

2020 Sullivan University Catalog Addendum/Errata

Important Announcement

Given the only option for the 2020 spring term is online education, we have determined that those in need of a computer device may have the device added to their financial aid package, if eligible and funding is available. For more information, contact the Financial Planning Office.

p. 4 – Update to accreditation statements

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
25400 US Highway 19 North, Suite 158 | Clearwater, FL 33763
(727) 210-2350

Sullivan University's Associate of Science in Medical Laboratory Technician program **in Louisville** is accredited by the Accrediting Bureau of Health Education Schools (ABHES). Accrediting Bureau of Health Education Schools 7777 Leesburg Pike, Suite 314 N. | Falls Church, VA 22043 Telephone (703) 917-9503

p. 5 – Addition to ARC-PA Accreditation Statement

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Sullivan University Physician Assistant Program sponsored by Sullivan University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards. Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2028. The review date is contingent upon continued compliance with the Accreditation Standards and the ARC-PA policy.

The program's accreditation history can be viewed on the ARC-PA website at [<http://www.arc-pa.org/wp-content/uploads/2020/03/Accreditation-History-Sullivan-203.pdf>].

p. 7 – Edit to Fort Knox information (paragraph 2)

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

p. 9 – **The Spring Quarter 2020 start date has been changed from March 30, 2020 to April 6, 2020.**

p. 10 – Edit Application Procedure (3rd bullet point)

Before gaining formal acceptance to the university, applicants must complete an entrance evaluation. For some programs, the university administers this evaluation free of charge. Other programs may require the use of additional testing that charges a testing fee. Students who have completed high school with a distinguished record may qualify for waiver of the entrance and/or placement exam(s). Submission of the student's acceptable ACT or SAT scores, within 10 years of test date may be accepted in place of the entrance evaluation. The Practical Nursing Diploma and the Associate of Science degrees in Nursing, Radiologic Technology, and Surgical Technology may accept ACT or SAT scores within 5 years of the test date. Some programs require test scores higher than what is required for regular admission to Sullivan University. If an applicant provides a high school transcript with a graduation conferral date and a cumulative grade point average (CGPA) of 3.0 on a 4-point scale (4.0 on a 5-point scale) or has successfully completed a minimum of an associate degree or 30 12 college-level semester or 45 18 college-level quarter credit hours with a cumulative grade point average CGPA of 2.50 or better on a 4.00 scale, or the equivalent, at another institution, the entrance evaluation examination requirement may be waived. This policy does not apply to Community Health Services, Community Pharmacy, Health Information Management, Limited Medical Radiography, Medical Coding, Medical Assisting, Nursing, Pharmacy Technician, Radiologic Technology, or Surgical Technology programs. Applicants for these programs, with the exception of Nursing, who have completed a bachelor's degree, may be eligible to waive the entrance exam after review/approval from the respective college dean. An authorized member of the Academic Services staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.

p. 10 – Edit to Application Procedure (4th bullet point)

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 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 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 a copy of a transcript, a copy of the diploma, a copy 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 or an equivalent at least a college-level two-year program (a minimum of 60 semester/90 quarter credit hours) that is acceptable for full credit toward a bachelor's degree.

p. 11 – Additional Policy – Before "Two Plus Two Program"

Developmental Course Placement

For programs that require ENG 101 Composition I and/or MTH 101 College Mathematics, the University requires undergraduate students to test for potential placement into ENG 095 Introduction to Writing and/or MTH 095 Basic Mathematics. However, a student may qualify for a placement test waiver. To satisfy placement into ENG 101 Composition I (where program applicable), the student must submit a

high school (HS) transcript with a graduation conferral date and achieved a HS English grade average of a B or higher (3.00 on a 4-point scale or 4.00 on a 5-point scale) within the last five years. Students with undergraduate post-secondary coursework who transfer ENG 101, ENG 102, or ENG 204 with a grade of C or higher may also waive ENG 095.

To satisfy placement into MTH 101 College Mathematics (where program applicable), the student must submit a high school (HS) transcript with a graduation conferral date and achieved a HS Algebra grade average of B or higher (3.00 on a 4-point scale or 4.00 on a 5-point scale) within the last five years. Students with undergraduate postsecondary coursework who transfer MTH 101 or higher with a grade of C or higher may also waive MTH 095.

p. 11 – Temporary Policy Change (effective April 23, 2020 through June 28, 2020)

Update: June 29, 2020 through September 27, 2020

Financial ability must be demonstrated by providing a valid bank statement or other financial document which demonstrates possession of the equivalent of one academic year's tuition and living expenses in addition to an official financial certificate including signatures of the sponsor and a bank official and/or a notarized affidavit of support signed by the applicant and sponsor(s), specifying amount pledged in support that is accompanied by official bank documents such as an issued monthly statement.

Note: In light of banks closing or limiting hours due to the COVID-19 pandemic, we are temporarily removing the requirement that applicants provide "an official financial certificate including signatures of the sponsor and a bank official" and/or notarized affidavit of support, and instead request allowance of an affidavit of support signed by the applicant and sponsor(s) specifying amount pledged in support that is accompanied by official bank documents such as an issued monthly statement.

p. 11 – Addition to the Required Documentation for Admission and Issuance of Form I-20 – Temporary Policy Change

In light of difficulties in obtaining transcripts from schools outside of the United States due to the COVID-19 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.

p. 11 – Changes to Required Documentation for Admission and Issuance of Form I-20

Students are required to provide official or certified copies of academic records. For purposes of admission, the University may accept unofficial copies of some academic records. If such accommodations are made, official, certified, or other determined appropriate copies of academic records must be received for continued enrollment. Students may have up to the end of their second quarter of enrollment to submit their undergraduate or graduate foreign transcripts in fulfillment of the requirement for continued enrollment.

Records in any language other than English must be accompanied by a certified English translation and statement of equivalency to U.S. credits, diplomas, or degrees by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). The student is responsible for any fees or other charges related to the obtainment of these documents.

Financial ability must be demonstrated by providing a valid bank statement or other financial document which demonstrates possession of the equivalent of one academic year's tuition and living expenses in addition to an official financial certificate including signatures of the sponsor and a bank official and/or a

notarized affidavit of support signed by the applicant and sponsor(s), specifying amount pledged in support that is accompanied by official bank documents such as an issued monthly statement.

* Changes to these policies are effective as of date of publication and are a result of the COVID 19 pandemic. Any additional updates will be reflected in the Sullivan University 2021 Academic Catalog Addendum Errata.

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

p. 12 – Edits to Non-Degree Seeking Students section (4th paragraph)

There is no limit to the number of credit hours a non-degree seeking student may accumulate. There is, however, no guarantee that non-degree seeking credit will convert to degree-seeking credit, should the student opt to **enroll in** a Sullivan University **degree** program **of study**.

p. 12 – Additional Policy (between the Receipt of Transcripts and Transfer of Credit policies)

Foreign Credentials

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

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

p. 12 – Addition to the Transfer of Credit Policy – Temporary Policy Change

In light of difficulties in obtaining transcripts from schools outside of the United States due to the COVID-19 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.

p. 13 – 1st full paragraph edits

The approval of transfer credit for certain courses completed prior to attending Sullivan University can result in the waiver of Basic Mathematics (**MTH 100 MTH 095**), Introduction to Writing (**ENG 100 ENG 095**), and Information Literacy (FYE 101). If a student places into **ENG 100 ENG 095** or **MTH 100 MTH 095** but transfers in an ENG 101 or MTH 101 that was taken elsewhere, the student may be waived from the **100 095** level course and scheduled **immediately into ENG 102 or MTH 102**. into courses for which ENG 101 and MTH 101 are prerequisites.

p. 13 – Edit to 3rd Paragraph

During enrollment and/or re-entry, Sullivan University requests that all new and returning students disclose all prior post-secondary institutions previously attended by requesting transcripts from all previous institutions to be sent directly to Sullivan University. This helps ensure all possible transfer credit is applied to each individual's Sullivan University academic record. Students who wish to reject/waive transfer credit that may be accepted and applied to their academic record at Sullivan University may submit a formal request to waive that application through the Registrar's office (**sans VA students**). Some programs require original transcripts to validate previous academic completion, i.e. the Bachelor of Science in Nursing program, 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.

p. 14 – Policy edits

Course-Level Bypass **Assessments**

Sullivan University students may challenge a course for which they believe they possess the requisite knowledge and skills. Currently, bypass **examinations assessments** are offered by several academic units to include courses in accounting, business administration, culinary arts, general education, and hospitality, as well as information and computer technology. **Students should visit sullivan.edu/pla to review the list of the available assessments or** contact the Sullivan University Academic Services Office **or departmental chairpersons** for a listing of course-level bypass **exams assessments, to obtain a** schedule of when bypass examinations are offered, and **to receive the** passing score **requirement** for specific bypass assessments. Credits earned through university bypass **examinations assessments** are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. **Failed bypass attempts are not documented on a student's transcript.** Credits earned through bypass assessments do not count toward GPA calculations.

p. 14 – Edit to Prior Learning Portfolio section

3. Prior Learning Portfolio: Students may elect to challenge undergraduate courses offered at Sullivan University by completing prior learning portfolios that demonstrate mastery of the learning outcomes required for each challenged **courses course**. The portfolio is evaluated by a faculty member trained in portfolio evaluation and reviewed by the appropriate dean, director or department chairperson. The portfolio training and evaluation process follows the standards established by the Council for Adult and Experiential Learning (CAEL®). Credits earned through assessment of a prior learning portfolio are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. **Guided internship/externship courses, courses numbered below 100, or courses designated as developmental are not eligible to be challenged via portfolio.**

p. 16 – Additional Policy

Accommodation of Food Allergies for Culinary and Hospitality Students

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

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

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

Policy and procedures regarding allergies:

