

2023 Sullivan University Catalog Addendum/Errata

See 2022 Sullivan University Catalog Supplement A Addendum/Errata for updates to financial information.

p. 4 – Update to SACSCOC Accreditation Statement

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).

p. 4 – Update to Medical Assistant Accreditation Statement

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) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

p. 4 – Edit to Nursing Accreditation statement

Sullivan University's Practical Nursing Diploma and Associate of Science in Nursing[†] programs are approved by the Kentucky Board of Nursing. The Associate of Science in Nursing* program is approved to be offered in both Louisville and Lexington, while the Practical Nursing Diploma is only. 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 development phase of approval. *See nursing addendum for more information

p. 5 – Edit to Surgical Technician Accreditation Statement

Sullivan University's Associate of Science in Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 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
25400 U.S. Highway 19 North, Suite 158 | Clearwater, FL 33763
9355 – 113th St. N. #7709 | Seminole, FL 33775
Telephone: (727) 210-2350

p. 10 - College of Nursing Admission edits

Admission to the University

- Admission to the Practical Nursing (PN) program requires a high school cumulative GPA of 2.00 on a 4.00 scale. Admission to the Associate of Science in Nursing program requires a cumulative high school (traditional entry) or PN program GPA of 2.50 on a 4.00 scale. To utilize the PN CGPA for bridge entry and be considered for advanced standing credit for NUR 210, an unencumbered PN license is required (effective Fall, 2021).
- 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).
- 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 ~~he or she has~~ 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 ~~90~~ 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) ~~that is acceptable for full credit toward a bachelor’s degree.~~ Requests should be presented to the Executive Director of Academic Operations and Institutional Effectiveness for approval.

p. 11 – Policy Update to Admission of International Students

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.

p. 12 – Additional Section

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 complete an 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.

p. 12 – Updates to Non-Degree Seeking Students

Non-Degree Seeking Students

Students who opt to complete individual course(s) for personal ~~and~~ 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 ~~meet all entrance requirements stated in the “Application Procedure” section, except for the entrance evaluation requirement~~ 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.

~~A form of the non-degree student is called a Jumpstart. Jumpstart students are typically high school seniors who have not yet graduated from high school and may be allowed to enroll in a limited number of courses prior to high school graduation. 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 an 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.~~

~~Jumpstart and non-degree seeking credits earned as a non-degree student are not necessarily applicable~~ Credits earned as a non-degree seeking student are not guaranteed to be credited toward a Sullivan University certificate, diploma, or degree program ~~and there is no guarantee credit earned will convert to degree-seeking/program credit~~. After admission to a degree

seeking program, 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 course	16 credit hours
500-600 level graduate course	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.

~~There is no limit to the number of credit hours a non-degree seeking student may accumulate. Courses with the prefixes PND, NUR, BFS and PBA, as well as CAM 256, may not be taken by non-degree seeking students.~~ Should a course(s) have prerequisites or co-requisites that have not been met, approval to register must be obtained from the Senior Vice-President for Academic Affairs/Provost, or President. Should the student opt to enroll in a certificate, diploma, or degree program 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.

p. 13 – Update to email address

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 slv-registraroffice@sullivan.edu or online@sullivan.edu.

p. 13 – Update to Transfer of Credit Policy

Transfer of Credit

Students who have taken college-level course work should submit official transcripts from all institutions attended and it is the policy of Sullivan University to accept credit from other postsecondary institutions when accredited by an agency recognized by the USDOE or CHEA when certain criteria are met. 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). Undergraduate transfer credit will be approved and applied toward the student's academic program if courses are equivalent to those courses offered at Sullivan, and in which the student has earned a grade of "C" or better. Graduate Program transfer credit will be approved by the Graduate Admissions Committee 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 better unless the student chooses to waive the transfer credit option. Graduate Program students may not decline/waive previously awarded credit. 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 program.

