjects research (both pre-clinical and clinical) and a pharmacist's dispensing rights and responsibilities.

**PHR 6806 DRUG INDUCED DISEASE (2 Credits)**

This course will cover the mechanism of drug-induced diseases that affect a variety of organ systems. Students will examine offending drugs involved in these adverse drug reactions and examine the prevention, detection, and the most appropriate management of drug-induced diseases. Content in this elective class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic courses and labs. This class offers the opportunity to practice assessment techniques and clinical reasoning skills to approach drug-induced disease.

**PHR 6807 GERIATRICS (2 Credits)**

Students will learn the principles of patient-centered care in the geriatric population as well as the role and responsibilities of the senior care pharmacist.

**PHR 6808 HEART FAILURE (2 Credits)**

This elective is an interactive and activity-based course. Using heart failure treatment as the patient care topic, students will learn the pharmacist's role as a member of the health care team. In class, students will learn how to read journal articles and provide patient education. Students will develop appropriate treatment recommendations using a team approach to care for patients with heart failure.

**PHR 6809 INTEGRATIVE THERAPEUTICS (2 Credits)**

This elective course examines the role of nutritional supplements pertaining to health and wellness. Emphasis will be placed on scientific evidence in the support of supplementations, and students will gain knowledge on what products are considered both safe and effective.

**PHR 6810 INTRODUCTION TO RESIDENCY (2 Credits)**

This elective course is designed for students that are interested in pursuing a residency. Students will be educated on all residency opportunities, the residency selection process, and things to consider when selecting residency programs. Also, the students will develop curriculum vitae and learn important interviewing techniques to use during a residency interview.

**PHR 6811 LANDMARK TRIALS I (2 Credits)**

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

**PHR 6812 LANDMARK TRIALS II (2 Credits)**

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

**PHR 6813 LEADERSHIP (2 Credits)**

This course is designed to help students think about what it means to be a leader. During the course, students will analyze their personality trait and leadership style and how to work with those who have different traits than their own. We will utilize popular leadership books as a starting point for discussion on leadership development and issues that students will face.

**PHR 6814 LEARN TO TEACH (2 Credits)**

This course is an elective offering that is intended to give pharmacy students a general overview of the organizational structure of academia, as well introduce possible career opportunities in academia. This course will also teach students how to utilize skills such as active learning, visual aids, and vocal variety in order to become effective communicators in the classroom setting. Students will be given opportunities during class to enhance assessment, verbal, and written skills through various in-class assignments.

**PHR 6815 MANAGED CARE (2 Credits)**

This managed care pharmacy elective course will provide an overview of managed care pharmacy and an understanding of how managed care pharmacy impacts the healthcare system.

**PHR 6816 MEDICAL SPANISH (2 Credits)**

This course is designed to develop the Spanish-speaking skills of the non-Spanish speaking healthcare professional. It will build on skills of basic Spanish vocabulary and pronunciation and will develop basic conversational skills as well as pharmacy-specific and medical terms, phrases, and counseling points. Emphasis will be placed on developing sufficient skills to provide adequate pharmaceutical care to Spanish-speaking patients that speak little or no English. The course will also provide key phrases and general questions to use when counseling or assessing the patient. The course will also provide insight into Hispanic/Latin culture and address how to handle and understand cultural differences in health beliefs and practices.

**PHR 6817 MENTAL HEALTH (2 Credits)**

This course provides the student with an introduction to the mental health system and various psychiatric disease states and treatments. This is a general introduction/review on the common psychiatric disorders, more in-depth pharmacologic/nonpharmacologic treatment options, and includes unique subject matter. The mental health elective will utilize the experiences of faculty and guest lecturers that practice in the field of psychiatry.

**PHR 6818 NANOMEDICINE (2 Credits)**

This course will focus on developing students' understanding of the unique properties of nanomaterials used in nanomedicines, their fabrication and characterization, and nanodrug delivery systems for the treatment of various diseases. Emphasis will be placed on FDA approved nanomedicines, their specific uses and advantages compared to conventional counterparts, nanotechnology-enabled diagnostic and contrast agents, and the simultaneous diagnostic/treatment modalities. An introduction to theranostics and personalized medicine will also be included.

**PHR 6819 PALLIATIVE CARE (2 Credits)**

Palliative care refers to specialized medical care for people with serious illnesses. It is focused on providing patients with relief from the symptoms, pain, and stress of a serious illness - whatever the prognosis. Hospice care is care for people with terminal illnesses or conditions and who have an anticipated life expectancy of six months or less. This course will focus on the care of patients receiving palliative or hospice care. Case examples will be used to explore common treatments used in these populations. Students will examine care from a holistic perspective considering how the pharmacist serves as part of an interprofessional team providing pharmacologic therapy as well as psycho-social, spiritual, and ethical care. This course will examine the progression from normal healthy status through serious illness, and eventually to the process of dying. Few new therapies will be discussed. Instead, the course will focus on HOW the medications are used in this environment including the importance of deprescribing of unnecessary medications.