1. Notice Regarding Allergens

- a. The CoHS (Louisville and Lexington campuses) use hundreds of foods and related products in its classrooms and laboratories, including, but not limited to, eggs, fish, milk (and other dairy products), nuts (peanuts and tree nuts), shellfish and other seafood, soybeans, spices, wheat, and other potential allergens, as well as cleaning supplies that may contain potential allergens ("Foods/Ingredients with Allergens" or "FIA"). Such uses include baking, cooking, preparing, and serving FIA and foods containing FIAs, and using cleaning products that may contain FIAs. The CoHS uses many FIAs, including the specific foods and items mentioned, very extensively throughout its required curriculum.
- b. Depending on the nature of an allergy, the allergy may be life-threatening or otherwise severe. Depending on the nature of an allergy, the allergy may or may not constitute a "disability" within the meaning of applicable law.
- c. All students enrolled in the CoHS are required to meet the essential academic standards of the courses or the educational programs of the college in which they are enrolled (including, but not limited to, active participation in classes and culinary labs) with or without academic adjustments. That includes being able to actively participate in classes and culinary labs that involve baking, cooking, preparing, and serving FIAs and beverages and foods containing FIAs, and cleaning using products that contain FIAs.
- d. The CoHS incorporate significant use of foods and beverages have minimized certain exposures that could trigger an allergic reaction by eliminating the requirement that students touch FIAs without gloves or other PPE. However, due to the nature of the programs, with extensive use of many FIAs and hands-on instruction and participation, the university cannot guarantee an allergen-free environment and cannot eliminate FIAs from its required curriculum. Nor can Sullivan University prevent airborne ingestion of FIAs.

2. Student Responsibilities Regarding Allergies

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

3. Faculty and Staff Responsibilities Regarding Allergies

- a. If a student has potentially life threatening or otherwise serious allergies, the university, after considering the student's individual circumstances and medical documentation, if any, may prohibit the student from (1) interacting with the allergen at issue pending the determination of whether there is an academic adjustment that enables the student safely to interact with the allergen in question; or (2) being in an environment or a situation that exposes such student to the allergen pending the determination of whether there is an academic adjustment that enables the student safely to interact with the allergen in question. In imposing these conditions, the university will endeavor to minimize interruption to the student's educational program to the extent feasible.
- b. If the university determines there is no academic adjustment that will enable the student safely to complete any particular class or culinary lab (or alternative thereto), such student may not be eligible to remain in the particular class or culinary lab or earn any credit. Further, the inability to earn credit may result in an inability to complete a particular degree program. The university will work with the student to determine whether any adjustments are possible without fundamental alteration of the program in question and will engage in an interactive dialogue with the student to explore options.
- c. On learning that a student is suffering a serious allergic reaction, a faculty or staff member shall immediately call 9-1-1 and, thereafter, Campus Safety & Security.

p. 19 – Update to Veterans Benefits (Replace entire paragraph)

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

p. 20

Career Education Fund (CEF)

CEF Loans may be available for students who qualify and have a gap in funding after exhausting all other financial aid resources, but can meet the eligibility requirements. Such requirements include but are not limited to maintaining ~~a full-time~~ continuous enrollment status, aggregate limits, and cash payments. Amount varies according to need.

p. 20 – Update to “Term” of Competition Grant

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

p. 22 – Edits to Scholarships Section

Scholarships and Grants (Institutional)

Scholarship and Grant Specifications and Qualifications

These scholarships and grants are valid only at Sullivan University and are funded by Sullivan University. All Sullivan University Scholarships and Grants are applied to tuition only scholarships, unless noted otherwise within a scholarship or grant description. All Sullivan University Scholarships and Grants are restricted to institutional charges. No institutional scholarship or grant covers the cost of books, unless specifically stated in the details. There is no cash value or refundable amount based on early graduation. Students are not eligible to receive residual funds from the awarded scholarships. They may not be transferred to another person or institution and some may only apply to specific campuses and/or programs. Scholarship recipients should note that maintaining a specific GPA may be required. Recipients must maintain continuous enrollment (at least part-time, 6-11½ quarter hours) to receive scholarship and grant funds, unless otherwise stated in the scholarship or grant details. If a student is taking less than 12 credit hours per quarter, only half of the scholarship amount will be awarded for that quarter. However, the total amount will remain the same.

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

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

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

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

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

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

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

p. 23 – Edits to Scholarships

Eagle Scout Scholarship

Application Procedure: Contact Admissions Department

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

Deadline: Not applicable

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

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: ~~Full Tuition toward an associate degree~~ \$40,000 Culinary/Baking programs; \$35,000 all other programs

Amounts effective for scholarships awarded after 5/12/2020

Gold Award Scholarship

Application Procedure: Contact Admissions Department

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

Deadline: Not applicable

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

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: ~~Full Tuition toward an associate degree~~ \$40,000 Culinary/Baking programs; \$35,000 all other programs

Amounts effective for scholarships awarded after 5/12/2020

p. 26 – Edits to Scholarships

Chef Thomas J. Hickey Sr. Scholarship

In honor of the long-time service of Chef Thomas J. Hickey, Sr., former Director of the National Center for Hospitality Studies at Sullivan University.

Application Procedure: Contact the College of Hospitality Studies Scholarship Committee

Basis for Selection: Must be an outstanding culinary arts student who has completed at least 54 credit hours at Sullivan University, maintained continuous enrollment and a minimum 3.0 GPA. Scholarship award based on outstanding academic record, financial need, documented peer recommendations and student participation/accomplishments.

Deadline: To be announced by the College of Hospitality Studies Scholarship Committee during the Winter Quarter. Scholarships are awarded in the Spring Quarter.

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

Eligibility: Must maintain continuous enrollment

Number of Students: 2 Awarded Annually

Amount: ~~Full tuition for each remaining quarter of the Associate program~~ (tuition variable dependent on time of enrollment and scholarship amount is not awarded retroactively) up to \$16,000
Amount effective for scholarships awarded after 5/12/2020

p. 27 – Edit to Graduate School Scholarship

Graduate School Scholarship

Application Procedure: Contact Admissions Department

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

Deadline: prior to student's registration date

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

Eligibility: Must maintain a minimum 3.0 quarterly GPA with continuous full-time enrollments.

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

Number of students: open number of scholarship recipients annually

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

3.0 - 3.24 cumulative GPA = \$3,000

3.25 - 3.49 cumulative GPA = \$3,600

3.5 and above cumulative GPA = \$4,500

Employer Partnership Discount and/or Scholarships

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

Application Procedures, Basis of Selection, Deadlines, Terms of Award, Eligibility Requirements, Award Amounts, Quantities Available, Elements Covered, etc., may vary and will be defined in the MOA. Additional information regarding which organizations have an active MOA on file, the terms of each agreement, etc., can be obtained by contacting the Sullivan University Admissions Department.

Move the following Grants, from pgs. 20-21, to this section of the Catalog on p. 29.

GRANTS (Institutional)

Competition Grant

Application Procedure: Contact Admissions Department

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

Deadline: Not applicable

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

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

Number of Students: Open number of grant recipients annually

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

(Amounts effective for 2018 and 2019 HS Graduates who begin before the Fall 2020 term)

Regionals:

1st Place: \$12,000

2nd Place: \$8,000

3rd Place: \$4,000

State:

1st Place: \$16,000

2nd Place: \$10,000

3rd Place: \$6,000

National:

1st Place: Full Tuition and Fees

2nd Place: Full Tuition

3rd Place: \$20,000

(Amounts effective for 2020 HS Graduates and after)

Amounts effective for grants awarded after 5/12/2020

Regionals:

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

State:

1st Place: \$12,000

2nd Place: \$8,000

3rd Place: \$4,000

National:

1st Place: Full Tuition and Fees

2nd Place: ~~Full Tuition~~ **\$40,000 Culinary/Baking programs; \$35,000 all other programs**

3rd Place: \$20,000

Early Start Grant

Application Procedure: Contact Admissions Department

Basis for Selection: Students who have actively enrolled for the fall quarter, but choose to make an early start in Summer.

Term: Paid equally over first academic year

Eligibility: Must be a first-time SU student enrolled **full-time** in an eligible program at Sullivan Louisville or Sullivan Lexington.

Number of Students: Open number of students annually

Amount: \$1,000

International Student Referral Grant

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

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

Jr. Chef Competition USDA Grant

Application Procedure: Contact Admissions Department

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

Deadline: Not applicable

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

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

Number of Students: Open number of grant recipients annually.

Amounts: **Amounts effective for grants awarded after 5/12/2020**

1st place: Full Tuition and Fees

2nd place: ~~Full Tuition~~ \$40,000 Culinary/Baking programs; \$35,000 all other programs

3rd place: \$20,000

p. 30 Edits to Developmental Courses

Developmental Courses

Developmental courses are offered by Sullivan University to assist students to gain the knowledge and skills necessary to support a successful educational experience. Students' educational skills are assessed by admission policies and placement testing that identifies students who require remedial/developmental studies in reading, English, computer and/or math. Students placing in developmental classes are expected to take those during the first term(s) of enrollment, in addition to the stated credit hours for program completion.

Developmental/remedial courses, as if required, will increase the total program credit hours required for program completion, and modify maximum timeframe calculations and graduation requirements, and apply to both qualitative and quantitative Satisfactory Academic Progress (SAP) calculations. Developmental/remedial courses may not fulfill humanities/fine arts, natural science/math, or free electives, and students are ineligible to bypass or utilize Prior Learning Assessment (PLA) credit for developmental course fulfillment. Should a student receive transfer credit for a course where the prerequisite is a developmental course, the developmental course prerequisite/placement will be considered satisfied because of the advanced standing credit.

