

**2021 Sullivan University  
Catalog  
Addendum/Errata**

**Program Costs for New Certificate Programs are as follows and will be included in the next Supplement A**

**Culinary Arts Certificate (28 Hours):**

9 month option:	\$5,150.00 per term (\$15,450.00 program total)* ** *** (Book cost approximately \$600.00 over program)
6 month accelerated option:	\$7,725.00 per term (\$15,450.00 program total)* ** *** (Book costs approximately \$600 over program)

**Business Administration Certificate (24 hours):**

**Restaurant Studies Certificate (24 hours):**

**Hospitality Studies Certificate (24 hours):**

9 month option:	\$3,130.00 per term (\$9,390.00 program total) *** (Book costs approximately \$650.00 over program)
6 month accelerated option:	\$4,695.00 per term( \$9,390.00 program total) *** (Book costs approximately \$650.00 over program)

**Administrative Accounting Certificate (24 hours):**

9 month option:	\$3,040.00 per term (\$9,120.00 program total) *** (Book costs approximately \$875.00 over program)
6 month accelerated option:	\$4,560.00 per term( \$9,120.00 program total) *** (Book costs approximately \$875.00 over program)

\* The Culinary Arts Certificate also includes uniforms, shoes and a knife kit.

\*\* Students needing to repeat a culinary arts lab will be charged and additional \$1,250.00 for each repeated lab.

\*\*\* One additional benefit to these short term, relatively low-cost certificates is that given they will be based on our old program rate methodology which touted as a benefit the opportunity for a free repeat, students will be permitted one free non-lab class repeat. Additional repeats of the same course will be charged at the prevailing culinary or business credit hour rate stated in the Supplement A.

**p. 4 – Edit to ABA Approval Status**

The Paralegal Studies programs offered by the College of Legal Studies at Sullivan University are approved by the American Bar Association. The University requested to formally withdraw ABA approval for all paralegal studies programs. As of the June 30, 2023 withdrawal date, the paralegal studies programs will no longer be approved by ABA. Any student who does not complete program before the withdrawal date will not have graduated from an ABA approved paralegal education program and may not represent themselves as having graduated from an ABA approved paralegal education program.

**p. 4 – Address Change**

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

Commission on Accreditation of Allied Health Education Programs

25400 US Highway 19 North, Suite 158 | Clearwater, FL 33763  
9355 – 113<sup>th</sup> St. N. #7709 | Seminole, FL 33775

(727) 210-2350

**p. 9 – Addition of Veterans Day (November 11<sup>th</sup>) as an annual holiday to the academic calendar****p. 9 – Addition of Modular Course Calendar**

<b>5.5 Week Modular Courses Academic Calendar</b>
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<b>2021/FA</b>		
Module 1	September 27, 2021-November 3, 2021	
Module 2	November 4, 2021-December 19, 2021	
<b>2022/W</b>		
Module 1	January 3, 2022-February 9, 2022	
Module 2	February 10, 2022-March 20, 2022	
<b>2022/SP</b>		
Module 1	March 28, 2022-May 4, 2022	
Module 2	May 5, 2022-June 12, 2022	
<b>2022/SU</b>		
Module 1	June 27, 2022-August 3, 2022	
Module 2	August 4, 2022-September 11, 2022	

<b>2022/FA</b>		
Module 1	September 26, 2022-November 2, 2022	
Module 2	November 3, 2022-December 18, 2022	
<b>2023/W</b>		
Module 1	January 3, 2023-February 8, 2023	
Module 2	February 9, 2023-March 19, 2023	
<b>2023/SP</b>		
Module 1	March 27, 2023-May 3, 2023	
Module 2	May 4, 2023-June 11, 2023	
<b>2023/SU</b>		
Module 1	June 26, 2023-August 2, 2023	
Module 2	August 3, 2023-September 10, 2023	
<b>2023/FA</b>		
Module 1	September 25, 2023-November 1, 2023	
Module 2	November 2, 2023-December 17, 2023	

**p. 10 – Edit to Admissions Policy – 3<sup>rd</sup> 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 an associate degree or higher at another institution, OR** has successfully completed a minimum of 12 college-level semester or 18 college-level quarter credit hours with a 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 **or higher,** may be eligible to waive the entrance exam after review/approval from the respective college dean. An authorized member of the Academic Services staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.

\* Admission to the Practical Nursing (PN) program requires a high school cumulative GPA of 2.00 on a 4.00 scale. Admission to the Associate of Science in Nursing program requires a cumulative high school (traditional entry) or PN program GPA of 2.50 on a 4.00 scale. To utilize the PN CGPA for bridge entry and be considered for advanced standing credit for NUR 210, an unencumbered PN license is required (effective Fall, 2021).

### p. 13 – Correction to 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), or Joseph Silny & Associates.

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. 19 – Edits to Review Privileges

#### 2. Graduate Review Privileges

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

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

### p. 26 – Scholarship Name Change

#### Active Heroes Warrior Battalion Scholarship

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

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

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

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

Deadline: prior to student's registration date

Eligibility: Must maintain continuous enrollment.

Number of Students: 2 Awarded Annually (one Associate and one Bachelor)

Amount:

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

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

## **p. 32 – Edit to Natural Science and Mathematics Courses**

### **Natural Sciences and Mathematics Courses**

BIO 103	Human Anatomy and Physiology
BIO 201	Medical Microbiology
BIO 203	Anatomy and Physiology I
BIO 204	Anatomy and Physiology II
<del>CHM 201</del>	<del>General Chemistry I with Lab</del>
<del>CHM 202</del>	<del>General Chemistry II with Lab</del>
CHM 211	Introduction to General, Organic, and Biological Chemistry
<del>CHM 301</del>	<del>Organic Chemistry I</del>
<del>CHM 302</del>	<del>Organic Chemistry II</del>
GEO 234	World Regional Geography
GEO 244	North American Geography
GEO 274	Global Environment
MSS 123	Anatomy and Physiology I
MSS 133	Anatomy and Physiology II
MTH 101	College Mathematics
MTH 113	Mathematical Concepts
MTH 115	Principles of Mathematics
MTH 123	Advanced Mathematics
MTH 201	College Algebra
MTH 202	Introduction to Statistics

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MTH 243	Applied Algebra
MTH 253	Analytical Geometry and Trigonometry
MTH 263	Advanced Algebra
MTH 300	Calculus I
MTH 301	Quantitative Methods
MTH 305	Discrete Mathematics
MTH 343	Technical Calculus
MTH 400	Calculus II
PHY 162	Physics I
PHY 212	Physics II

**p. 33 – Program Teach-outs**

**Sullivan University is no longer accepting enrollments in the following programs: Associate of Science in Paralegal Studies, Bachelor of Science in Paralegal Studies, Post-Baccalaureate Certificate in Paralegal Studies.**

**Based on Sullivan University's voluntary withdrawal, these paralegal programs will no longer be approved by the American Bar Association, as of June 30, 2023. Any student who does not complete program before the withdrawal date will not have graduated from an ABA approved paralegal education program and may not represent themselves as having graduated from an ABA approved paralegal education program.**

## p. 36 – Edit to Course Prefixes

### LIMITED MEDICAL RADIOGRAPHY

#### DIPLOMA

#### (CIP Code 51.0911)

The purpose of the Limited Medical Radiography (LMR) program is to provide a progressive academic and clinical educational environment by training students to become highly competent and qualified to administer ionizing radiation for medical diagnostic imaging purposes.