**PHR 6820 PEDIATRICS (2 Credits)**

This course is an elective offering that is intended to introduce students to pediatric topics encountered in a "general medicine" setting including ambulatory and inpatient hospital settings. The focus of the class will be practical implementation of general medicine principles directed at a pharmacist's point of view. Students will gain comfort with basic pediatric pharmacy principles and knowledge of pediatric pharmacy specific resources. The format of the class will mostly be an open forum discussion.

**PHR 6821 VETERINARY MEDICINE (2 Credits)**

To review the role of the pharmacist in dispensing medications and making treatment recommendations for animals.

**PHR 6822 WILDERNESS MEDICINE (2 Credits)**

This course introduces a quick and decisive approach in the management of common outdoor medical emergencies otherwise known as "Wilderness Medicine".

**PHR 6823 WOMEN'S HEALTH (2 Credits)**

This course will include discussions on several topics regarding health issues and conditions. Topics will complement those previously learned in therapeutics, set the learners up for success in future therapeutics lectures, and/or include guest speakers that are experts in Women's Health Topics. Class time may be lecture, discussion, or application through cases and a final project.

**PHR 6824 XENOBIOTIC TOXICOLOGY (2 Credits)**

This course emphasizes adverse health effects caused by environmental toxicants and xenobiotics (foreign agents). The contribution of environmental toxicants to the development and progression of diseases will be discussed. This course provides information on traditional topics of toxicology as well as modern research methods in toxicology.

**PHR 6825, 6832, 6833, & 6834 INDEPENDENT STUDY (2 Credits)**

The individual topic will be determined by course faculty.

**PHR 6835 ADVANCES IN AMBULATORY CARE (2 Credits)**

This course provides students with advanced skills and knowledge in ambulatory care.

**PHR 6836 ADVANCED COMPOUNDING (2 Credits)**

This course provides students with advanced skills training in compounding. Emphasis will be on the compounding process and appropriate use of the USP for non-sterile compounded preparations.

**PHR 6837 ADVOCACY (2 Credits)**

The Advocacy elective will provide an introduction to political advocacy and the legislative process. Throughout the quarter guests will discuss their role in politics and provide strategies to implement advocacy initiatives. Students will engage in hands-on professional and patient advocacy activities. They will also utilize the skills developed within the elective to encourage fellow classmates to become politically engaged. Role playing scenarios will be included to demonstrate the multitude of participants within the legislative process and illuminate the crucial role that student pharmacists can play. Additionally, outside of class activities will be a key component to the course and may include, but not limited to; a tour of the State Capitol, attendance at professional organization board meetings, and attendance during invited guest speakers.

**PHR 6838 CRITICAL CARE (2 Credits)**

This course will focus on critical care disease states and provide an overview of pharmacy practice in the intensive care unit. Students will learn how to review and apply critical care evidence-based literature and guidelines to patient cases.

**PHR 6839 DEATH AND DYING (2 Credits)**

This course provides students with advanced skills and knowledge the area of death and dying.

**PHR 6840 LANDMARK TRIALS III (2 Credits)**

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

**PHR 6841 SENSORY PHYSIOLOGY (2 Credits)**

This elective course will allow students to learn in more detail the structure and function of the sensory systems and how specialized receptors allow the sensory systems to detect specific types of stimuli such as pressure, light, or airborne chemicals. In addition, laboratory exercises will be used when appropriate to reinforce the didactic information.

**PHR 6842 NEUROPHARMACOLOGY  
FOR DRUGS OF ABUSE (2 Credits)**

Pharmacology can be defined as the study of substances that interact with living systems through chemical processes, especially by binding to regulatory molecules and activating or inhibiting normal body processes.” Neuropharmacology is the sub-discipline placing emphasis on drug interactions with the nervous system. The aim of this course is to review the pharmacological principles, behavioral paradigms, mechanisms of drug action and biochemical processes relevant to psychoactive drugs, those altering mood, thought processes and/or behavior. The focus will be directed towards drugs that are used recreationally or have a high liability for abuse. The materials emphasize the history of drug use, molecular mechanisms of action, medicinal chemistry, physiological effects, psychological effects, detoxification, and maintenance of abstinence.

**PHR 6844 CULTURAL COMPETENCY (2 Credits)**

This course is designed to build on concepts from previous courses that will aid the student pharmacist in reflecting on and building his/her own level of cultural competency or awareness. Information discussed will include the basics of cultural competency, refugee health, the use of interpreters, and a detailed look into a variety of sociocultural groups, with the intent of preparing the students to provide care for other cultures.

**PHR 6846 SUBSTANCE USE (2 Credits)**

This course is designed to provide students with an understanding of the pathophysiology associated with substances of abuse including their effects on the nervous system and other organ systems as well as management of acute intoxication and/or withdrawal from the substance. Additionally, students will be exposed to nonpharmacological approaches in substance abuse management and are expected to apply knowledge gained during the course to contribute to educational and outreach efforts in the community. This is an elective course conducted primarily in a team-based learning format. Learning and assessments may be conducted through video tutorials, panels, reading assignments, and team projects/ discussions to review and apply information. The course requires active participation by all students enrolled in the course.