ENG 100 095 Introduction to Writing

MTH 100 095 Basic Mathematics

p. 36 – Change to Program Length for Medical Coding Diploma

Length: ~~12 months~~ 15 months, 12 months accelerated (online only program)

p. 43 – Curriculum change to Associate of Science in Surgical Technology (effective for students starting Summer Quarter 2020 and after)

REQUIREMENTS FOR THE DEGREE

94 92 Credit Hours

Length: ~~18 21~~ 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		
SUR 100	Introduction to Surgical Technology^	6
SUR 101 102	Orientation to Surgical Technology^	3 4
SUR 174	Surgical Anatomy & Physiology^	4
SUR 178	Surgical Pharmacology^	4
SUR 199	Microbiology for Surgical Technologists^	6
SUR 200	Surgical Techniques^	6
SUR 201*	Surgical Procedures I^	14
SUR 202*	Surgical Procedures II^	14
SUR 301	Professional Issues^	2
Support Courses		
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
MED 176	MSS 104 Medical Terminology	4
MED 211	MSS 154 Health & Safety Techniques ^A	3 4

General Education Courses	24
ENG 101 Composition I	4
ENG 102 Composition II	4
MED 123 MSS 122 Anatomy & Physiology I	4
MED 133 MSS 133 Anatomy & Physiology II	4
MTH 101 College Mathematics	4
PSY 214 Introduction to Psychology	4
Total Quarter Credit Hours	94 92

94 ~~92~~ quarter hours is equivalent to ~~62.66~~ **61.33** semester hours.

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

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

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

^ = Not Designed to Transfer

p. 55 – Addition of Professional Cook program description

The Professional Cook program is a quick, straight-line approach to an entry-level position in the culinary profession. It is designed to give students a working knowledge of the procedures, ingredients, and “do’s” and “don’ts” inherent in successfully functioning in a variety of foodservice environments and in a wide range of establishments. Covered topics include culinary concepts, baking, sanitation, and techniques involved in basic cookery. The program will stress the study and use of ingredients, and both hot and cold cooking techniques. Program classes teach organization skills, time management, work coordination, station set-up, and knife skills in the kitchen.

p. 66 – Edit to Practical Nursing

REQUIREMENTS FOR THE DIPLOMA

86 Credit Hours

~~1435~~ **1420** Clock Hours (Includes ~~764~~ **782** clinical and skills lab hours)

Length: 24 months, 15 months accelerated

p. 67 – Addition to the AS in Nursing (PN to ASN) bridge program - 2nd paragraph

The Associate of Science in Nursing (PN to ASN) program enables graduates of a Practical Nursing program or a Practical Vocational Nursing program the opportunity to pursue the role of the professional registered nurse. **For acceptance into the PN to ASN bridge program, a copy of current LPN license is required.**

Graduates of the program are eligible to apply to the National Council Licensure Examination (NCLEX-RN) to become a registered nurse. Core components of the program of study include professional behaviors, communication, assessment, clinical decision-making, evidence-based practice, caring interventions, teaching and learning, collaboration with members of the healthcare team, and the management of patient care.

p. 74 – Removal of Project+ and Virtualization Options for System Support and Administration Certificate

REQUIREMENTS FOR PROJECT +

32 Credit Hours

Length: 12 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
Core Courses		32
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 315	CompTIA Project+ I	4
MNE 325	CompTIA Project+ II	4
Total Quarter Credit Hours		32

REQUIREMENTS FOR VIRTUALIZATION

32 Credit Hours

Length: 12 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
Core Courses		32
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 308	VMware Infrastructure: Designing vSphere 5.0	4
MNE 309	Install, Configure, Manage vSphere 5.0	4
MNE 408	Installing Hyper-V on Microsoft	4
MNE 409	Implementing and Managing Microsoft Server Virtualization	4
MNE 410	VMware vSphere: Manage for Performance	4
MNE 411	VMware Certified Design Expert Workshop	4
Total Quarter Credit Hours		32

p. 76 – Removal and Correction of Certification Tracks available for AS in Computer Information Technology under System Support and Administration and Cybersecurity Administration

System Support and Administration

CompTIA A+

CompTIA Network +

CompTIA Project +

CompTIA Security +

Windows 7

Windows Server

Active Directory

Infrastructure

Certified Ethical Hacker (CEH)

Applications

Enterprise

VMware vSphere 4
 VMware Hyper-V
 Cyber Security Cybersecurity Administration

p. 87 – Change to Program Length for Bachelor of Science in Advanced Manufacturing Technology
 Length: 24 21 months, 18 15 months accelerated (beyond Associate Degree)

p. 89 – Change to Program Length for Bachelor of Science in Computer Graphic Design
 Length: 24 21 months, 18 15 months accelerated (beyond Associate Degree)

p. 92 – Edits to Graduate School note at the bottom of the page.

Graduate courses completed with grades below C (2.0) are not counted toward degree completion requirements, but grades of D (1.0) and F (0.0) will be used when calculating a student's grade point average and to determine satisfactory academic progress. Graduate courses completed with grades of D (1.0) and F (0.0) are not counted toward degree completion.

p. 96 – Edits to Master of Science in Human Resource Leadership

The Master of Science in Human Resource Leadership (MSHRL) is based upon the ~~six~~ nine bodies of knowledge for human resource professionals as outlined by the Society for Human Resource Management:

- Strategic management
- Workforce planning and employment
- Human resource development
- Total rewards
- Employee and labor relations
- Risk management
- Leadership and navigation;
- Ethical practice;
- Business acumen;
- Relationship management;
- Consultation;
- Critical evaluation;
- Global and cultural effectiveness;
- Communication; and
- HR expertise/HR knowledge.

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

p. 99 – Edits to Admission to the Ph.D. in Management Program

Admission into the PhD in Management program is selective and contingent upon an applicant satisfying a number of conditions. Primary factors considered include the applicant's graduate grade point averages, significant experience in a professional managerial capacity, career interests and goals discussed in an essay, professional recommendations, the applicant's appropriateness for PhD study, and the ability to handle advanced-level research. ~~The Ph.D. admissions process has two stages. First, an applicant must submit all required documentation to the Ph.D. Acceptance Committee no later than Wednesday of Week 9 in the quarter prior to the start of Ph.D. courses. Second, all members of the Ph.D. Acceptance Committee review the application package, which includes all required documents, and decide whether to recommend admitting or not admitting the applicant into the Ph.D. program. All decisions rendered by the committee and approved by the Dean of the Graduate School are considered final.~~ Applicants who seek admission into the PhD program must submit the following materials for consideration to the PhD Acceptance Committee no later than Wednesday of Week 9 of the quarter prior to beginning the academic term for which the applicant seeks admission:

- Completed Graduate School application form;
- **Either**
 - Official transcripts indicating a completed, related master's degree from a university ~~or from a non-U.S. institution with comparable accreditation.~~ accredited by either of the following accrediting organizations:
 - Higher Learning Commission
 - Middle States Commission on Higher Education
 - New England Commission on Higher Education
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and School Commission on Colleges
 - Western Association of Schools and Colleges Senior College and University Commission
 - Or:
 - If applicants have not completed a master's degree from a university accredited by one of the above accrediting organizations, they will submit a GMAT score of 600 or above or a GRE score that equates to a GMAT score of 600 or above.;
- A minimum of a 3.0 on a 4.0 scale for master's course work is required;
- A **current** resume that demonstrates proven progressive experience in a managerial capacity in business, government, or not-for-profit organization. ~~OR, participate in an interview~~ **If the applicant does not demonstrate progressive management experience, the applicant may participate in an interview with the PhD Acceptance Committee to** describe how he or she will be able to effectively utilize the scholar/practitioner model while enrolled in the program and within their scholarly research.;
- Contact information for three references from past or current employers, university professors, or professional associations. Personal references from family, friends, and others are not acceptable.;
- A minimum of 750 word essay describing how your goals and experiences make you a superior candidate to pursue research and studies in management.

The PhD admissions process has two stages. First, an applicant must submit all required documentation to the PhD Acceptance Committee no later than Wednesday of Week 9 of the quarter prior to beginning the academic term for which the applicant seeks admission. Second, all members of the PhD Acceptance Committee review the application package, which includes all required documents, and decide whether to recommend admitting or not admitting the applicant into the PhD program. All decisions rendered by the committee and approved by the Dean of the Graduate School are considered final.

p. 104 – Addition of PHR Courses (effective with students starting July 2020)

PHR 5207 Pre-Clinical Readiness (0 credit hours) – P1 Summer/Fall (registration in Fall quarter)

PHR 5607 Pre-Clinical Readiness (0 credit hours) – P1 Winter/Spring (registration in Spring quarter)

PHR 6206 Pre-Clinical Readiness (0 credit hours) – P2 Summer/Fall (registration in Fall quarter)

PHR 6607 Pre-Clinical Readiness (0 credit hours) – P2 Winter/Spring (registration in Spring quarter)

p. 107 – Edit to Pharm.D. + Master’s Degree (Paragraph 1)

The College of Pharmacy and Health Sciences (SU COPHS) and The Graduate School offer the opportunity to concurrently complete both degrees the Doctor of Pharmacy (Pharm.D.) and a Master’s degree. The following Master’s programs are available as part of this program: Master of Business Administration (M.B.A.), Master of Public Administration (M.P.A.), and Master of Science in Human Resource Leadership (M.S.H.R.L.). Coursework is designed to allow Pharm.D. students to complete both the Pharm.D. and Master programs during the three full calendar years required by the Pharm.D. program by allowing students to take their Pharm.D. elective courses in subjects that satisfy the requirements of a Master’s program.

p. 107 – Edit to Pharm.D. + Master’s Degree (Paragraph 4)

Students wishing to enroll in a Pharm.D., + Master’s concurrent degree program after matriculation, may apply any time after the summer quarter of the first professional year. Pharmacy students pursuing both degrees need to have a minimum 3.0 pharmacy GPA, ~~no more than 3 unexcused absences per quarter,~~ and not be on any type of academic or professional/ethical warning or probation, as well as meet the acceptance criteria of The Graduate School.

p. 109 – Replace the MS Physician Assistant description with the following

Physician Assistants are health care professionals who provide diagnostic, therapeutic, and preventative health care services with physician supervision.