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

### REQUIREMENTS FOR THE DIPLOMA

48 Credit Hours

Length: 18 months, 12 months accelerated

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

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

48 quarter hours is equivalent to 32 semester hours.

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

\*The LMR clinical requirement consists of 370 hours. Due to availability of clinical space, these hours must be completed during the day. Students may not receive payment/reimbursement of any type for clinical and/ or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position.

Radiology Department has an additional policy and procedure manual.

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

<sup>^</sup> = Not Designed to Transfer

## p. 37 – Edits to Medical Coding Diploma – Changing to Medical Coding Certificate

### Medical Coding

#### **DIPLOMA CERTIFICATE**

(CIP Code 51.0713)

This program prepares the graduate to analyze medical records and abstract data for the purpose of billing and insurance reimbursement. Medical Coders learn to transform narrative descriptions of procedures and diagnoses into numerical billing format. Graduates possess the skills necessary for employment in doctors' offices, clinics, hospitals, insurance companies, and medical billing agencies. This program prepares the student for future certification with various professional organizations.

#### **REQUIREMENTS FOR DIPLOMA CERTIFICATE**

~~48~~ ~~36~~ Credit Hours

Length: ~~15~~ ~~9~~ months, ~~12 months accelerated~~ (online only program)

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<del>36</del> <b>32</b>
<del>HIM 101</del> <del>MSS 104</del>	Medical Terminology	4
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
<del>HIM 131</del> <del>132</del>	CPT Coding I	4
<del>HIM 142</del> <del>143</del>	ICD-10-CM Coding I	4
HIM 151	Healthcare Reimbursement	4
<del>HIM 231</del>	CPT Coding II	4
<del>HIM 242</del>	ICD-10-CM Coding II	4
HIM 271	ICD-10-PCS Coding	4
<del>HIM 285</del>	Advanced Medical Coding	4
HIM 001	Medical Coding Practicum	0
and CCA Review		0
<b>General Education Courses</b>		<del>12</del> <b>4</b>
BIO 103	Human Anatomy and Physiology	4
<del>ENG 101</del>	Composition I	4
<del>EYE 101</del>	Information Literacy	4
<b>Total Quarter Credit Hours</b>		<del>48</del> <b>36</b>

~~48~~ ~~36~~ quarter hours is equivalent to ~~32~~ ~~24~~ semester hours.

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

## p. 38 – Edits to the Associate of Science in Health Information Management program

### Health Information Management

#### ASSOCIATE OF SCIENCE (A.S.) DEGREE

(CIP Code 51.0707)

Individuals who value organization, are interested in being part of the healthcare industry, and are looking for an opportunity to be part of a dynamic career will find the Associate of Science in Health Information Management degree from Sullivan University a viable educational option. New healthcare initiatives are leading to the creation and use of advanced health information networks and databases, resulting in an increased demand for specialists to successfully manage these processes, ensuring the accuracy and security of healthcare information. Students will participate in an on-site practicum in their final quarter of study.



**REQUIREMENTS FOR THE ASSOCIATE DEGREE**

92 Credit Hours

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

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

Course	Titles	Credit Hours
<b>Core Courses 56</b>		
<del>HIM 101</del> <b>MSS 104</b>	Medical Terminology	4
HIM 110	Pathophysiology with Pharmacology	4
HIM 121	Health Information Technology	4
HIM <del>131</del> <b>132</b>	CPT Coding I	4
HIM <del>142</del> <b>143</b>	ICD-10-CM Coding I	4
HIM 151	Healthcare Reimbursement	4
HIM 161	Legal Aspects of Health Information	4
HIM 170	Performance Improvement	4
<del>HIM 231</del>	<del>CPT Coding II</del>	<del>4</del>
<del>HIM 242</del>	<del>ICD-10-CM Coding II</del>	<del>4</del>
HIM 250	Healthcare Statistics	4
HIM 261	Healthcare Management	4
HIM 271	ICD-10-PCS Coding	4
<b>HIM 285</b>	<b>Advanced Medical Coding</b>	<b>4</b>
HIM 290	Health Information Practicum*	4
HIM 00 <b>2</b> <b>295</b>	Health Information Technology Review	<b>0 4</b>
<b>Support Courses</b>		<b>8</b>
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>28</b>
BIO 103	Human Anatomy and Physiology	4
ENG 101	Composition I	4
ENG 102	Composition II	4
<del>FYE 101</del>	<del>Information Literacy</del>	<del>4</del>
<del>GEC 220</del>	<del>Essential Strategies for Applied Communications (ESAC)</del>	<del>4</del>
MTH 101	College Mathematics	4
<b>MTH 201</b>	<b>College Algebra</b>	<b>4</b>
<b>MTH 202</b>	<b>Introduction to Statistics</b>	<b>4</b>
<b>Elective</b>	<b>Social/Behavioral Sciences Elective</b>	<b>4</b>
<del>PSY 214</del>	<del>Introduction to Psychology</del>	<del>4</del>
<b>Total Quarter Credit Hours</b>		<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

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

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

**p. 39 – Edit to Course Prefixes****MEDICAL ASSISTANT****DIPLOMA****(CIP Code 51.0801)**

This program provides the students with the training necessary to perform a variety of responsibilities for a physician's office, hospital, clinic or medical laboratory. Graduates of the medical assisting diploma program are prepared to take the Certified Medical Assistant (CMA (AAMA)) examination for certification.

Graduates of this program will be qualified to assist in all areas including administrative support duties, clinical procedures, insurance coding, and patient care.

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

**REQUIREMENTS FOR DIPLOMA**

69 Credit Hours

Length: 18 months, 12 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
<b>Core Courses</b>		<b>44</b>
MSS 104*	Medical Terminology	4
MSS 144*	Medical Laboratory Procedures I^	4
MSS 154*	Health and Safety Techniques	4
MSS 204*	Medical Ethics	4
MSS 214*	Medical Software Applications^	4
MSS 234*	Medical Laboratory Procedures II^	4
MSS 244*	Medical Laboratory Procedures III^	4
MSS 254*	Pharmacology^	4
MSS 274*	Medical Office Procedures^	4
MSS 275*	Clinical Assisting Externship^	4
MSS 276*	Medical Assisting Externship^	4
<b>Support Courses</b>		<b>9</b>
AOM 101	Speed Development^	1
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>16</b>
MSS BIO 123*	Anatomy and Physiology I	4
MSS BIO 133*	Anatomy and Physiology II	4
ENG 101	Composition I	4
EYE 105	Foundations for Student Success	4
<b>Total Quarter Credit Hours</b>		<b>69</b>

69 quarter hours is equivalent to 50 semester hours.