The approval of transfer credit for certain courses completed prior to attending Sullivan University can result in the waiver of **Basic Mathematics (MTH 095), Introduction to Writing (ENG 095), and Foundations for Student Success (FYE 105)**. ~~If a student places into ENG 095 or MTH 095 but transfers in an ENG 101 or MTH 101 that was taken elsewhere, the student may be waived from the 095 level course and scheduled into courses for which ENG 101 and MTH 101 are prerequisites.~~ The registrar, in consultation with faculty qualified in the subject matter, is responsible for determining coursework that will be applied toward a program of study at the University. Students transferring credit from other colleges or universities must provide Sullivan University with official transcripts of all courses completed and, if requested, statements of academic policy from previously attended institutions.

Credits earned at Sullivan University may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Sullivan University. You should obtain confirmation that Sullivan University will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions to which you may want to transfer credits earned at Sullivan University, in order to determine if such institutions will accept credits earned at Sullivan University prior to executing an enrollment contract or agreement. The ability to transfer credits from Sullivan University to another educational institution may be limited. Your credits may not transfer, and you may have to repeat courses previously taken at Sullivan University if you enroll at another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Sullivan University and of any other educational institutions you may in the future want to transfer the credits earned at Sullivan University before you execute an enrollment contract or agreement.

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 Academic Services Office (sans VA students). Some programs require original transcripts to validate previous academic completion and CGPA, i.e., Nursing, as well as all master's and doctoral programs. For these programs, a copy of a transcript may suffice for admission and initial matriculation for one term. 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. A student may be required to submit official or unofficial transcripts as part of their application for Federal Student Aid. If required, a student must provide the requested transcripts in order to be considered for aid.

Students enrolled in the Doctor of Pharmacy or Master of Science Physician Assistant programs charged at a quarterly contract rate, not per class taken, ~~will receive tuition credit for those portions of their program accepted in transfer once their full contract has been charged. This tuition reduction will be calculated and, if applicable, posted to the student's account in their final quarter. For additional information, contact the Bursar's Office or Financial Planning Office.~~

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

The percentage of all organizational credit (non-Title IV certified) must be less than 25% of any Sullivan University program..

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 ^{^*} Semester Credits	Maximum Potential ^{^*} Quarter Credits	Percentage of SU Program ^{^*} , **
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**	23.91%
Bachelor of Science	180	29.334	44**	24.44%

^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.

p. 14 – Update to statement in last paragraph under Transfer of Credit

In light of difficulties in obtaining transcripts from schools outside of the United States ~~due to the COVID19 pandemic~~, 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.~~

pgs. 23-24 – Edits to PharmD Scholarships

Academic Performance Excellence Scholarship (PharmD Program)

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

~~Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have a minimum GPA of 3.75. Must showcase excellent interview skills and professionalism — as judged based on the PharmCAS — supplemental application items, and letters of recommendation.~~

~~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: \$12,000~~

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, ~~standardized test score (PCAT preferred), other standardized test scores considered,~~ and two letters of recommendation.

Basis for Selection: Given to ~~the~~ Doctor of Pharmacy applicants who have displayed ~~offered acceptance with~~ the highest academic achievement. Must have a minimum GPA of 3.5, ~~sixtieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered,~~ Must showcase excellent interview and professionalism, ~~as judged based on the PharmCAS, supplemental application items, and background check.~~

Deadline: Priority deadline by December 1st ~~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~~ 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. ~~varies annually~~

Amount: \$162,180 or \$80,000 ~~\$45,000~~

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 not limited to, all official transcripts, ~~standardized test score – PCAT preferred, other standardized test scores may be considered,~~ and 2 letters of recommendation.