The mission of Sullivan University’s Physician Assistant Program is to educate medical professionals to provide ethical, high quality healthcare as part of an interprofessional team. We will educate students to become lifelong learners that remain dedicated to serving diverse communities with compassion and promoting the profession.

The Master of Science Physician Assistant (M.S.P.A.) degree program is 24 months in length with a total of ~~149.5~~ ~~155~~ credit hours. The curriculum consists of a 12-month didactic phase (~~85~~ ~~84.5~~ credits) and a 12-month clinical phase (~~65~~ ~~64~~ credits) ~~and a capstone project (6 credits).~~

The didactic year curriculum builds a foundation for clinical practice and focuses on biomedical, clinical, and behavioral sciences, as well as courses in critical thinking, patient history and physical examination. **Critical thinking skills and clinical application are introduced in the first quarter. Students will continue to build upon these skills throughout the didactic year in preparation for the clinical year. In the second quarter, students begin learning how to take medical histories and perform physical examinations. These are practiced on consenting standardized and real patients.** Clinical application is further emphasized during the third and fourth quarters, as well as continuing to do histories and physicals.

The clinical year consists of seven required core clinical rotations and one elective clinical rotation. Each rotation is six weeks in length and students return to campus for end of rotation testing, lectures, and debriefing sessions.

Consistent with the goals of Sullivan University, the PA Program is dedicated to providing cutting-edge educational enrichment opportunities for the intellectual, social, and professional development of its students while instilling the values of teamwork, compassion, excellence, professionalism, integrity, and accountability in the next generation of Physician Assistants.

The Physician Assistant Program is a two-year, full-time program of study. The program begins in the summer quarter of each year and courses are offered only once per year. All course work must be successfully completed each quarter to be able to continue to the next quarter. No advanced standing or transfer credit is given. Because of the intense nature of the program, students are discouraged from working.

p. 110 – Curriculum Change to Master of Science Physician Assistant (effective for students starting July 2020)

REQUIREMENTS FOR THE MASTER'S DEGREE

~~155~~ 149.5 Credit Hours

Length: 24 months

Course	Titles	Credit Hours
DIDACTIC YEAR		
First Quarter		
PA 510	Principles of PA Practice I	1.5
PA 511	Clinical Medicine I	5
PA 512	Pharmacology and Pharmacotherapeutics I	2
PA 514	Medical Microbiology	1.5
PA 515	Genetics and Disease	1.5
PA 516 518	Gross Human Anatomy	4 3
PA 517	Physiology and Pathophysiology I	2
PA 524	Psychosocial Medicine	3
Credit Hours		20.5 19.5
Second Quarter		
PA 520	Principles of PA Practice II	1.5
PA 522	Pharmacology and Pharmacotherapeutics II	3
PA 523	Patient History and Physical Examination I	4
PA 525	Clinical Laboratory Medicine and Application	3
PA 527	Physiology and Pathophysiology II	3
PA 521 528	Clinical Medicine II	5 4

PA 529	Clinical Laboratory Medicine and Application I	2
PA 545	Research Methods and Evidence Based Medicine	1
PA 554	Women's Health	2
Credit Hours		20.5

Third Quarter

PA 530	Principles of PA Practice III	1.5
PA 531	Clinical Medicine III	5
PA 532	Pharmacology and Pharmacotherapeutics III	3
PA 533	Patient History and Physical Examination II	4
PA 534 536	Clinical Problem Solving I	1 1.5
PA 535	Pediatrics and Women's Health	4
PA 537	Physiology and Pathophysiology III	3
PA 538	Pediatrics	2
PA 555	Clinical Laboratory Medicine and Application II	2
Credit Hours		21.5 22

Fourth Quarter

PA 540 550	Principles of PA Practice IV	1.5 2
PA 541	Clinical Medicine IV	3
PA 542	Pharmacology and Pharmacotherapeutics IV	2
PA 546	Principles of Surgery	2.5
PA 547	Physiology and Pathophysiology IV	3
PA 548	Principles of Emergency Medicine	2
PA 549	Patient History and Physical Examination III	4
PA 543 551	Applied Clinical Skills	3.5 2.5
PA 544 552	Clinical Problem Solving II	1 1.5
Credit Hours		22.5

CLINICAL YEAR**Rotations**

PA 620	Supervised Clinical Practice Experience	8
PA 621	Supervised Clinical Practice Experience	8
PA 640	Supervised Clinical Practice Experience	8
PA 641	Supervised Clinical Practice Experience	8
PA 660	Supervised Clinical Practice Experience	8
PA 661	Supervised Clinical Practice Experience	8
PA 680	Supervised Clinical Practice Experience	8
PA 681	Supervised Clinical Practice Experience	8
PA 616	Professional Transition	1
Credit Hours		64 65

Master's Degree Project

PA 614	Capstone Project I	3
PA 615	Capstone Project II	3
Credit Hours		6

Total Quarter Credit Hours ~~155~~ **149.5**

~~155~~ **149.5** quarter hours is equivalent to ~~103.33~~ **99.67** semester hours.

p. 103 – Update to Pharm.D. Prerequisites

Prerequisites	Semester Hours
English Composition I and II	6
General Chemistry with Lab	8
Organic Chemistry with Lab	8
Calculus I	3
Microbiology with Lab	4
Biology I with Lab	4
Anatomy (Human) and Physiology	3
Economics (Micro or Macro)	3
Public Speaking (or Speech)	3 2
Statistics	3 2
General Education Topics (Psychology, Humanities, Sociology, Foreign Language, etc.)	27
TOTAL	72-70*

*Equivalent to ~~108~~ 105 quarter credit hours

p. 113 Other Fees

Some courses and programs at the University require additional fees. Additional fees are assessed in order to pay for non-tuition related costs which include but are not limited to: ~~student activities and events; all expenses involving graduation; new technology acquisitions for academic programs; online course systems and services; program specific supplies;~~ equipment or credentialing; clinical fees; liability insurance; uniforms; and other miscellaneous programmatic items. These fees are disclosed on the enrollment agreement and/or in the catalog's Supplement A. If this supplement is missing or additional copies are needed, please contact the University or visit <https://sullivan.edu/academic-catalogs/> for a digital copy of the most recent Supplement A.

p. 118 – Addition to Academic Policy
Academic Computer Requirement

Effective for students starting 2020 academic year, all Sullivan University students are required to have access to a computer/laptop to complete assignments and/or for in-class activities and testing. ~~Doctor of Pharmacy and Master of Science in Physician Assistant program students should refer to the College of Pharmacy and Health Sciences Student Handbook for "Student Technology Requirements~~

Students should have a device that meets or exceeds the below program requirements.

Standard Requirements (for all programs *except* those within Computer Graphic Design, Cybersecurity, Information Technology, Interior Design & the IT Academy)

- Operating System: Windows 10
- Processor: Intel core i3
- Memory: 8GB
- Hard Drive: 128GB or greater SSD preferred
- Antivirus Protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer.

Information Technology Programs (for programs within: Cybersecurity, Information Technology, & the IT Academy)

- Operating System: Windows 10
- Processor: Intel core i5
- Memory: 8GB
- Hard Drive: 256GB or greater SSD preferred
- Antivirus Protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer.

The above requirements are recommended for the best performance. Students can choose to bring a device that doesn't conform to the requirements, but their experience could be adversely impacted.

Interior Design Course/Program Requirements:

- Operating System: Windows 10 64-bit
- Graphics card scoring a G3DMark of 10,000 or higher with 6 GB or more memory
- Intel/AMD Processor scoring a single thread CPUmark of 2000 or higher
- 16 GB RAM
- Hard Drive 500 GB or greater NVME m.2
- Antivirus Protection: Windows Defender and Windows Firewall are recommended to protect your device and are pre-installed on your Windows computer

Software requirements:

- Adobe Creative Cloud Suite
- SketchUp with Podium

Computer Graphic Design Course/Program Requirements:

- Apple Mac
- 16 GB RAM
- Multicore Intel processor with 64-bit Support
- Hard Drive 256GB or greater SSD or SATA
- Antivirus protection
- Students must purchase a mouse

Software requirements:

- Adobe Creative Cloud Suite

p. 118 – Edits to Class Schedule and Plus Friday

Class Schedule

Students will likely be required to take some courses online, depending on availability of face-to-face courses. Most classes are conducted Monday through Thursday, with certain degrees/exceptions requiring Friday and/or Saturday attendance. When available, students may choose to complete part of some programs by taking evening, online and weekend courses. Evening or weekend classes normally meet once each week for an eleven-week quarter. Some courses are offered throughout the year on a rotational basis.