**p. 39 – Edits to Course Prefixes****MEDICAL ASSISTING****ASSOCIATE OF SCIENCE (A.S.) DEGREE****(CIP Code 51.0801)**

Adding General Education classes to the Medical Assistant Diploma can qualify you for the associate degree. Completing an A.S. degree at Sullivan broadens student career opportunities in the healthcare field and increases their potential chances for more rapid promotion and management. Graduates in the A.S. degree are also prepared to take the Certified Medical Assistant (CMA (AAMA)) examination for certification because the graduate is also receiving the Medical Assistant Diploma.

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

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

93 Credit Hours

Length: 24 months, 18 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>44</b>
MSS 104*	Medical Terminology	4
MSS 144*	Medical Laboratory Procedures I^	4
MSS 154*	Health and Safety Techniques	4
MSS 204*	Medical Ethics	4
MSS 214*	Medical Software Applications^	4
MSS 234*	Medical Laboratory Procedures II^	4
MSS 244*	Medical Laboratory Procedures III^	4
MSS 254*	Pharmacology^	4
MSS 274*	Medical Office Procedures^	4
MSS 275*	Clinical Assisting Externship^	4
MSS 276*	Medical Assisting Externship^	4
<b>Support Courses</b>		<b>13</b>
AOM 101	Speed Development^	1
AOM 105	Keyboarding Essentials	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>36</b>
BIO MSS 123*	Anatomy and Physiology I	4
BIO MSS 133*	Anatomy and Physiology II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 101	College Mathematics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Psychology Elective	4
<b>Total Quarter Credit Hours</b>		<b>93</b>

93 quarter hours is equivalent to 62 semester hours.

### p. 40 – Edit to Course Prefixes

## RADIOLOGIC TECHNOLOGY

### ASSOCIATE OF SCIENCE

#### (CIP Code 51.0911)

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

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

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

## REQUIREMENTS FOR THE DEGREE

97 Credit Hours

Length: 24 months

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

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

97 quarter hours is equivalent to 65 semester hours.

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

The Radiology Department has an additional policy and procedure manual.

\*The clinical requirement consists of 1200 hours for the RTA program. Students may not receive payment/reimbursement of any type for clinical and/or externship hours required in their academic program. Students may also not perform these clinical and/or externship hours with their employer in the capacity of their regular position. Clinical rotations may be up to 90 miles away from the college campus. Clinical experiences will include 1st, 2nd and 3rd shift and some weekends.

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

<sup>^</sup> = Not Designed to Transfer

## p. 41 – Edit to Course Prefixes

**SURGICAL TECHNOLOGY  
ASSOCIATE OF SCIENCE  
(CIP Code 51.0909)**

The objective of the A.S. in Surgical Technology program is to utilize learning experiences in the cognitive, psychomotor, and affective domains to prepare students for entry-level employment positions and then future advancement in today's surgical technology profession.

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

**REQUIREMENTS FOR THE DEGREE**

92 Credit Hours

Length: 21 months, 18 months accelerated

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

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

92 quarter hours is equivalent to 61.33 semester hours.

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

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

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

<sup>^</sup> = Not Designed to Transfer

## p. 42 – Additions

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

Programs	Locations Where Offered
Cannabusiness Studies Certificate	Louisville, Lexington, Online
Conflict Management Certificate	Louisville, Online
Administrative Accounting Specialist Diploma	Louisville, Lexington, Ft. Knox, Online
Business Administration Diploma	Louisville, Lexington, Ft. Knox, Online
Associate of Science (A.S.) Degrees in:	
Accounting	Louisville, Lexington, Ft. Knox, Online
Business Management	Louisville, Lexington, Ft. Knox, Online
Logistics and Transportation Management	Louisville, Lexington, Ft. Knox, Online
Marketing and Sales Management	Louisville, Lexington, Ft. Knox, Online
Bachelor of Science (B.S.) Degree in Accounting**	Louisville, Lexington, Ft. Knox, Online
Bachelor of Science in Business Administration (B.S.B.A.) Degree Concentrations:	
Finance*	Louisville, Lexington, Online
Healthcare Management	Louisville, Lexington, Online
Logistics and Supply Chain Management	Louisville, Lexington, Ft. Knox, Online
Management	Louisville, Lexington, Ft. Knox, Online
Marketing*	Louisville, Lexington, Ft. Knox, Online
Bachelor of Science in Human Resource Leadership (B.S.H.R.L.) Degree*/**	Louisville, Lexington, Ft. Knox, Online
Bachelor of Science in Interdisciplinary Business Studies (B.S.I.B.S.) Degree**	Louisville, Lexington, Ft. Knox, Online

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

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

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

\*\* A current Sullivan University undergraduate student may enroll in Graduate School courses and take up to four individual graduate classes that will apply to the student's undergraduate program of study if the following requirements are met:

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

## p. 43 – New Program

### **Cannabusiness Studies**

#### **CERTIFICATE**

**(CIP Code 52.0299)**

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

#### **REQUIREMENTS FOR CERTIFICATE**

24 Credit Hours

Length: 9 months, 6 months accelerated

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

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

**24 quarter hours is equivalent to 16 semester hours.**

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

## p. 43 – New Certificate Programs

### **Administrative Accounting**

#### **CERTIFICATE**

**(CIP Code 52.0302)**

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

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

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

## REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months

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

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

24 quarter hours is equivalent to 16 semester hours.

### Business Administration

#### CERTIFICATE

(CIP Code 52.0201)

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

For employment information related to the Classification of Instructional Programs (CIP Code) visit

<https://www.onetonline.org/crosswalk/CIP/>

For information about employment and occupational related items published by the U.S. Bureau of Labor Statistics visit

<https://www.bls.gov>

## REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

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

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

24 quarter hours is equivalent to 16 semester hours.



## p. 47 – Addition to Bachelor of Science in Accounting

### BACHELOR OF SCIENCE (B.S.) DEGREE

(CIP Code 52.0301)

The Bachelor of Science in Accounting (BSAC) degree prepares graduates for accounting careers; both within companies and for external audit/tax practices. The degree equips graduates with accounting, business, communication, and IT skills necessary for advancement in the competitive accounting field. Students can tailor degree requirement to meet their specific accounting career goals with use of the upper level accounting elective courses. Careers include Public Accounting, Management Accounting, Tax, Not-for-Profit, Cost, Governmental, and Internal Audit.

#### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

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

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

Course	Titles	Credit Hours
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#### Core Courses 44

ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 211	Cost Accounting	4
ACT 264	Federal Taxation I	4
ACT 334	Federal Taxation II	4
ACT 404	Managerial Accounting	4
ACT 424	Auditing	4
ACT 002	Accounting Bachelor Competency	
Exam Review	0	

#### Accounting Electives 16

Students must choose four of the following Accounting Electives:

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

#### Support Courses 40

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

#### Business Elective 4

Students must choose one of the following Business Electives:

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

#### General Education Courses 52

ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4

ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Science/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4

**Free Electives\*** 24

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

**Total Quarter Credit Hours** 180

180 quarter hours is equivalent to 120 semester hours.