**IPE 001/IPE 002 DIDACTIC STUDENT  
IMPROVEMENT PLAN (0 Credits)**

Student improvement plans created for students who need to remediate didactic coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

**IPE 003/IPE 004 EXPERIENTIAL STUDENT  
IMPROVEMENT PLAN (0 Credits)**

Student improvement plans created for students who need to improve experiential coursework in the PharmD and Physician Assistant Programs. Course will be pass/fail.

# Faculty Listing

## **Wendy Achilles**

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B.S.A. - East Carolina University  
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## **Allen Akmon**

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R.R.T. - Registered Radiologic Technologist  
C.T. - Computed Tomography Certificate  
C.N.M.T. - Certified Nuclear Medicine Technologist  
P.E.T. - Positron Emission Technology Certificate

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M.B.A. - University of Louisville

**Sandore Zehr\***

College of Business and Technology

B.S. - University of Indianapolis

M.B.A. - Ball State University

Ph.D. - Sullivan University

**Candis Zimmerman\***

Nursing, Clinical

B.S.N. - Indiana Wesleyan University

R.N. - Registered Nurse

\* Adjunct Faculty

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 Antonia Allen..... Louisville, Online, Ft. Knox  
 Dale English..... PharmD and PA programs  
 Chris Ernst ..... Physical Disabilities, Louisville  
 David Tudor ..... Lexington, Louisa  
 Stephanie Watson..... Physical Disabilities, Lexington

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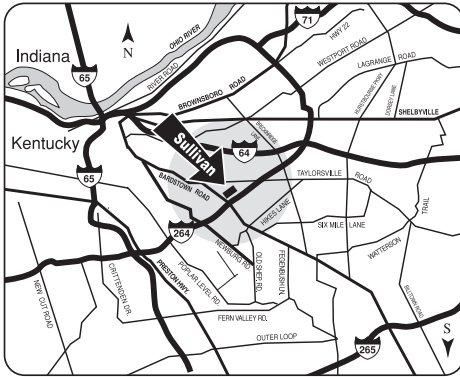
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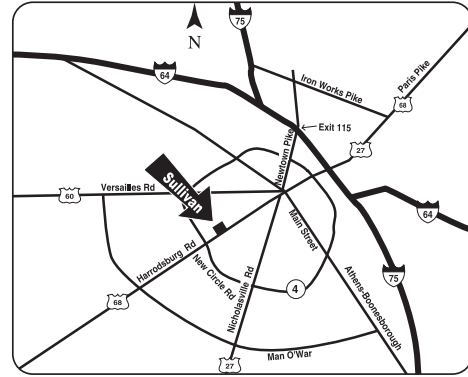
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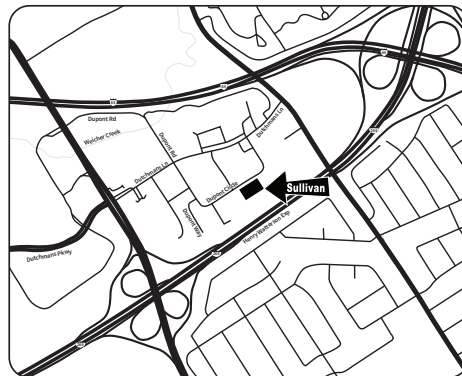
# Maps of the University Locations



**Louisville Main Campus**  
 3101 Bardstow Rd.  
 Louisville, KY 40205  
 502-456-6505 | 800-844-1354



**Lexington Location**  
 2355 Harrodsburg Rd.  
 Lexington, KY 40504  
 859-276-4357 | 800-467-6281

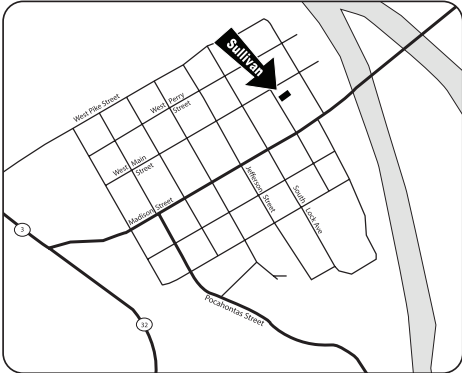


**Dupont Circle Location**  
**College of Allied Health &**  
**College of Nursing**  
 4000 Dupont Circle  
 Louisville, KY 40207  
 502-447-1000 | 800-844-1354

# Maps of the University Locations



**Fort Knox**  
 31 Warehouse St., Bldg. 65  
 Fort Knox, KY 40121  
 502-942-8500 | 800-562-6713



**Louisa Learning Center**  
 122 South Main Cross St.  
 Louisa, KY 41230  
 606-826-2971 | 800-844-1354

# NOTES



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### **Lexington**

2355 Harrodsburg Road, Lexington, KY 40504  
(800) 467-6281 | (859) 276-4357

### **Fort Knox**

31 Warehouse Street, Bldg. 65, Fort Knox, KY 40121  
(800) 562-6713 | (502) 942-8500

### **Center for Learning- Louisa**

122 S Main Cross Street, Louisa, KY 41230  
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