Plus Friday

Friday is called the “Plus Day” and provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study and practice. Students are encouraged to take advantage of this excellent learning opportunity. Many students use this time to work on an internship/externship, conduct research in the University library, or simply study. While Friday attendance is not normally mandatory, should an instructor determine a student’s progress in one or more areas to be unsatisfactory or below normal, the instructor may require attendance on Plus Friday or schedule time for additional assistance during their virtual office hours.

p. 119 – Additional Statement

Externship/Practicum Student Agreement

A student accepting an externship/practicum placement agrees to meet the requirements of the facility, and assumes the responsibilities expected of other members of that facility, including abiding by the rules and regulations established at that facility.

p. 119 – Addition to Census Policy – 3rd Paragraph

At the beginning of each term through a Census Poll, Academic Services will verify student engagement on Friday of the second week of each term. Census is based on student engagement in defined academic engagement activities. One or more engagement activities in each scheduled course must occur by "Thursday of the second week* for a student to be made active in a course. Students who do not academically engage prior to the Census Poll will have the course(s) removed from their schedule with no tuition, fees or grade penalty, and will not have an opportunity for instatement beyond the add/drop period without extenuating circumstances. Requests for instatement due to extenuating circumstances should be received in writing by no later than Tuesday, Week 3 at 5:00pm, must accompany documentation, and require instructor and Senior Vice President for Academic Affairs/Provost approval. The University reserves the right to change the instatement request deadline due to holidays or alternation in academic calendar/s. Faculty may impose course level engagement policies that will be described in each course syllabus. Course-level attendance policies imposed by faculty do not impact the University’s Census Policy.

p. 120 – Edit to Academic Engagement Definitions

Academic Engagement Defined:

Sullivan University defines academic engagement as a student having done one or more of the following: **Submitted** an assignment during class or via the learning management system (LMS) drop box, E-value, Examssoft, and/or other means of electronic submission

Completed an exam or quiz during class or via the LMS, E-value, Examsoft, and/or other means of electronic submission or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion)

Participated in a documented synchronous web conference (e.g. live lecture)

Posted an academically relevant activity to an online discussion board in the LMS or other university approved appropriate platform

Attended a residential/face-to-face class or an academically relevant event (e.g. assigned clinical hours or a class field trip with student sign-in sheet)

Students who fail all courses at the end of each term (0.00 GPA) or earn a D/F, D/F/F, etc., will be reviewed by Academic Services staff to determine if he/she unofficially withdrew during the term. If it is determined that the student ceased engagement prior to the 60% point in the term, the student's financial aid eligibility will be calculated based on that determination, and his/her F's will be changed to NF's. If it is determined that the student completed the term by engaging in his/her coursework after the 60% point in the term, then the student's financial aid eligibility will be considered as 100% earned.

p. 120 – Additional Policy

Changes in Enrollment Regarding Co-Requisite Courses

Co-requisite courses are identified and assigned to ensure successful learning outcomes in courses requiring supplemental laboratory, clinical, or lecture instruction. Courses identified as requiring a co-requisite must be completed in the same quarter. If a student withdraws or is withdrawn from a course with an identified co-requisite, the withdrawal request will apply to all applicable courses falling within the co-requisite guidelines. If a student is withdrawn for lack of academic engagement (see definitions above) during the Census poll from one co-requisite course but not the other(s), the University is obligated to remove the student from the applicable co-requisite courses during census poll review. In addition, if a student has engaged in one or more co-requisite courses after the add/drop deadline, applicable financial and grade penalties will apply according to the University's tuition and add/drop policies.

p. 120 – Removal of Neckerchief statement

~~Neckerchief: A clean white neckerchief for first-year students and a clean blue neckerchief for second year and later students will be worn tied as instructed by a College of Hospitality Studies chef instructor. The ends of the neckerchief will be worn tucked neatly on the inside of the chef's jacket.~~

p. 122 - Class Repeat Requirements/Policy

Any Sullivan University student must repeat any required course in his or her program in which a non-passing grade has been earned. The non-passing grade will remain on the student's transcript and will be calculated in the quarterly GPA but will not be used in computing the student's cumulative GPA. The non-passing grade will, however, be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the most recent, not the higher grade earned in any course. In repeating a class in which a non-passing grade was earned, the student agrees to accept for record the grade earned for the course repeated. Students will be recharged tuition and fees for each repeated course.

p. 123 –

The ADD/DROP period for each term is as follows:

Courses, regardless of delivery method, may be added or dropped through 11:59 p.m. EST on the Sunday at the end of the first week of each term. **Courses meeting in a modular 5.5-week format, which begin during the second half of the term, may be added through Tuesday, Week 3.** Requests to add or drop one or more courses may be submitted electronically by accessing the appropriate form on the student portal, or by visiting a campus Academic Services office.

p. 126 – Pharm.D. and MS in Physician Assistant SAP Policies

Pharm.D. Program	Term & CGPA	CCR
Evaluation Points – At the end of each term		
After attempting 1 to 23 credit hours	2.00	25.00%
After attempting 24 to 35 credit hours	2.00	50.00%
After attempting 36 or more credit hours	2.00	66.67%
MS in Physician Assistant Program		
Evaluation Points – At the end of each term		
After attempting 1 to 23 credit hours	3.00	25.00%
After attempting 24 to 35 credit hours	3.00	50.00%
After attempting 36 or more credit hours	3.00	66.67%

CGPA = Cumulative Grade Point Average

CCR = Cumulative Completion Rate

pgs. 132-133 – Additions/Edits to the International Studies Program Curricular Practical Training (CPT) – Paragraphs 3 and 4

Graduate School students enrolled at Sullivan University in the EMBA and MSMIT programs will be required to enroll and participate in four Graduate Management Experiential Courses (MGT596, MGT597, MGT696, and MGT697 each one credit hour) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program. Students enrolled in the MSM program who elect to participate in the experiential learning track will be required to enroll and participate in Graduate Management Experiential Courses each term of enrollment in which CPT authorization is requested and approved (MGT596, MGT597, MGT696, and MGT697 each one credit hour). These courses are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program and a minimum of four Graduate Management Experiential Courses must be completed to fulfill the experiential learning track of the MSM program. Graduate Management Experiential courses meet three (3) times during the academic term: Week 1, Week 5, and Week 8, unless otherwise stipulated. **Continued authorization of CPT requires attendance at all Graduate Management Experiential course meetings. Failure to attend all Graduate Management Experiential course meetings may result in immediate cessation of CPT authorization.**

For acceptance to the Information Technology Management concentration in the Ph.D. in Management Program there is an emphasis on IT Management. Applicants will demonstrate that they are currently employed or have an offer of employment in IT Management related positions and will be required to enroll and participate in four Knowledge Management Practical Application Courses (CSC734, CSC735, CSC736,

and CSC737) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program. Ph.D. Knowledge Management courses meet three (3) times during the academic term: Week 1, Week 5, and Week 8, unless otherwise stipulated. Continued authorization of CPT requires attendance at all Ph.D. Knowledge Management course meetings. Failure to attend all Ph.D. Knowledge Management course meetings may result in immediate cessation of CPT authorization.

Rules and Regulations of Status

Attendance and Engagement

In order to maintain lawful status in the United States, nonimmigrant students are expected to make normal academic progress toward completion of their enrolled program of study. Normal academic progression toward completion of the degree program requires that students attend all scheduled course meetings and fully engage in all scheduled courses (including online courses). Failure to attend scheduled campus course meetings and to fully engage in all courses may result in immediate cessation of CPT authorization (if previously approved and where applicable), administrative withdrawal from a course, or immediate termination of the student's active SEVIS record as well as administrative withdrawal from the University. Note: Non-Immigrant F-1 students will not be allowed to take more than one online class in any given quarter in order to meet full course of study requirements as indicated by 8 CFR 214.2(f)(6)(i)(G).

p. 137 – Update to age requirement for Housing and Residence Life

Sullivan University provides campus housing for unmarried students under the age of ~~21~~ 24.

p. 139 Edit to Sexual Offense Policy

(Replace the fifth full paragraph on the right side with the edited two paragraphs)

Once a formal complaint of inappropriate behavior is made, the University will utilize a fact-finding procedure to adjudicate the charge internally. The fact-finding process will vary depending on the nature of the allegation, the age of the student or students involved, and state or local legal requirements. Both the complainant and the respondent will be advised simultaneously of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

A complainant can be defined as an individual is alleged to be the victim of conduct that could constitute sexual harassment. A respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. A formal complaint can be defined as a document filed by a complainant or signed by a Title IX Coordinator alleging sexual harassment against the respondent and requesting an investigation.

The University may issue supportive measures to protect the safety of an individual or deter further sexual harassment. Supportive measures can be more extensively defined as individualized services reasonably available that are non-punitive, non-disciplinary and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

p. 146 – Edits to Prerequisites

BIO 103 Human Anatomy and Physiology (4 credits)

Prerequisite(s): None It is recommended that this course be taken concurrently with BIO 103L when both courses are required by the program.

BIO 103L – Human Anatomy and Physiology Lab (2 credits)

None ~~Co-requisite: BIO 103~~ It is recommended that this course be taken concurrently with BIO 103 when both courses are required by the program.

BIO 201 Medical Microbiology (4 credits)

Prerequisite(s): None ~~Co-requisite: BIO 201L~~ It is recommended that this course be taken concurrently with BIO 201L when both courses are required by the program.

BIO 201L Medical Microbiology Lab (2 credits)

Prerequisite(s): None ~~Co-requisite: BIO 201~~ It is recommended that this course be taken concurrently with BIO 201 when both courses are required by the program.

p. 147 – Edits to Prerequisites**BIO 203 Anatomy and Physiology I (4 credits)**

Prerequisite(s): None It is recommended that this course be taken concurrently with BIO 203L when both courses are required by the program.

BIO 203L Anatomy and Physiology I Lab (2 credits)

Prerequisite(s): None ~~Co-requisite: BIO 202~~ It is recommended that this course be taken concurrently with BIO 203 when both courses are required by the program.

BIO 204 Anatomy and Physiology II (4 credits)

~~Prerequisite(s): BIO 202~~ Prerequisite(s): BIO203 It is recommended that this course be taken concurrently with BIO 204L when both courses are required by the program.