Basis for Selection: Given to ~~a~~ ~~the~~ Doctor of Pharmacy applicants ~~offered acceptance with~~ displaying high academic achievement. Must have excellent verbal and written performance, ~~m~~ Must have a minimum GPA of 3.0, ~~fortieth percentile or higher standardized test score – PCAT preferred, other standardized test scores considered,~~ and 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: up to 3 awarded varies annually

Amount: \$9,000

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

p. 26 – Updates to the Warrior Battalion Scholarship

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 classes 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 (one Associate and one Bachelor)

Amount:

~~1. Associate Degree: Full tuition through completion of an Associate Degree Program (students are eligible if first enrolled in a diploma program). Scholarship will be applied prior to VA benefits. Certified amounts will be reduced by amount of scholarship awarded. Students using VA benefits will be eligible for VA tuition benefits based upon remaining tuition costs and percentage paid by VA and full fees if applicable. Books and fees are not covered with the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.~~

~~2. Bachelor’s Degree: 50% tuition discount through completion of Bachelor’s Degree Program (students must have completed an associate degree program to be eligible). Scholarship will be applied prior to VA benefits. Certified amounts will be reduced by amount of scholarship awarded. Students using VA benefits will be eligible for VA tuition benefits based upon remaining tuition costs and percentage paid by VA and full fees if applicable. Books and fees are not covered with the scholarship. Students receiving this scholarship are not eligible to receive residual funds from scholarship funds.~~

1. 100%: Full tuition for up to six quarters toward any program. Books and 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. Books and 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.

p. 29-30 – Remove College of Legal Studies – Move Criminal Justice Programs under College of Business and Technology

College of Legal Studies

Criminal Justice:

Criminal Justice Certificate	p. 86
Associate of Science in Criminal Justice.....	p. 87
Bachelor of Science in Criminal Justice.....	p. 88

p. 32 – Admission Criteria for Associate of Science in Community Health Services

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 ≥ 2.0 OR
 - ACT 18

p. 32 – Update to Course and Admissions Requirements for Medical Coding Certificate**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 ≥ 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 only program)

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.

Course	Titles	Credit Hours
Core Courses		32
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 001 Medical Coding Practicum and CCA Review	0
HIM 003 Medical Coding CCA Review	0
MSS 104 Medical Terminology	4
General Education Course	4
BIO 103 Human Anatomy and Physiology	4
Total Quarter Credit Hours	36

36 quarter hours is equivalent to 24 semester hours.

All HIM courses require a minimum 70% C or better for successful completion.**p. 33 – Admission Criteria for Associate of Science in Health Information Management**

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 ≥ 2.5 OR
 - At least 1 year of college with GPA of ≥ 2.0
 - ACT 19

p. 34 – Admission Criteria for Medical Assistant Diploma

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 ≥ 2.0 OR
 - ACT 18

p. 35 – Admission Criteria for Associate of Science in Medical Assisting

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 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 ≥ 2.0 OR
 - ACT 18

p. 36 – Admission Criteria for Limited Medical Radiography Diploma

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 ≥ 2.0 OR
 - ACT 19

p. 36 – Correction to Clinical Requirements

*The LMR clinical requirement consists of ~~370~~ 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.

p. 37 – Admission Criteria for Associate of Science in Radiologic Technology

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 ≥ 2.5 with algebra and biology grades of a “C” or better OR
 - At least 1 year of college with GPA of ≥ 2.0 OR
 - ACT 20

p. 37 – Correction to 3rd paragraph

Graduate Limited Medical Radiography (LMR) diploma students must meet the entrance test requirements of the Associate of Science in Radiologic Technology (ASRT) program ~~and~~ ~~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.

p. 37 – Correction to Clinical Requirements

*The RTA clinical requirement consists of ~~1200~~ 1104 hours ~~for the RTA program~~. 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 campus. Clinical experiences will include 1st, 2nd, and 3rd shift and some weekends.

p. 38 – Admission Criteria for Associate of Science in Surgical Technology

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 ≥ 2.5 with algebra and biology grades of a “C” or better OR
 - At least 1 year of college with GPA of ≥ 2.0 OR
 - ACT 20

p. 39 – Update Introduction to Paragraph

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, and Accounting. In addition, specialized technical fields, such as Heating, Ventilation, Air-Conditioning, and Refrigeration, and Criminal Justice benefit from many of those same core competencies.