**\*See Graduate School Application Procedures for information on taking**

**Graduate School courses to fulfill required electives in this program.**

## **p. 49 – Addition to Bachelor of Science in Human Resource Leadership HUMAN RESOURCE LEADERSHIP**

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

The Bachelor of Science degree in Human Resource Leadership (B.S.H.R.L.) provides the necessary academic and experiential factors for the beginning practitioner and manager. Among the skills derived from the program are an in-depth study of basic Human Resource Management, Alternate Dispute Resolution Procedures, Employment Law, Informational Systems, Human Diversity, Compensation Management and Corporate Training. As a result of these courses, the student emerges as a well rounded manager capable of meeting the challenges of the workplace.

This is considered an online program and while all HRL courses are only offered online, other courses may be offered on campus during the day and/or evening.

#### **REQUIREMENTS FOR THE BACHELOR'S DEGREE**

180 Credit Hours minimum

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

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>52</b>
HRL 303	Diversity Perspectives in the Workplace	4
HRL 310	Human Resource Perspectives in Guidance and Counseling	4
HRL 320	Organizational Development	4
HRL 330	Industrial/Organizational Psychology for the HR Professionals	4
HRL 340	Ethical Issues in Human Resource Management	4
HRL 404	Employment Law	4
HRL 410	Concepts of Recruiting	4
HRL 411	Industrial Relations	4
HRL 431	Corporate Training	4
HRL 441	Compensation and Benefits Management	4
HRL 451	Human Resource Information Management	4
HRL 465	Health and Safety in the Workplace	4
HRL 475	Integrative BSHRL Capstone	4
<b>Select one class below:</b>		<b>4</b>
HRL 471	Project in Human Resource Management	
HRL 498/499	HRL Externship	
LDR 401	Essentials of Leadership	

<b>Support Courses</b>	<b>24</b>
CMM 403 The Manager as Negotiator	4
CSC 118 Computer Applications I	4
MGT 284 Human Resource Fundamentals	4
MGT 304 Principles of Management	4
MGT 340 Budget Analysis	4
MGT 344 Organizational Behavior	4
<b>General Education Courses</b>	<b>48</b>
ECO 201 Microeconomics	4
ECO 202 Macroeconomics	4
ENG 101 Composition I	4
ENG 102 Composition II	4
ENG 204 Advanced Writing	4
GEC 220 Essential Strategies for Applied Communications (ESAC)	4
MTH 101 College Mathematics	4
MTH 201 College Algebra	4
Elective Humanities/Fine Arts Elective	4
Elective Natural Sciences/Mathematics Elective	4
Elective Social/Behavioral Sciences Elective	4
Elective Any General Education Elective	4
<b>300 or Higher /400 Level Elective*</b>	<b>4</b>
<del>Any 300 or 400 Level class</del>	<del>4</del>

**Free Electives 48**

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

**Total Quarter Credit Hours 180**

180 quarter hours is equivalent to 120 semester hours.

**\*See Graduate School Application Procedures for information on taking Graduate School courses to fulfill required electives in this program.**

## **p. 50 – Addition to Bachelor of Science in Interdisciplinary Business Studies**

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

The Bachelor of Science in Interdisciplinary Business Studies (BSIBS) provides the opportunity for mature adult learners to individualize their college education by co-designing an individualized degree program that includes the study of two business or business-related disciplines. Working closely with an advisor, a student forms a program of study in two business or business-related fields that most effectively supports his or her desired goals. Generally, the student and the advisor co-design a personalized program that may draw upon the combined strengths of the College of Allied Health, College of Business, College of Hospitality Studies, College of Technology and Design, and/or General Education.

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

#### **REQUIREMENTS FOR THE BACHELOR'S DEGREE**

180 Credit Hours

Length: Varies depending on quarterly class load

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

	<u>Credit Hours</u>
<b>Business/Management Core</b>	<b>16</b>
MGT 304 Principles of Management	4
MGT 330 Information Systems for Managers	4
MGT 340 Budget Analysis	4
MKT 304 Principles of Marketing	4

<b>General Education</b>	<b>48</b>
ENG 101 Composition I	4
ENG 102 Composition II	4
Humanities and Fine Arts (2 additional courses)	8
Natural Sciences and Mathematics (4 courses)	16
Social and Behavioral Sciences (2 courses)	8
General Studies Electives (2 courses)	8

\*300 or Higher /400 Level Concentration Area #1\* 20

\*300 or Higher /400 Level Concentration Area #2\* 20

<b>Free Electives</b>	<b>76</b>
<b>Total Quarter Credit hours</b>	<b>180</b>

180 quarter hours is equivalent to 120 semester hours.

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

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

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

\*See Graduate School Application Procedures for information on taking Graduate School courses to fulfill required electives in this program.

## p. 53 – New Certificate Programs

### Culinary Arts

#### CERTIFICATE

(CIP Code 12.0500)

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding food service industry. This program is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the food service industry. Students will be prepared for entry-level back of house positions in restaurants, contract feeding and hotel operations. If desired, this certificate will ready a student to enter /stair-step into a Sullivan University COHS associate degree.

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

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

#### REQUIREMENTS FOR THE CERTIFICATE

28 Credit Hours

Length: 9 months, 6 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>28</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
HRM 164	Hospitality Management and Supervision	4
<b>Total Quarter Credit Hours</b>		<b>28</b>

28 quarter hours is equivalent to 18.67 semester hours.

## Hospitality Studies

### CERTIFICATE

#### (CIP Code 52.0901)

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding hospitality industry. This program is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the hospitality industry. Students will be prepared for entry-level positions in resorts, hotels, events, and tourism attractions. If desired, this certificate will ready the student to enter/stair-step into an associate program.

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

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

### REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 164	Hospitality Management and Supervision	4
HRM 204	Managing Convention Sales and Services	4
HRM 208	Destination Management and Marketing	4
NTA 244	Tourism	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## Restaurant Studies

### CERTIFICATE

#### (CIP Code 12.0505)

The purpose of the program is to prepare graduates for entry-level positions within the ever-expanding food service industry. This certificate is designed to give students a working knowledge of the policies, procedures and industry specific knowledge needed to successfully enter the food service industry. Students will be prepared for entry-level front of house positions in restaurants, contract feeding and event operations. If desired, this certificate will ready a student to enter/stair-step into a Sullivan University COHS associate degree program.