BIO 204L Anatomy and Physiology II (2 credits)

~~Prerequisite(s): BIO 202. Co-requisite: BIO 204~~ Prerequisite(s): BIO203L It is recommended that this course be taken concurrently with BIO 204 when both courses are required by the program.

p. 152 – Edit to Prerequisites**CSC 105 INTRODUCTION TO PROGRAMMING (4 Credits)**

This course introduces the student to critical thinking and problem solving, and to the design and use of programming techniques, including variables, data types, modules and logic structures. Students apply these concepts using problem solving tools, including algorithms, flowcharts, pseudocode, structure charts, and IPO charts. Prerequisite(s): MTH ~~100~~ 095 or Placement

CSC 200 PRINCIPLES OF TECHNOLOGY (4 Credits)

Prerequisite(s): CSC 105, ~~CSC 109~~ or MNE 109

p. 154 - Corrections to Prerequisites**CSC 347 FILE FORENSICS (4 Credits)**

Prerequisite(s): MNE 109 ~~or CSC 109~~

CSC 405 ADVANCED TELECOMMUNICATIONS AND NETWORKING (4 Credits)Prerequisite(s): ~~CSC 209~~ or MNE 213**CSC 420 IT PROJECT MANAGEMENT (4 Credits)**Prerequisite(s): CSC 240, ~~MTH 301~~**CSC 425 SECURITY AUDITS AND RISK ASSESSMENT (4 Credits)**Prerequisite(s): CSC 326 ~~MNE 430~~**p. 157 – Edit to Course Number and Prerequisite****ENG ~~100 095~~ INTRODUCTION TO WRITING (4 Credits)**

This is a remedial course designed for students seeking a foundation in the reading/writing process. Focus is placed on helping students to recognize, develop, and master the basic tools of academic reading and writing, namely word usage, grammar, spelling, punctuation, comprehension, and organization. Emphasis is also placed on critical reading. Prerequisite(s): None

ENG 101 COMPOSITION I (4 Credits)

This is a writing course which helps students develop and express ideas through various expository models applying standard rules of usage. Emphasis is also placed on the research process and critical reading. Prerequisite(s): ENG ~~100 095~~ or Placement

FIN 334 INVESTMENTS (4 Credits)

This course is an introductory course in investments. It is intended to develop the student's knowledge and understanding of domestic and foreign financial markets, investment vehicles and investment strategies. Topics will include investment goals and objectives, market efficiency, market operations, technical and fundamental analysis, sources of information, and valuation techniques. We will also consider social, ethical and political factors where appropriate. Prerequisite(s): ~~MGT 114~~, FIN 324, ~~MGT 304~~

p. 157 – Edit to Prerequisites**FIN 354 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (4 Credits)**Prerequisite(s): FIN 324, ~~FIN 334~~**p. 162 – Edits to HVA Prerequisites****HVA 100 BLUEPRINT READING (3 Credits)**Prerequisite(s): ~~and/or concurrently MTH 101~~ ~~None~~**HVA 101 INTRODUCTION TO HVAC-R SYSTEMS (4 Credits)**Prerequisite(s): ~~and/or concurrent HVA 100~~ ~~None~~**p. 166 – Updates to LMR Prerequisites****LMR 201 RADIOGRAPHIC IMAGING (4 credits) – Not Designed to Transfer**Prerequisite(s): ~~None~~

LMR 300 LMR CLINICAL I (4 credits) – Not Designed to Transfer

Prerequisite(s): MSS 154

LMR 301 LMR CLINICAL II (4 credits) – Not Designed to Transfer

Prerequisite(s): None

LMR 400 LIMITED MEDICAL RADIOGRAPHY CERTIFICATION REVIEW (6 credits) – Not Designed to Transfer

Prerequisite(s): None

p. 170 - Corrections to Prerequisites

MNE 108 COMPUTER HARDWARE FUNDAMENTALS (4 Credits)

~~(Equivalent to CSC 108)~~ Prerequisite(s): None

MNE 109 COMPUTER NETWORK FUNDAMENTALS (4 Credits)

~~(Equivalent to CSC 109)~~ Prerequisite(s): MNE 108 ~~or CSC 108~~

p. 171 - Corrections to Prerequisites

MNE 111 ADMINISTRATING WINDOWS (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

MNE 112 ADMINISTRATING WINDOWS SERVER (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

MNE 203 INTRODUCTION TO LINUX (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

MNE 204 LINUX SERVER - CONFIGURING THE X WINDOW SYSTEM (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

MNE 212 SECURITY CERTIFIED SPECIALIST (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

MNE 213 COMPUTER SECURITY FUNDAMENTALS (4 Credits)

~~(Equivalent to CSC 209)~~ Prerequisite(s): MNE 109 ~~or CSC 109~~

p. 172 – Corrections to Prerequisites

MNE 320 CERTIFIED ETHICAL HACKING (4 Credits)

Prerequisite(s): MNE 213 ~~or CSC 209~~

MNE 408 INSTALLING HYPER-V ON MICROSOFT (4 Credits)

Prerequisite(s): MNE 109 ~~or CSC 109~~

p. 173 – Replaced Course Description**MNE 430 SECURITY DESIGN AND COMPLIANCE I (SSCP/CISSP) (4 Credits)**

This course is designed for the student who has already completed a bachelor's degree, or are working towards a bachelor's degree. This intensive program of study prepares the student for the (ISC)2 management level SSCP certification exam. SSCP certification recognizes a mastery of an international standard in Information Security management. Students can acquire their SSCP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)2 designation may be earned. Prerequisite(s): CSC 326

p. 173 – Corrections to Prerequisites**MNE 450 SECURITY DESIGN AND COMPLIANCE II (SSCP/CISSP) (4 Credits)**

Prerequisite(s): ~~MNE 320~~ MNE 430

p. 175 – Edits to Course Number and Prerequisites**MTH ~~100~~ 095 BASIC MATHEMATICS (4 Credits)**

This course is designed to give students further basic mathematics and pre-algebra knowledge. It reviews ratios, percentages, decimals, fractions and applications with each of those. This course also covers geometry and linear equations. Prerequisite(s): None

MTH 101 COLLEGE MATHEMATICS (4 Credits)

This college level mathematics course includes the following concepts: simplifying algebraic expressions, solving equations and inequalities, graphing linear equations and inequalities, calculating slope and finding equations of lines, factoring and solving quadratic equations. Prerequisite(s): MTH ~~100~~ 095 or placement

MTH 115 PRINCIPLES OF MATHEMATICS (4 Credits)

Studies of operations on fractions, decimals, percentages, ratios and proportions are undertaken. Descriptive statistics measuring the center of a data set, the mean, median and mode of a data set are considered. Data tables and graphs such as pictographs, bar charts, circle graphs and line graphs will be examined. The course will conclude with a study of solving one-variable linear equations. The course will emphasize applying these basic principles to a broad range of topics including culinary specific applications. Prerequisite(s): ~~100~~ 095 or placement

MTH 202 INTRODUCTION TO STATISTICS (4 Credits)

Prerequisite(s): ~~MTH 201~~ MTH 101

pgs. 176-178 – Updates to Nursing (NUR) course descriptions

NUR 210 FUNDAMENTALS OF NURSING (10 credits)

Prerequisite(s): **ENG 101**, BIO 103, **BIO 103L**, MTH 101 Co-requisite: **PSY 214**

NUR 220 CONCEPTS OF BASIC NURSING PRACTICE (6 credits)

Prerequisite(s): BIO 103, **BIO 103L**, **NUR 210** Co-requisites: **ENG 102**, BIO 201, MTH 201, **PSY 214**

NUR 230 ADULT NURSING CARE I (8 credits)

~~This course is designed to assist practitioners in building on previously learned skills, to develop more complex physical assessment techniques, and therapeutic interventions.~~ **Course is designed to develop more complex physical assessment techniques and therapeutic interventions.** Written communication and the medical record will be explored. Evidence based practice guidelines will form the reference point for health assessment, restorative care, and health deviations. Life span development and cultural aspects of care will be integrated. Health deviations will focus on musculoskeletal, gastrointestinal, sensory, neurological, and integumentary systems. Aspects of specialized nursing care will be discussed in regard to surgical, oncological, and community healthcare. Non-pharmacological pain management and end of life issues will also be included. Lab assignments will reflect concepts related to theory sessions. Prerequisite(s): **NUR 220** Co-requisites: **CHM 211**, **NUR 231**

NUR 231 PHARMACOLOGY (4 credits)

Prerequisite(s): **NUR 210**, **201**, **NUR 220** Corequisite: **NUR 230**

NUR 240 ADULT NURSING CARE II (8 credits)

Prerequisite(s): **NUR 210**, **NUR 220**, **NUR 230**, **NUR 231** Co-requisite: **NUR 241**

NUR 241 NUTRITION (2 credits)

Prerequisite(s): **NUR 210**, **NUR 220**, **NUR 230**, **NUR 231** Co-requisite: **NUR 240**

NUR 250 MENTAL HEALTH NURSING (4 credits)

Prerequisite(s): **NUR 220**, **NUR 230**, **NUR 231**, **NUR 240**, **NUR 241** Co-requisite: **SOC 214**

NUR 251 MATERNAL NURSING (5 credits)

Prerequisite(s): **NUR 220**, **NUR 230**, **NUR 231**, **NUR 240**, **NUR 241** Co-requisites: **NUR 250**, **NUR 252**

NUR 252 PEDIATRIC NURSING (6 credits)

Prerequisite(s): **NUR 220**, **NUR 230**, **NUR 231**, **NUR 240**, **NUR 241** Co-requisites: **NUR 250**, **NUR 251**

NUR 260 ADULT NURSING CARE III (5 credits)

Prerequisite(s): **NUR 220**, **NUR 230**, **NUR 231**, **NUR 240**, **NUR 241**, **NUR 250**, **NUR 251**, **NUR 252** Co-requisites: **NUR 261**, **NUR 262**

NUR 261 SEMINAR IN PROFESSIONAL DEVELOPMENT (3 credits)

Prerequisite(s): **NUR 220**, **NUR 230**, **NUR 231**, **NUR 240**, **NUR 241**, **NUR 250**, **NUR 251**, **NUR 252** Co-requisites: **NUR 260**, **NUR 262**

NUR 262 INTEGRATED PRACTICUM (4 credits)

Provides students opportunities to apply knowledge in the care of individuals and families in a dynamic healthcare setting. Emphasis is on developing the role of the professional nurse advocate. Acute/ critical care concepts presented in NUR 260 will be reinforced through observation in a critical care setting, denoted as dual objectives. **The integrated practicum shall be completed within a period not to exceed seven (7) consecutive weeks while the governing institution is in session and within seven (7) months of graduation.**

Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, NUR 241, NUR 250, NUR 251, NUR 252
~~Co-requisites: (NUR 260, NUR 261~~ **...or may be taken concurrently)**

NUR 303 TRANSITION TO BACCALAUREATE NURSING ROLES AND ISSUES IN NURSING (3 Credits)

Prerequisite(s): None **Corequisite NUR 300**

NUR 306 PATHOPHYSIOLOGY (6 Credits)

Prerequisite(s): **None NUR 305 or Permission of the RN to BSN Program**

NUR 307 HEALTH AND PHYSICAL ASSESSMENT ACROSS THE LIFE SPAN (6 Credits)

Prerequisite(s): **None NUR 306 or Permission of the RN to BSN Program**

NUR 406 COMMUNITY AND PUBLIC HEALTH NURSING (6 Credits)

Prerequisite(s): **None NUR 401 and NUR 405 or permission of the RN to BSN Program.**

NUR 407 MANAGEMENT AND LEADERSHIP IN PROFESSIONAL NURSING (6 Credits)

Prerequisite(s): **None NUR 406, Corequisite NUR 414 or permission of the RN to BSN Program.**

p. 181 – Prerequisite Changes**PLS 134 LEGAL RESEARCH (4 Credits)**

Prerequisite(s): **None PLS 114 or concurrent. It is recommended PLS 114 be taken prior to or concurrently.**

PLS 144 LEGAL WRITING (4 Credits)

Prerequisite(s): ~~PLS 114, PLS 134~~ **It is recommended PLS 114 be taken prior to or concurrently.**

PLS 154 TORT LAW (4 Credits)

Prerequisite(s): **None. It is recommended PLS 114 be taken prior to or concurrently. Corequisite: PLS 114**

PLS 184 BUSINESS ORGANIZATIONS AND COMMERCIAL PRACTICE (4 Credits)

Prerequisite(s): ~~PLS 114~~ **None. It is recommended PLS 114 be taken prior to or concurrently.**

PLS 204 CRIMINAL LAW (4 Credits)

Prerequisite(s): ~~PLS 114~~ **None. It is recommended PLS 114 be taken prior to or concurrently.**

PLS 262 BASIC LEGAL ETHICS (2 Credits)

Prerequisite(s): PLS 114, ~~PLS 134~~

p. 182 – Prerequisite Change**PLS 284 COMPUTERS IN THE LAW OFFICE (4 Credits)**

This course provides a practical approach to: 1) the use of computers in the legal environment, with concentration on various computer applications for the legal professional and 2) computerized legal research utilizing the Internet and **electronic databases** ~~the WESTLAW computer research systems~~. This course emphasizes the development of basic skills and knowledge needed by the paralegal to utilize computer hardware and software in the law office. Prerequisite(s): PLS 114, **PLS 134** ~~CSC 118 Co-requisite: AOM 120~~ ; **CSC 118, AOM 120 recommended.**

p. 184 – Updates to RAD Course Prerequisites**RAD 100 INTRODUCTION TO RADIOGRAPHY (4 credits) – Not Designed to Transfer**

Prerequisite(s): **None**

RAD 102 INTRODUCTION TO RADIOGRAPHIC CLINICAL TOPICS (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RAD 121 RADIOGRAPHIC POSITIONING I (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RAD 131 RADIOGRAPHIC POSITIONING II (2 credits) – Not Designed to Transfer

Prerequisite(s): **None**

p. 186-188 – Updates to RTA Course Prerequisites**RTA 122 RADIOGRAPHIC CLINICAL I (2 credits) – Not Designed to Transfer**

Prerequisite(s): **None**

RTA 132 RADIOGRAPHIC CLINICAL II (2 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 133 ADVANCED RADIOGRAPHIC POSITIONING (2 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 141 RADIOGRAPHIC IMAGING I (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 142 RADIOGRAPHIC CLINICAL III (2 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 144 PATIENT CARE & EDUCATION (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 251 RADIOGRAPHIC IMAGING II (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 252 ADVANCED RADIOGRAPHIC CLINICAL I (5 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 254 RADIATION PROTECTION & BIOLOGY (4 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 262 ADVANCED RADIOGRAPHIC CLINICAL II (5 credits) – Not Designed to Transfer

Prerequisite(s): **None**

RTA 263 ADVANCED TOPICS & CURRENT TRENDS IN IMAGING (4 credits) – Not Designed to Transfer

Prerequisite(s): None

RTA 264 RADIATION PHYSICS (4 credits) – Not Designed to Transfer

Prerequisite(s): None

RTA 271 RADIOGRAPHIC IMAGE CRITIQUE (4 credits) – Not Designed to Transfer

Prerequisite(s): None

RTA 272 ADVANCED RADIOGRAPHIC CLINICAL III (5 credits) – Not Designed to Transfer

Prerequisite(s): None

RTA 282 ADVANCED RADIOGRAPHIC CLINICAL IV (4 credits) – Not Designed to Transfer

Prerequisite(s): None

RTA 283 RADIOGRAPHIC REGISTRY REVIEW (4 credits) – Not Designed to Transfer

Prerequisite(s): None

p. 189 – New Course

SOC 216 INTRODUCTION TO CANNABIS STUDIES (4 credits)

This course is designed to provide students with an introduction to the social, legal, psychological, and economic impact of cannabis use, and to familiarize students with the cannabis and hemp industry, to include hemp, CBD, and other derivatives of cannabis plants. Prerequisite(s): None

p. 189 – Change to Surgical Technician (SUR) Course

SUR 101 102 ORIENTATION TO SURGICAL TECHNOLOGY (3 credits) – Not Designed to Transfer

Prerequisite(s): None Co-requisite: MED 172

p. 190 – Prerequisite changes

TGE 214 TOURISM GEOGRAPHY (4 Credits)

Prerequisite(s): ~~NTA 154~~ None

TRV 244 TRAVEL MANAGEMENT (4 Credits)

Prerequisite(s): ~~NTA 154~~ None

TRV 250 BEST PRACTICES IN EVENT MANAGEMENT (4 Credits)

Prerequisite(s): ~~TRV 252~~ None

TRV 252 EVENT COORDINATION AND MARKETING (4 Credits)

Prerequisite(s): ~~CAT 244~~ None

p. 191 – Prerequisite Changes

ACT 510 ACCOUNTING THEORY FOR MANAGEMENT DECISIONS (4 Credits)

Prerequisite(s): ~~MGT 510~~, QNT 550

ACT 511 ACCOUNTING THEORY FOR BUSINESS ENVIRONMENTS (4 Credits)

Prerequisite(s): ~~MGT 510~~, QNT 550; For MBA - Accounting students only

ACT 560 INTERNATIONAL ACCOUNTING AND REPORTING (4 Credits)Prerequisite(s): **MGT 510**, QNT 550; For MBA - Accounting students only**ACT 610 CONTEMPORARY FINANCIAL AUDITING AND ATTESTATION (4 Credits)**Prerequisite(s): **MGT 510**, QNT 550; For MBA - Accounting students only**ACT 640 CORPORATE GOVERNANCE AND REGULATION (4 Credits)**Prerequisite(s): **MGT 510**, QNT 550; For MBA - Accounting students only**CMM 510 INTERPERSONAL AND INTERGROUP CONFLICT ANALYSIS (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CMM 515 CONFLICT THEORIES (4 Credits)**Prerequisite(s): **MGT 510 None****CMM 530 CONFLICT AND MEDIATION (4 Credits)**Prerequisite(s): **MGT 510 None****CMM 542 CONFLICT COACHING FOR LEADERS (4 Credits)**Prerequisite(s): **MGT 510 None****CMM 550 NEGOTIATION IN CONFLICT MANAGEMENT (4 Credits)**Prerequisite(s): **MGT 510 None****p. 192 – Prerequisite Changes****CSC 520 FUNDAMENTALS OF CYBER SECURITY (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CSC 540 FUNDAMENTALS OF INFORMATION SECURITY (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CSC 550 DATA MINING (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CSC 560 ELECTRONIC COMMERCE AND INTRANET DEVELOPMENT (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CSC 565 E-COMMERCE WEB APPLICATION DEVELOPMENT (4 Credits)**Prerequisite(s): **MGT 510 or concurrent None****CSC 570 B2B AND B2C ELECTRONIC COMMERCE (4 Credits)**Prerequisite(s): **MGT 510 None****CSC 610 INFORMATION SYSTEMS DEVELOPMENT (4 Credits)**Prerequisite(s): **MGT 510 None**

CSC 621 BUSINESS DATA COMMUNICATIONS AND NETWORKING (4 Credits)Prerequisite(s): ~~MGT 510~~ None**CSC 622 EVALUATING EMERGING INFORMATION SECURITY TECHNOLOGIES (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~, CSC 550**CSC 623 BUSINESS CONTINUITY & DISASTER RESPONSE PROCESSES AND STRATEGIES (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~, CSC 550**p. 193 – Prerequisite Changes****CSC 624 CYBER AND INFORMATION SECURITY POLICY ANALYSIS (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**CSC 625 APPLIED DIGITAL FORENSICS (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~, CSC 550**CSC 626 CYBER WARFARE AND ESPIONAGE (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~, CSC 550**CSC 630 DECISION SUPPORT AND EXPERT SYSTEMS (4 Credits)**Prerequisite(s): ~~MGT 510~~ None**CSC 635 COMPUTER SECURITY AND LEGAL ISSUES (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**ECO 510 MANAGERIAL ECONOMICS (4 Credits)**Prerequisite(s): ~~MGT 510~~, QNT 550**FIN 540 STRATEGIC FINANCIAL MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~, QNT 550 or CSC 550**FIN 545 PUBLIC SECTOR FINANCIAL MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~, QNT 550**HCA 510 HEALTHCARE SYSTEMS MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~ None**p. 194 – Prerequisite Changes****HCA 535 HEALTHCARE INFORMATION SYSTEMS (4 Credits)**Prerequisite(s): ~~MGT 510~~ None