p. 39-40 – Move Criminal Justice Programs from p. 85

Programs	Locations Where Offered
Criminal Justice Certificate	Louisville, Lexington, Online
Associate of Science in Criminal Justice	Louisville, Lexington, Online
Bachelor of Science in Criminal Justice	Louisville, Lexington, Online

~~* All CRJ core courses require a “C” or better grade for successful completion.~~

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

NOTE: For details on acceptance of transfer credits, see the Transfer Credits and Graduation Requirements sections of this catalog.

IMPORTANT NOTE: Persons seeking admission to the College of Legal Studies programs must not have a record of any felony convictions.

p. 44 – Edit to course prefix in Cannabusiness Studies Certificate program

~~PSA~~ CRJ 216 Drugs, Behavior, and Legal Issues 4

p. 57 – New IT Certificate Programs**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/>.

REQUIREMENTS FOR THE CERTIFICATE**24 Credit Hours****Length: 9 months**

The 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.

<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
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
Total Quarter Credit Hours		24

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/>.

REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

The 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.

Course	Title	Credit Hours
CSC 111	Introduction to Cybersecurity and Information Assurance	4
CSC 147	Forensics I	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
CSC 346	Cloud Forensics	4
CSC 348	Mobile Forensics	4
Total Quarter Credit Hours		24

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

The 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.

Course	Title	Credit Hours
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
Total Quarter Credit Hours		24

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/>.

REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

The 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.

Course	Title	Credit Hours
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
Total Quarter Credit Hours		24

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

The 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.

Course	Title	Credit Hours
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
Total Quarter Credit Hours		24

p. 65 – Updates to policy**Admission to Graduate Programs—Master’s Degree and Master’s Certificate Programs**

All applicants to Sullivan University’s graduate programs must ~~be either in their final academic year of study in a bachelor’s degree program at Sullivan University or have an earned bachelor’s degree from another accredited institution~~ 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 ~~a person’s~~ ~~an individual’s~~ ability to succeed at the graduate-level and a combination of factors can be used to gain acceptance to the programs. ~~Course work for all graduate degrees consists of twelve courses (48 credit hours) (Dual Master of Business Administration/Master of Science in Managing Information Technology requires 64 credit hours).~~

p. 66 – Updates under Graduate Program Admissions Requirements

Additionally, ~~a current Sullivan University undergraduate~~ students may enroll in graduate-level courses and take up to four individual graduate classes ~~that will apply to the student’s undergraduate program of study~~ if the following requirements are met:

- For Sullivan University undergraduate students
 - Has completed a minimum of 116 quarter hours; ~~graduate classes will apply to the student’s undergraduate program of study~~
 - ~~Is~~ 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 ~~or two~~ 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.

pgs. 68-73 – Updates to Length of Programs**p. 68**

Master of Business Administration

Length: ~~12 months to~~ 18 months

p. 70

Master of Science in Human Resource Leadership

Length: ~~12 months to~~ 18 months

p. 71

Master of Science in Management

Length: 12 months to 18 months

p. 72

Master of Science in Managing Information Technology

Length: 12 months to 18 months

p. 73

Dual Master of Business Administration/Master of Science in Managing Information Technology

Length: 18 months to 24 months

p. 78 – Professional Baker Diploma – addition to Location Where Offered

Professional Baker Diploma

Louisville, Lexington

p. 85 – Remove College of Legal Studies Page~~* All CRJ core courses require a “C” or better grade for successful completion.~~**p. 86-88 - Move Criminal Justice Programs under College of Business and Technology****Criminal Justice****CERTIFICATE****(CIP Code 43.0100)**

The purpose of this program is to provide graduates with a fundamental understanding of justice and public safety administration field in order 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.

No applicant or student enrolled may have a history of felony conviction.