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

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

## REQUIREMENTS FOR THE CERTIFICATE

24 Credit Hours

Length: 9 months, 6 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>24</b>
CAM 284	Food and Beverage Control	4
CAT 244	Special Events Planning and Staff Management	4
HRM 104	Introduction to Hospitality Management	4
HRM 115	Food Service Management by Menu	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

## p. 54 – Curriculum Changes to AS in Baking and Pastry Arts ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0501)

The Associate of Science degree in Baking and Pastry Arts prepares the graduate with outstanding skills for rapid advancement in this ever-expanding industry. The graduate has the ability to prepare baked goods and specialty pastries such as tortes, gateaux, mousses, bavaoais, and many other desserts with classical and international flair.

Whether it is the ability to work in a bakery specializing in bakery and pastry goods, or working as a pastry chef in a fine hotel or restaurant, the graduate of this program learns skills for success studying under world class, gold medal winning chef-instructors. An externship will be completed at a selected restaurant.

## REQUIREMENTS FOR THE ASSOCIATE DEGREE

96 Credit Hours

Length: 21 months, 18 months accelerated (day)

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>68</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 284	Food and Beverage Control	4
HRM 164	Hospitality Management and Supervision	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
PBA 216	Modern Pastry Techniques	6
PBA 244	Baking & Pastry Entrepreneurship	4
PBA 246	Global Pastry Arts & Design	6
PBA 266	Baking Practicum	6
<b>General Education Courses</b>		<b>28</b>
ENG 101	Composition I	4
ENG 102	Composition II	4

FYE 101	Information Literacy	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 115	Principles of Mathematics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Any General Education Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Total Quarter Credit Hours</b>		<b>96</b>

96 quarter hours is equivalent to 64 semester hours.

## p. 54 – Curriculum Changes to AS in Culinary Arts ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 12.0503)

With more and more restaurants operating worldwide and each offering more diversified menus, the need for highly qualified food specialists is growing dramatically.

This degree provides a solid foundation in food preparation, inventory control, sanitation and creative methods of cooking. Successful graduates are prepared to combine these essential basics with a personal flair.

During their final quarter of study, senior culinary arts students serve a practicum in approved sites. This program is also available in a weekend/evening schedule.

### REQUIREMENTS FOR THE ASSOCIATE DEGREE

94 Credit Hours

Length: 21 months, 18 months accelerated (day)

33 months (weekend/evening) - Lexington Only

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>66</b>
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
BFS 264	Advanced Culinary Techniques Laboratory	4
BFS 276	Restaurant Practicum	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 256	International Cuisine	6
CAM 284	Food and Beverage Control	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
<b>General Education Courses</b>		<b>28</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEC 220	Essential Strategies for Applied Communications (ESAC)	4
MTH 115	Principles of Mathematics	4
Elective	Humanities/Fine Arts Elective	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Any General Education Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Total Quarter Credit Hours</b>		<b>94</b>

94 quarter hours is equivalent to 62.67 semester hours.

## p. 56 – Program Name Change and Edits

### ~~Hotel and Restaurant~~ Hospitality and Event Management

#### ASSOCIATE OF SCIENCE (A.S.) DEGREE (CIP Code 52.0909)

Opportunities for management careers in America's hotels and restaurants increase every year as people spend more and more time away from home. In the hotel industry alone, over 100,000 new jobs are being created each year. Nationally, there are over eight million jobs in the food service industry. In fact, it is the largest retail employer in the United States. In Sullivan University's College of Hospitality Studies, students participate in a 24 month Associate of Science degree in Hospitality and Event which prepares graduates for management careers with hotels, restaurants, and attractions, small and large, worldwide. Students take both business and General Education classes and can gain hands-on experience in some of the area's finest hotels, motels, resorts, restaurants, and event operations.

Upon completion of the A.S. degree, graduates may apply for the Bachelor's Degree in Hospitality Management offered online.

#### REQUIREMENTS FOR THE ASSOCIATE DEGREE

90 Credit Hours

Length: 24 months, 18 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>50- 54</b>
<del>CAM 134</del>	<del>Food Service Sanitation</del>	<del>4</del>
CAM 284	Food and Beverage Control	4
CAT 244	Special Events Planning and Management	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 115	Food Service Management by Menu	4
HRM 164	Hospitality Management and Supervision	4
HRM 204	Managing Convention Sales and Services	4
HRM 208	Destination Management and Marketing	4
HRM 244	Wines and Spirits	4
HRM 284	Hotel/Restaurant Practicum	4
<del>HRM 292</del>	<del>Legal Aspects of Hotel, Motel, and</del>	<del>4</del>
	<del>Restaurant Operations</del>	
NTA 244	Tourism	4
TRV 250	Best Practices in Event Management	4
TRV 252	Event Coordination and Marketing	4
<del>HRM 194</del>	<del>Convention Destination Management* 1</del>	
<del>TRV 194</del>	<del>Leisure Destination Management* 1</del>	
HRM 198	Global Tourism* 2	2
	OR	
HRM 195	Destination Management 2	
<b>Support Courses</b>		<b>12</b>
ACT 101	Principles of Accounting I	4
<del>ACT 102</del>	<del>Principles of Accounting II</del>	<del>4</del>
BUS 204	Introduction to Business Law and Ethics	4
CSC 118	Computer Applications I	4
<b>General Education Courses</b>		<b>28 24</b>
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
<del>GEC 220</del>	<del>Essential Strategies for Applied</del>	
	<del>Communications (ESAC)</del>	<del>4</del>
MTH 101	College Mathematics	4
Elective	Natural Sciences/Mathematics Elective	4
Elective	Social/Behavioral Sciences Elective	4
<b>Total Quarter Credit Hours</b>		<b>90</b>

90 quarter hours is equivalent to 60 semester hours.



**p. 58 – Program Teach-outs**

**Sullivan University is no longer accepting enrollments in the following programs: Associate of Science in Paralegal Studies, Bachelor of Science in Paralegal Studies, Post-Baccalaureate Certificate in Paralegal Studies.**

**Based on Sullivan University's voluntary withdrawal, these paralegal programs will no longer be approved by the American Bar Association, as of June 30, 2023. Any student who does not complete program before the withdrawal date will not have graduated from an ABA approved paralegal education program and may not represent themselves as having graduated from an ABA approved paralegal education program.**

**p. 71 – Edit to System Support and Administration Certificate Description  
CERTIFICATE  
(CIP Code 11.1006)**

**ENTERPRISE - ~~PROJECT~~ - SECURITY - ~~VIRTUALIZATION~~**

The System Support and Administration (S.S.A.) Program is designed to instill in individuals a high level of expertise thereby enabling the student to obtain certification through Microsoft, CompTIA, itSMF, and others. These certifications demonstrate the student's job proficiency and knowledge and enables them to serve an employer with the high-level technical skills needed to manage new advanced networking systems.

**p. 74 – Edits to Bachelor of Science in Information Technology Description  
INFORMATION TECHNOLOGY  
BACHELOR OF SCIENCE (B.S.) DEGREE (CIP Code 11.0103)**

The Bachelor of Science in Information Technology (B.S.I.T.) degree prepares students for a career in information technology with the communication skills, critical thinking skills, and technical competencies required in the modern workplace. This degree program includes a strong technical foundation in proficiency in web design, programming languages, systems analyst and design, operating systems, project management, and application software for business solutions. The Bachelor of Science (B.S.I.T.) degree offers career concentrations focus in: cybersecurity; network support administration and security; web design and application development; or system support and administration.