HCA 545 HEALTHCARE FINANCE (4 Credits)Prerequisite(s): ~~MGT 510~~, QNT 550; FIN 540 recommended**HMS 510 EVENT AND TOURISM MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~ None**HMS 545 REVENUE MANAGEMENT IN HOSPITALITY (4 Credits)**Prerequisite(s): ~~MGT 510~~ None**HMS 575 RESTAURANT BRAND DEVELOPMENT AND MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~ None**HRL 520 WORKFORCE PLANNING AND STAFFING (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**HRL 530 HUMAN RESOURCE DEVELOPMENT (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**HRL 540 COMPENSATION, BENEFITS AND SECURITY (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**HRL 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None**HRL 611 ESSENTIAL FINANCIAL SKILLS FOR HR PROFESSIONALS (4 Credits)**Prerequisite(s): ~~MGT 510~~, MGT/HRL 580, LAW 545 or concurrent**HRL 621 HR ANALYTICS AND TECHNOLOGY (4 Credits)**Prerequisite(s): ~~MGT 510~~, MGT/HRL 580**HRL 630 DIVERSITY AND INCLUSION (4 Credits)**Prerequisite(s): ~~MGT 510~~, MGT/HRL 580**HRL 660 ORGANIZATIONAL EFFECTIVENESS (4 Credits)**Prerequisite(s): ~~MGT 510~~, MGT/HRL 580**p. 195 – Prerequisite Changes****HRL 680 GLOBAL HUMAN RESOURCE MANAGEMENT (4 Credits)**Prerequisite(s): ~~MGT 510~~, MGT/HRL 580**LAW 545 EMPLOYMENT LAW (4 Credits)**Prerequisite(s): ~~MGT 510 or concurrent~~ None

MGT 510 LEADERSHIP COMMUNICATION (4 Credits)

This course enhances the student's professional business writing skills within managerial contexts. The course is designed to help students analyze business communication problems and formulate strategies for presenting the solution clearly, concisely, and persuasively. The specific objective is to guide students through the research writing process for a formal business report. **It is suggested that this course be taken at the beginning of the program.** Prerequisite(s): None

MGT 511 ETHICAL LEADERSHIP (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 521 MANAGING ORGANIZATIONAL CONFLICT (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 541 CULTURE IN ORGANIZATIONS (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 545 LEADING ORGANIZATIONS (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 571 COMPETING IN DOMESTIC AND INTERNATIONAL MARKETS (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)

Prerequisite(s): **MGT 510 or concurrent None**

MGT 590 PROJECT MANAGEMENT (4 Credits)

Prerequisite(s): **MGT 510 None**

MGT 620 OPERATIONAL EFFICIENCY AND EFFECTIVENESS (4 Credits)

Prerequisite(s): **MGT 510, QNT 550**

p. 196 – Prerequisite Changes**MKT 570 MARKETING STRATEGY AND IMPLEMENTATION (4 Credits)**

Prerequisite(s): **MGT 510 None**

MKT 580 GLOBAL MARKETING MANAGEMENT (4 Credits)

Prerequisite(s): **MGT 510 None**

MKT 610 STRATEGIC MARKETING (4 Credits)

Prerequisite(s): **MGT 510 None**

MKT 620 STRATEGIC BRAND MANAGEMENT (4 Credits)

Prerequisite(s): **MGT 510 None**

MPA 510 THE PUBLIC POLICY PROCESS (4 Credits)

Prerequisite(s): **MGT 510 or concurrent None**

MPA 550 PUBLIC POLICY ECONOMIC ANALYSIS (4 Credits)Prerequisite(s): **MGT 510**, QNT 550**p. 196 – Course Description Changes for Physician Assistant (PA) Courses****PA 510, 520, 530, and 540 550 PRINCIPLES OF PA PRACTICE I, II, III, and IV (1.5 Credits each Credits vary depending on term)****PA 511, 521 528, 531, and 541 CLINICAL MEDICINE I, II, III, and IV (Credits vary depending on term)****p. 197 – Course Description Changes for Physician Assistant (PA) Courses****PA 516 518 GROSS HUMAN ANATOMY (4 3 Credits)****PA 525 CLINICAL LABORATORY MEDICINE AND APPLICATION (3 Credits)^{F.P.}_{SEP}**

The goal of this course is to provide students with a concise, practical guide on which laboratory tests are ordered, along with their clinical significance. The course will guide students through what tests to order, the significance of specific abnormalities, lab errors, how results might impact on differential diagnoses, and how the results impact the treatment plan.

p. 198 – Course Description Changes for Physician Assistant (PA) Courses

Add

PA 529 and PA 555 CLINICAL LABORATORY MEDICINE AND APPLICATION I AND II (2 credit hours each)

The goal of this course is to provide students with a concise, practical guide on which laboratory tests are ordered, along with their clinical significance. The course will guide students through what tests to order, the significance of specific abnormalities, lab errors, how results might impact on differential diagnoses, and how the results impact the treatment plan.

PA 534, 544 536, 552 CLINICAL PROBLEM SOLVING I and II (4 1.5 Credits each)**PA 535 PEDIATRICS AND WOMEN'S HEALTH (4 Credits)**

This course is intended to orient students to the practical aspects of diagnosis and patient management of the pediatric and female populations. Students will become familiar with disease prevention, health promotion, evidence-based medicine, diagnosis, and treatment in these two patient populations. The unit on pediatrics will introduce students to the routine health maintenance and common health problems affecting the pediatric patient from the newborn period through adolescence. The lectures focus on health promotion, disease prevention, screening, common illnesses that affect the major organ system, pathology identification, patient education, and counseling for the pediatric patient and his/her family. The unit on women's health focuses on the biological aspects, prevention, early recognition and amelioration of health issues unique to women.

Add

PA 538 PEDIATRICS (2 Credits)

Pediatrics is intended to orient students to the practical aspects of diagnosis and patient management. The course is tailored to the needs of the Physician Assistant profession, presenting information in both inpatient and outpatient settings. Students will become familiar with disease prevention, health promotion, evidence-

based medicine, diagnosis, and treatment in these two patient populations. Furthermore, this course will introduce students to the medical specialty of Pediatrics, including routine health maintenance and common health problems affecting the pediatric patient from the newborn period through adolescence. The lectures focus on health promotion, disease prevention and screening, common illnesses that affect the major organ system, pathology identification, patient education and counseling for the pediatric patient and his/her family. Evidence-based medicine practice is intertwined through the above areas where available and appropriate. The course builds on lectures in normal physiology and pathophysiology in the Physiology and Pathophysiology course series and precedes an in depth discussion of treatment modalities in the Pharmacology and Pharmacotherapeutics and Clinical Medicine course series. This integrated teaching method allows students to better understand and correlate the gained knowledge in the daily practice of ob/gyn. The required textbooks should serve as a single-source reference in preparing students to accomplish the objectives of the course, as well as preparing students for future clinical practice.

PA ~~543~~ 551 APPLIED CLINICAL SKILLS (3.5 ~~2.5~~ Credits)

Add

PA 554 WOMEN'S HEALTH (2 Credits)

Women's Health is intended to orient students to the practical aspects of diagnosis and patient management. The course is tailored to the needs of the Physician Assistant profession, presenting information in both inpatient and outpatient settings. Students will become familiar with disease prevention, health promotion, evidence-based medicine, diagnosis, and treatment in the ob/gyn patient population. Factors influencing women's health will be discussed in the course, focusing on the biological aspects, as well as prevention, early recognition, and amelioration of health issues. Evidence-based medicine practice is intertwined through the above areas where available and appropriate. The course builds on lectures in normal physiology and pathophysiology in the Physiology and Pathophysiology course series and precedes an in depth discussion of treatment modalities in the Pharmacology and Pharmacotherapeutics and Clinical Medicine course series. This integrated teaching method allows students to better understand and correlate the gained knowledge in the daily practice of ob/gyn. The required textbooks should serve as a single-source reference in preparing students to accomplish the objectives of the course, as well as preparing students for future clinical practice.

PA 614, 615 CAPSTONE PROJECTS I and II (3 Credits each)

Evidence-based practice has emerged as the standard by which established and future providers will be expected to execute the delivery of medical care. The "Capstone Project" is a scholarly integrative project that culminates in a Grand Rounds presentation and submission of a publishable review article and clinical case analysis. This two-quarter course builds on the concepts presented in PA 530's Introduction to Evidence Based Medicine module, PA 545 Research Methods and Evidence Based Medicine, as well as evidence based practice presented throughout the curriculum. Students are required to develop a capstone research paper of publishable quality, based on an actual case with which the student has been involved. Students will work closely with their faculty advisors in developing the paper, from the initial proposal question to the final Grand Rounds Presentation. The final Grand Rounds Presentation is an in-depth presentation and demonstrates the evidence based process that led to the final diagnosis, treatment plan, prognosis, and patient counseling of the selected patient case. The oral Grand Rounds Presentation to students and faculty of the Sullivan University College of Health Sciences is a summative evaluation tool that will be used to measure cognitive, motor, and effective domains at the completion of the program.

p. 199 – Prerequisite Change

QNT 550 DATA DRIVEN DECISION MAKING (4 Credits)

Prerequisite(s): ~~MGT 510 or concurrent~~ **None**

p. 204 – Add PHR Course Description

PHR 5207, 5607, 6206, 6607 PRE-CLINICAL READINESS (0 Credit Pass/Fail)

This course is designed to parallel and complement a PharmD Candidate's learning throughout the first and second years of their didactic education. This course includes components from various Offices within the COPHS as well as program specific requirements. The overall design of this course is done as such to ensure that upon embarking on clinical experiences, the learner possesses all necessary knowledge, skills, attitudes, and professionalism needed to be successful. This course is pass/fail and is 0 credit hours, but all four courses are required to be passed to meet program progression requirements. Students must pass the full course sequence as a mandatory academic requirement for graduation.