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, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Core Courses		24
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
Total Quarter Credit Hours		24

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 justice and public safety administration field in order 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.

No applicant or student enrolled may have a history of felony conviction.

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, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Core Courses		36
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
Support Courses		16
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
General Education Courses		32 36
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 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
Free Electives		4
Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.		
Total Quarter Credit Hours		92

92 quarter hours is equivalent to 61.33 semester hours.

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 that are engaged primarily in law enforcement, emergency management, Homeland Security, and related areas. In addition to the B.S. degree, graduates of this program will also be qualified to apply for and receive the Certificate of Conflict Management, upon completion of the graduation application.

No applicant or student enrolled may have a history of felony conviction.

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, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
Core Courses		68
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 398	Research Methods for Criminal Justice Professionals	4
CRJ 320	Mental Illness, Substance Abuse and Crime	4
CRJ 404	Senior Seminar in Criminal Justice	4
CRJ 401	Criminal Justice Administration	4
CRJ 402	Contemporary Justice Topics	4
CRJ 403	Comprehensive Crime Reduction	4
CRJ 498	Externship in Criminal Justice	4
Support Courses		16
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
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 (ESAC)	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
Free Electives		48
Elective classes 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.

p. 89 – Edit College of Nursing

Online and/or Hybrid programs may require physical/face-to-face engagement at an onsite and/or offsite location. NUR courses are not approved for hybrid delivery at the Lexington campus.

p. 90 – Practical Nursing Admissions Updates

Add the following admission requirements to this page:

- Completion of one of the following standardized tests with a score at or above the listed score:
 - ACT ≥ 19
 - PAX (maximum of 3 attempts)
 - Score ≥ 85
 - If scores < 85 then may be accepted if Math and Verbal subscores are $\geq 40^{\text{th}}$ 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 ≥ 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 ≥ 2.0

p. 90 – Practical Nursing Statement Removal...see p. 89 for correct statement

All courses require a grade of 78% “C” or better.

p. 91 – Associate of Science in Nursing Admissions Updates

Add the following admission requirements.

Admission to the ASN Traditional Program

- Completion of one of the following standardized tests with a score at or above the listed score:
 - ACT ≥ 21
 - PAX (maximum of 3 attempts per year)
 - Score ≥ 100

- If scores <100 then may be accepted if Math and Verbal subscores are $\geq 40^{\text{th}}$ 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 day after second 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 ≥ 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 ≥ 2.0

Admission to the ASN - LPN Bridge Program

- Mobility Testing (maximum of 3 attempts)
 - Score ≥ 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

p. 91 – Edits to Associate of Science Nursing Description

The program is offered on campus, ~~and in an online hybrid format with both formats incorporating nursing and~~ The general education courses ~~classes~~ 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 ~~on campus~~ and successfully completed in the sequence delineated in the program of study.

~~Note: Online hybrid students are expected to be on campus for labs or in clinicals two to three days per week. All exams are administered during one of these two to three days.~~

p. 91 – Associate of Science in Nursing Statement Removal...see p. 89 for correct statement

All courses require a C or better for successful completion. All Core Courses (PND and NUR) require a minimum 78% C and all courses with prefix of MTH and BIO 103/BIO 103L require a minimum 70% C.

p. 96 – Edits to Physician Assistant Admissions Requirements**Physician Assistant (Cont.)****Prerequisites**

A bachelor's degree and the following foundational prerequisite coursework are required to matriculate into the Physician Assistant Program:

Prerequisites	Semester Hours or Quarter Hours
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.
<u>Human Physiology (or 2 course A&P combined)</u>	<u>3 sem. or 4.5 qtr.</u>
TOTAL	31-33 sem. or 46.5-49.5 qtr.

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.
- **Science credits older than six year at the time of application will be reviewed by the Admissions Committee on a case-by-base basis.**
- 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.

pgs. 98-100 – Edits to the Pharm.D. program

Doctor of Pharmacy Degree

(CIP Code 51.2001)

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</u> (3 or 4 credit hour courses)	<u>21 sem. or 31.5 qtr.</u>
TOTAL	62 sem. or 93 qtr.