~~Cyber Security Professional  
Network Support Administration and Security  
Web Design and Application Development  
System Support and Administration~~

Students completing the B.S.I.T. degree program in one or more of the concentration areas are may prepared for a wide range of professional IT careers through the Information Technology/IT Academy Electives.

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

**p. 78 – Correction to Course Title in the Bachelor of Science in Cybersecurity**

CSC 247 Forensics **II III**

### p. 79 – Edit to HVAC-R Description

The primary objective of the HVAC-R program is to prepare students for residential and commercial HVAC-R technician positions in the HVAC-R field through a curriculum that expects students to describe the operating principles of HVAC-R systems, demonstrate the skills necessary to obtain OSHA and EPA certifications as required for employment in the field, explain the refrigeration cycle, and demonstrate entry-level skills required to service HVAC-R equipment.

Students will be eligible for entry-level residential and commercial technician employment after three quarters of program content. They will also have the credentials of an HVAC-R certificate, OSHA 10 safety certification and EPA608 refrigerant handling certification.

The certificate program in Heating, Ventilation, Air Conditioning and Refrigeration has been developed as a 1+1 program, combining a certificate phase with the additional work required to complete an associate degree.

### p. 86 – Updates to Graduate School Application Procedure Admission Requirements

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

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

A baccalaureate degree from a Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) recognized, accredited institution earning an undergraduate cumulative grade point average (CGPA) of 2.0 (out of 4.0) or a program of study from a foreign institution that is evaluated to be equivalent;

Official transcripts of all previous undergraduate and graduate work;

A graduate school application and admission fee;

A successful interview (in-person, via phone, or electronic) with the Graduate School Admissions Committee or assigned Faculty member;

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

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

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

- Has completed a minimum of **136 116** quarter hours;
- Is in the last academic year of study;
- Has a minimum GPA of 2.75 on a 4.0 scale;
- Is taking no more than one graduate class during any quarter **without prior permission**;
- Has met all graduate school prerequisite coursework requirements;
- Has up to 16 quarter hours of available **free** elective space in their program of study.

## p. 96 – Edits to Doctor of Pharmacy prerequisites

### Doctor of Pharmacy Degree (CIP Code 51.2001)

The profession of pharmacy has undergone a tremendous change during the last ten years. The pharmacist, as the drug information expert, is a vital member of the healthcare team. ~~He/She~~ **The pharmacist** is responsible for the outcome of patient medication therapy. The pharmacist communicates with patients and other members of the healthcare team to contribute to the delivery of a safe and effective therapy to patients. Pharmacists are advocates for the welfare of the patient, leaders in the community, and contributors to research and the sciences. The Doctor of Pharmacy degree (Pharm.D.) requires **foundational** prerequisite coursework equaling ~~72-70~~ **70** semester credits (~~108-105~~ **105** quarter credits). These **foundational credit** hours are required **before admission matriculation** to the Sullivan University College of Pharmacy and Health Sciences. ~~The PharmD program is a 3-calendar-year professional program offered at the Louisville campus. Prerequisite coursework, additional requirements, and an outline of the professional curriculum are found below:~~

~~Two to three years of prerequisites (listed below) must be completed before applying to the professional years in the Pharm.D. program.~~

Prerequisites	Semester Hours	or Quarter Hours
English Composition I and II		6 sem. or 9 qtr.
General Chemistry with Lab		8 sem. or 12 qtr.
Organic Chemistry with Lab		8 sem. or 12 qtr.
Calculus I		3 sem. or 4.5 qtr.
Microbiology with Lab		4 sem. or 6 qtr.
Biology I with Lab		4 sem. or 6 qtr.
Anatomy (Human) and Physiology		3 sem. or 4.5 qtr.
Economics (Micro or Macro)		3 sem. or 4.5 qtr.
Public Speaking (or Speech)		2 sem. or 3 qtr.
Statistics		2 sem. or 3 qtr.
General Education Topics (Psychology, Humanities, Sociology, Foreign Language, etc.)	27	sem. or 40.5 qtr.
<b>TOTAL</b>	<b>70</b>	<b>sem. or 105 qtr.</b>
<b>*Equivalent to 105 quarter credit hours</b>		

## p. 98 and pg. 195 – Course Name Edit

PHR 6846 – Substance Use ~~Disorders and Drugs of Abuse~~

## p. 103 – Edits to Master of Science Physician Assistant prerequisites

### Prerequisites

A bachelor's degree and the following **foundational** prerequisites **coursework** are required to **apply matriculate in** to the Physician Assistant Program:

	Semester Hours	or Quarter Hours
English Composition or a Communications course	3	sem. or 4.5 qtr.
Introduction to Psychology, Developmental Psychology or Abnormal Psychology	3	sem. or 4.5 qtr.
Medical Terminology	1	sem. or 1.5 qtr.
Statistics	3	sem. or 4.5 qtr.
General Chemistry I and II with labs	8	sem. or 12 qtr.
Microbiology	3	sem. or 4.5 qtr.
Human Anatomy	3	sem. or 4.5 qtr.
Human Physiology (or 2 courses A&P combined)	3	sem. or 4.5 qtr.
<b>TOTAL</b>	<b>27</b>	<b>sem. or 40.5 qtr.</b>

In addition to completing the **foundational** prerequisites **coursework** above, other requirements are:

- Earn a minimum cumulative undergraduate grade point average of 3.0
- Earn a minimum cumulative graduate **level** grade point average of 3.0 (if applicable)
- Earn a math and science **foundational** prerequisite **coursework** grade point average of at least 3.0
- A “C” or better must be obtained in all **foundational** prerequisite courses
- Minimum 500 direct patient contact hours
- Prior to consideration of an application, all but two of the prerequisites must be completed with a grade posted on the official transcript(s). All outstanding prerequisites must be completed by April 1st, prior to matriculation.

Meeting the minimum requirements neither guarantees an interview nor admission to the Physician Assistant Program.

## **p. 106 – Edit to Financial Eligibility**

### **Financial Eligibility**

The number of credit hours completed by a student is one of the determinants of financial aid eligibility. Financial aid eligibility is determined by the following number of corresponding credit hours:

First-Year (Freshman) Eligibility: **0-35** **36** credit hours

Second-Year (Sophomore) Eligibility: **36-95** **37-95** credit hours

Third-Year (Junior) Eligibility: 96-142 credit hours plus enrollment in a Baccalaureate program of study

Fourth-Year (Senior) Eligibility: 143 credit hours completed plus enrollment in a Baccalaureate program of study

## **p. 110 – Update to link**

### **Transcripts**

A transcript is a permanent and official record of a student’s university courses and grades. Official transcript requests should be submitted electronically by visiting **sullivan.edu/transcript** **sullivan.edu/registrar**. No transcript or diploma will be released until all financial obligations are met.

## **p. 112 – Edit to Academic Engagement Definition**

**Participated** in a documented synchronous web conference (e.g. live lecture) **or exam, quiz, drop box assignment in the LMS**

## **p. 113 – Edits to Dress Standards**

### **Dress Standards**

Students are expected to dress in a manner that is not distracting or distasteful for a classroom environment. A few simple guidelines are to be followed:

A University-issued name badge/student ID must be worn and visible at all times.

Clothes must be clean and appropriate for the classroom.

Pants must not be allowed to sag and/or expose one’s undergarments.

Tops must minimize chest/stomach exposure.

If applicable, students are required to wear appropriate safety equipment as required by the instructor and/or classroom safety rules.

Although these standards may not satisfy everyone's desire for personal dress freedom, we believe appropriate dress enhances the learning environment. Students who are not appropriately dressed will not be permitted to attend class.

The University or individual academic programs reserve the right to require professional dress attire as is deemed necessary to fulfill the objectives of a particular class or announced event.

### **College of Hospitality Studies Professional Dress Standards:**

Students enrolled in any Culinary Arts or Baking and Pastry Arts program are required to adhere to the complete College of Hospitality Studies professional dress standards at all times, and in all classes, while on a campus of Sullivan University or any other property while representing Sullivan University and/or the College of Hospitality Studies. Failure to abide with each standard is just cause for students to be dismissed by their instructor from the lab or classroom in which they are attending any course. As shown in the Dress Code Standards posted in each food prep area and classroom, the following is provided as guidance to interpreting the policy:

**Student Identification:** First year students will wear their own name badge issued by the bookstore directly under the Sullivan logo on the chefs' jacket. Second and later year students' names will be embroidered in the appropriate place by the uniform supplier.

**Toque/Skull Cap:** The toque/skull cap will be worn at all times while the student is in food prep areas. It will be clean and worn straight across the forehead just above the eyebrows. No hair will be visible at the front of students' faces. If hair is not controlled by the toque/skull cap, a hairnet will be purchased by the student and worn in conjunction with the toque/skull cap. No other headgear, headdress, or hair or head covering of any type, except the toque/skull cap, will be worn with the chef's uniform.

**Chef's Jacket:** Will be clean, pressed, completely buttoned and sleeves may be folded up one turn only, not to be up farther than the upper wrist. A clean, plain (no writing or logo), white undershirt will be worn under the chef's jacket.

**Checkered Pants:** Will be clean and pressed. The pants will be permanently hemmed and worn so that the bottom edge breaks neatly at the top of the shoe. Pants will be worn professionally at the students' waist and not drooping down, not pegged, and not split or otherwise inappropriately altered.

**Shoes:** Will be clean and totally black, including the shoelaces and visible parts of the sole and heel. Absolutely no other color will be visible when the shoe is worn. If the shoe is designed to have shoelaces, the laces will be appropriately tied. The shoes will be designed students purchase subsequent pairs they will adhere to these standards. Clean plain black or plain white socks will be worn with the shoes.

**Apron and Side-towel:** Will be clean and pressed. They will be worn, as instructed by a College of Hospitality Studies chef instructor, at all times while the student is in a food prep area.

### **College of Hospitality Studies Personal Hygiene and Grooming Standards:**

Radical departures from conventional dress or personal grooming standards are not permitted. All students are required to keep hair neat and orderly, and of a professionally accepted color. When working in the hospitality profession, it is essential that hair be kept neatly trimmed and clean. Students are expected to keep their hair in such a manner that most of it can be put under the toque/skull cap and the remainder restrained with a hair net. Any student whose hair does not meet standards of appearance will be denied entry to class. Any hair which cannot be tucked under the toque/skull cap will require the student to wear a hairnet in conjunction with the toque/skull cap while in the food preparation areas. It is the student's responsibility to have a hairnet when needed.

**Facial Hair:** Male Students are allowed to have closely trimmed beards and/or mustaches. Students with facial hair over ¼ inch will be required to wear a beard guard while in the food preparation areas, as long as they start the quarter with it. If you don't have a beard you should be shaving daily.

**Jewelry:** ~~Earrings, including any implement or jewelry for any other body piercing, watches, r~~ **Rings,** (with the exception of a plain wedding band) and bracelets and/or wrist bands of any kind will not be worn by College of Hospitality Studies students while in food preparation areas. ~~Earrings, including any implement or jewelry for any other body piercing, will not be worn while the student is wearing the College of Hospitality Studies culinary uniform.~~

**Cosmetics:** Excessive use of cosmetics is not conducive to sanitary food preparation. Oils and powders cause excessive perspiration and may contaminate food, thus College of Hospitality Studies students will use an absolute minimum of cosmetics. Bright/dark lipstick will not be worn while the student is wearing the culinary uniform.

**Hands/Fingernails:** Hands must be washed immediately before food is handled and whenever the student returns to class. The use of utensils to work directly with food is encouraged. Foodservice gloves must be worn while handling any food that will not require further cooking. Fingernails must be clean and kept trimmed very short (close to the base of the finger). Nail polish is not to be worn with the chef's uniform.

**Illness:** Since you are dealing with food and since so many diseases can be passed to others through food, the College of Hospitality Studies is compelled to abide by a strict set of rules dealing with illness and injury to protect students and the dining public. If a person has contracted a communicable disease, has an infected wound(s), or an acute respiratory problem, they may not work in a food service facility in any area or capacity where there is the likelihood of transmitting the disease to patrons or to fellow students, either through direct contact or through contamination of food or food-contact surfaces with pathogenic organisms.

A student is not to participate in lab classes while he/she has:

- A fever;
- Diarrhea or vomiting with the past 24 hours, regardless of the cause;
- Excessive sneezing and/or coughing;
- An excessive nasal discharge (infected sinuses);
- A sore throat, or any other condition in a contagious state; and/or
- Any other condition in a contagious state such as pink eye or a rash of unknown origin.

#### **p. 114 – Add Grade Designation**

**GR: Graduate Review, not computed**

#### **p. 115 – Edits to Administrative Drop, Incomplete Grades and Grade Challenge Policies (effective September 27, 2021)**

##### **Administrative Drop**

A grade of “NF” will be assigned for administrative drops performed by the University. Examples of an administrative drop may include but are not limited to: academic dishonesty, failure to attend scheduled clinical/externship site hour/shift/s, failure to engage/attendance, alcohol and/or illegal drug use, disorderly conduct, harassment, or any other violation of the student Behavior and Responsibilities Policy.

Administrative drops occurring after the add/drop period will result in a grade of “NF”. In the event a student has an extenuating/mitigating circumstance that results in an administrative drop or removal from the clinical/externship site, a petition for grade change to “W” **for full quarter or second module courses** may be completed within the Academic Services Office through **Sunday, Week 10** at 11:59pm EST.