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.
- ~~Math and science courses must not be more than 6 years old (considered on a case-by-case basis).~~
- 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.
- ~~Optional standardized test scores may be submitted for the Admissions Committee to consider while evaluating your application (PCAT preferred, GRE, MCAT, DAT, etc. test scores may be considered). The Admissions Committee reserves the right to request a test score from any applicant in order to make a more informed admissions decision. We encourage you to speak with an Admissions Advisor about whether a test score might strengthen your application. Scores must not be more than 2 years old at the start of each application cycle. A standardized test score is required for all internal scholarship consideration.~~
- ~~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.) – curriculum effective for Summer 2023 starts

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, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
1st Quarter (Summer), Professional Year One		
PHR 5009	Development of the Student Pharmacist	2
PHR 5001	Introduction to Health Care System	2
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 5010	Introduction to Health Care System	1
Credit Hours		18 49
2nd Quarter (Fall), Professional Year One		
PHR 5200	Immunology	3
PHR 5201	Medication Safety	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 47
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 5600	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	4
PHR 5601	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Community (Pass/Fail)	1
PHR 5604	Patient Care Lab	1
PHR 5605	Introduction to Pharmacology/Medicinal Chemistry	2
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 40

1st Quarter (Summer), Professional Year Two

PHR 6001	Pharmacotherapeutics I	4
PHR 6002	Patient Care Lab	1
PHR 6003	Biopharmaceutics and Pharmacokinetics I	2
PHR ****	Professional Elective II	2
PHR 6004	Pathophysiology	3
PHR 6005	Pharmacology/Medicinal Chemistry I	3.5
PHR 6006	Literature Evaluation and Application*	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

Credit Hours ~~15.5~~ **17.5****2nd Quarter (Fall), Professional Year Two**

PHR 6200	Pharmacy Practice Management	2
PHR 6202	Patient Care Lab	1
PHR 6203	Biopharmaceutics and Pharmacokinetics II	2
PHR ****	Professional Elective III	2
PHR 6204	Pharmacotherapeutics II	6
PHR 6205	Pharmacology/Medicinal Chemistry II	4.5
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 6006	Literature Evaluation and Application*	2

Credit Hours ~~17.5~~ **19.5****3rd Quarter (Winter), Professional Year Two**

PHR 6400	Clinical Nutrition	2
PHR 6401	Pharmacology/Medicinal Chemistry III	5
PHR 6402	Pharmacotherapeutics III	6
PHR 6403	Patient Care Lab	1
PHR ****	Professional Elective III	2
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
PHR 6006	Literature Evaluation and Application*	2

Credit Hours ~~16~~ **18-20****4th Quarter (Spring), Professional Year Two**

PHR 6600	Pharmacoeconomics and Outcomes	2
PHR 6601	Pharmacotherapeutics IV	6
PHR 6602	Pharmacology/Medicinal Chemistry IV	5
PHR 6603	Patient Care Lab	1
PHR ****	Professional Elective IV	2
PHR 6605	Clinical Application of Pharmacokinetics Lab	1
PHR 6606	Professional Seminar Course	2
PHR 6006	Literature Evaluation and Application*	2
PHR 6607	Pre-Clinical Readiness	0
PHR 6608	Pharmacology/Medicinal Chemistry IV	4
PHR 6609	Pharmacy Calculations 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

Credit Hours ~~17~~ **19-21**

Course	Titles	Credit Hours
1st Quarter (Summer), Professional Year Three		
PHR 7000	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7001	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		12
2nd Quarter (Fall), Professional Year Three		
PHR 7200	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7201	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		12
Course	Titles	Credit Hours
3rd Quarter (Winter), Professional Year Three		
PHR 7400	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7401	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		12
4th Quarter (Spring), Professional Year Three		
PHR 7600	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7602	Professional Transition (Pass/Fail)	1
Credit Hours		7
Total Quarter Credit Hours		176

176 quarter hours is equivalent to 117.33 semester hours.

*Course must be taken once in the second professional year.

**** Professional Elective

p. 108 – Correction to PharmD Quarter Credit Hour Definition

In the PharmD program, one – quarter credit is equal to:

- One hour of lecture per week for a quarter or the equivalent number of hours.
- Two hours of recitation per week for a quarter or the equivalent number of hours.
- Three hours of lab per week for a quarter or the equivalent number of hours.
- Four** **Forty** hours of experiential activities are required per week for a quarter or the equivalent number of hours.

p. 108 – Additions to Hybrid Classes Information

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 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.

p. 108 – Addition to Online Classes Section**Online Classes:**

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.

p. 112 – Additional Policy – Add before “Administrative Drop”**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.

p. 112 – Edits to Incomplete Grades Policy**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 documentation outlining why the request did not occur prior to the deadline, and require Senior Vice President of Academic Affairs/Provost approval. 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 start of add/drop period ends for the next quarter or module course. They Students will not be allowed permitted to take the next level course until “I” grade in the pre-requisite course is resolved.

p. 115 – Academic Policy Update (Last few sentences of “Course-Level Bypass Assessments” section

~~For students who earn a certificate or diploma, the student may replace the bypassed course with an extra course. If the student does not do a replacement, there is no tuition credit. However, if a student earns an associate degree, the student can replace a course from the associate degree planner for the bypassed course. In the case of a program that is an associate degree only, the student may receive tuition credit during the final quarter.~~ The latest information on bypass assessments is found at <https://sullivan.edu/pla>.

p. 115 – Update to StraighterLine® Section

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.

p. 115-116 – Academic Policy Update (Organizational Program Credit Review)

Organizational Program Credit Review: Sullivan University also assesses prior learning ~~on a programmatic basis~~ through the Organizational Program Credit Review (OPCR) process. The OPCR is a ~~process is used to evaluate~~ 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) ~~offered by corporations, government agencies, labor unions, and professional associations—upon their request—~~ to determine college-level learning. Sullivan University may award credit for college-level learning acquired through completion of programs evaluated ~~by~~ through the OPCR process. ~~that~~ This credit may be applied to a Sullivan University certificate, diploma, or degree, ~~diploma or certificate~~ 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. ~~GPA calculations.~~

p. 117 – Re-Enter Policy Update

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.

Readmission of service members

A student, who has withdrawn from school due to military service, and wishes to return, must have notified the school of their military service and intention to return to school as follows:

- Notification of military service. The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances.
- Notification of intent to return to school. The student must also give oral or written notice of intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness or injury incurred or aggravated during the performance of service must notify the school within two years after the end of the period needed for recovery from the illness or injury. A student who fails to apply for readmission within these periods does not automatically forfeit eligibility for readmission, but is subject to the school's established leave of absence policy and general practices.

The student will be readmitted into the next class or classes in the program beginning after they provide notice of intent to reenroll. The student will be readmitted under the same academic status they had when last enrolled.

p. 118 – Addition to Grade Application Chart

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)

pgs. 120-121 – Update to Satisfactory Academic Appeal 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 ~~submit a letter~~ 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. ~~and indicating~~ 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 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 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:

Death of a relative of the student; Work related;
Injury or illness of the student; Medical condition;
Fire/Flood;
Military;

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 **letter form** with the following elements:

1. Student's name and student signature;
 - ~~2. Specific request for reinstatement of financial aid, if desired;~~
 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.
- ~~3. Statement of what extenuating circumstance(s) the student encountered for all academic terms in which poor performance resulted;~~

Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to:

Extenuating Circumstance	Event	Documentation
Work Related	<ul style="list-style-type: none"> • Layoff / job loss • Required overtime/excessive work hours 	<ul style="list-style-type: none"> • Timecards • Letter from employer or termination paperwork • Timecard statements/paycheck subs
Medical Condition	<ul style="list-style-type: none"> • Personal injury or illness • Hospitalization, surgery, or other medical procedure • Mental health issues • Dental emergency • Serious illness of a child or loved one 	<ul style="list-style-type: none"> • Medical records • Medical record appointments • Letter from doctor, therapist, or counselor. • Dental records containing emergency visit • Medical records for loved one or child
Fire / Flood	<ul style="list-style-type: none"> • Loss of home or significant loss of property 	<ul style="list-style-type: none"> • Insurance records showing loss • Police reports detailing fire
Other Circumstances	<ul style="list-style-type: none"> • Death of a relative or close loved one • Domestic violence • Home eviction 	<ul style="list-style-type: none"> • Obituary (dates should be included) • Letter from counselor detailing event/s • Police report • Court documentation • Eviction notice
Military	<ul style="list-style-type: none"> • Involuntary military orders 	<ul style="list-style-type: none"> • Military orders with dates

- ~~a. Death notice of a relative;~~
- ~~b. Student illness documentation provided by a doctor and/or other medical practitioner;~~
- ~~c. Police Accident Reports;~~
- ~~d. Military Activation Orders;~~
- ~~e. Other documentation of special circumstances.~~

~~Explanation of what and/or how circumstances have changed that will facilitate the student's success in the future.~~

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.

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.

p. 122 – Update to Military Re-entering Student policy

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. Books, 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.

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. The Student Status Coordinator 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.

Members of the Armed Forces and National Guard who are required to suspend enrollment due to required military service will be allowed to re-enroll in their prior program upon returning from service.

Servicemembers with an expected military service lasting two weeks or more will provide the Student Status Coordinator or Military Benefit Specialist with documentation of orders within one month of receipt. Students should not register for an upcoming term if they expect to start service within that term. Students will be required to re-enroll within the next available term after their service ends; if the next term starts within 15 days, the student may request to postpone returning for one quarter. Mid-term starts are optional.

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 reactive enrollment in their previous program. Reenrollment into prior program version and catalog are subject to course and program availability.

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. Books, lab fees, or other miscellaneous charges are not subject to review.

p. 143 – Update to Course Prerequisite

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): **PSA 102**
CRJ 210

p. 144 – Update to Course Prerequisite

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 200****CSC 105**

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 and Advisor Approval**

p. 145 – Update to Course Prerequisite**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): **Approval of Externship Program Coordinator** Last Quarter or **Dean Approval**

p. 146 – Update to Course Prerequisite**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 **Advisor Dean Approval**

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): **Approval of Externship Program Coordinator** Last Quarter or **Dean Approval**

p. 148 – Updates to Courses**HIM 001 MEDICAL CODING PRACTICUM AND CCA REVIEW (0 Credits)**

The Practicum/CCA Review course provides students with an opportunity to practice coding skills linking those skills to the Medical Coding Diploma Learning Outcomes. Students will submit coded case studies as well as practice examination results in the seven domains in preparation for the CCA exam upon graduation. Prerequisite: To be taken in final quarter

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.

p. 151 – Correction to Prerequisites

HRM 108 LODGING MANAGEMENT (4 Credits)

This course provides an overview of the fundamentals of the rooms 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):

HRM 104 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): **HRM 104** 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): **HRM 104** 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): **HRM 104** None

p. 172 – Update to Course Prerequisite

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-~~or CSC 550~~

p. 189 – Update to Dean of Nursing

Nancy Barnum

~~Dean, College of~~ Nursing

B.S.N. - Michigan State University

M.S.N. - University of Kentucky

Ph.D. - University of Kentucky

R.N. - Registered Nurse

p. 198 – Update to Dean of Nursing

Dean, College of Nursing ~~Carla Carter~~ Nancy Barnum

Correction to Back Cover

“~~Center for Learning Louisa~~” should be “Louisa Learning Center.”