**Module one course petitions will need to be received by Sunday, Week 5 at 11:59pm EST.**

Documentation must accompany the request. The petition and supporting documentation will be reviewed, which may or may not result in a grade change.

### **Incomplete Grades**

Incomplete (“I”) grades are allowed for emergency or unforeseen circumstances that prevent students from being able to complete course requirements. **The student’s work in the course must be current and passing at the time of the incomplete request, the student’s attendance must be in satisfactory standing, and Academically relevant engagement in the course must be after 60% of the course start date and passing the course must be attainable by the incomplete deadline.** A legitimate illness, necessary absence, or other extenuating circumstance should have occurred which prevented completion of the required coursework by the due date or end of the academic term. Instructors are not obligated to issue “I” grades and must require written documentation from students to justify the issuing of an incomplete. **For full quarter or second module courses,** if an instructor determines that an “I” grade is warranted, an Application for Incomplete Grade form must be completed by the instructor, signed by the student, and approved by the Dean by Sunday, Week 11 of the current term. **Module one requests for incomplete must be received by the end date of the first module course.** Requests occurring after this deadline should be presented to the **Senior Director of Academic Services Executive Director of Academic Operations & Institutional Effectiveness,** include documentation outlining why the request did not occur prior to the deadline, and require Senior Vice President of Academic Affairs/Provost approval. **Requests for incomplete grades are not permitted prior to 60% of the course end date, with the exception of military leave orders.**

If an incomplete is approved, the instructor should provide the student a written list of requirements that must be completed for a passing grade. The instructor will determine the date by which all required work must be received, not to exceed Wednesday, week 2\* of the subsequent quarter **for full quarter/second module courses and Sunday, week 9\* for module one courses.** Change of Grade Request forms should be submitted by the instructor to Academic Services by Friday of week 2 **for full quarter/second module courses and Wednesday, week 10 for module one courses.** If the student has not met the requirements for a passing grade by the deadline, the grade will be changed automatically from “I” to grade earned.

\*Students who have earned an incomplete grade in pre-requisite courses should complete all requirements to resolve the “I” grade before the start of the next quarter **or module course.** They will not be allowed to take the next level course until “I” grade in the pre-requisite course is resolved.

## **p. 115 – New Policy**

### **Submission and Change of Grade Requests**

Instructors are to submit final grades by Monday, break week 1 at 12:00 noon. Should an instructor determine an error or omission in a final grade, requests to change a final grade must be completed via the Grade of Grade Form located on the faculty portal and should be received by Friday, week 2\* of the subsequent quarter.

\*In the instance where an error is discovered after Friday, week 2 of the subsequent quarter, the Senior Vice President of Academic Affairs/Provost must approve the change of grade request, and approvals may not occur 7 days beyond the instructor becoming aware of the error. Changes in grades due to the Grievance/Official Complaint Procedure may not occur 90 days after the student became aware, or should have become aware, of the perceived violation.

### Grade Challenge

Should a student believe that an omission has occurred on a final grade issued by an instructor, the student should first discuss his/her concern with the instructor. This discussion must take place no later than the first week of the following academic quarter **for full quarter/second module courses and Sunday, Week 8 for module one courses**. At the conclusion of that discussion, if the student is not satisfied with the outcome, she/he may challenge the disputed grade. The challenge must take place prior to the end of the second week of the quarter **for full quarter/second module courses and Sunday, Week 9 for module one courses**, following the challenged course grade. Challenges are to be presented, in writing, to the respective Dean of the College in whose department the course falls, and must be accompanied with all of the evidence necessary to support the student's claim. If an omission is identified, the faculty member must submit a Change of Grade Request form to Academic Services by Friday of week 2\* **for full quarter/second module courses and Wednesday, Week 10\* for module one courses**.

\*Students who have earned a failing grade in pre-requisite courses should complete all requirements to resolve the failing grade before the start of the next quarter **or module course**. They will not be allowed to take the next level course until a passing grade in the pre-requisite course is resolved.

### p. 116 – Edits to Course Add/Drop and Withdrawal After Add/Drop Policies (effective September 27, 2021)

#### Course Add/Drop Policy

A student who wishes to terminate enrollment in one or more courses must notify the University and may do so by completing a course withdrawal form **or notifying a university official in writing**. The course withdrawal form is available ~~via the Academic Services office, or~~ electronically via the student portal. Courses charged at the credit hour rate may be dropped during the add/drop period without tuition or fees penalty, not including books, supplies, etc., that have been charged to a student's account. For credit hour students, there is no reduction for course withdrawals after the add/drop period. For contract students, there is no tuition reduction for single course withdrawals prior to, during or after the add/drop period.

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

~~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.~~

Course Type	Deadline
Full Quarter Course	Sunday, Week 1 by 11:59pm EST
Module I Course	Thursday, Week 1 by 11:59pm EST
Module II Course	Sunday, Week 6 by 11:59pm EST

Requests to add or drop one or more courses may be submitted electronically by accessing the appropriate form on the student portal, **in writing via e-mail**, or by visiting a campus Academic Services office.

Course addition requests during the add/drop period requires approval by the student's Academic Services Coordinator or appropriate Academic Services official to ensure desired classes are available and all academic prerequisites have been met. Course add/drop requests for Graduate School and International



(F-1) students require prior approval by the Graduate School or the International Program Office. Requests made by those in programs within the College of Pharmacy and Health Sciences require the approval of the College Dean or designee. Consultation with Financial Planning is strongly encouraged.

### Withdrawal After Add/Drop

If a student wishes to withdraw from individual course(s) or the University, he/she must complete a course or University withdrawal form or notify a university official in writing. Students who withdraw from all courses will constitute a University withdrawal, and as such, are strongly suggested to complete an exit interview with a staff member in the Academic Services and Financial Planning offices. See the Tuition Reduction policy for financial implications.

Students who withdraw after the add/drop period but before the end of week 7 will receive a grade of "W"; those withdrawing after this date will receive a grade of "WF". Students who withdraw from a 5 1/2 or 6 week course or rotation prior to the start of Week 4 (Week 9 for courses beginning the second half of the quarter) will receive a grade of "W"; those withdrawing after the start of Week 4 or Week 9, depending on course start date, will receive a grade of "WF".

Course Type	Deadline	Grade Earned by Deadline	Grade Earned after Deadline
Full Quarter Course	Sunday, Week 7 by 11:50pm EST	W	WF
Module I or 6 week course	Sunday, Week 3 by 11:59pm EST	W	WF
Module II	Sunday, Week 8 by 11:59pm EST	W	WF

If a student requires an exception due to medical related or extenuating circumstances that warrant an unavoidable temporary withdrawal, please consult the University's Ombudsman. A petition for grade change to "W" may be completed within the Academic Services Office through Sunday, Week 10 at 11:59pm EST and requires approval of the Executive Director of Academic Services & Institutional Effectiveness.

#### *Physician Assistant and Pharm.D. Students - Physician Assistant Second Professional Year (PA2) and Pharm.D. Third Professional Year (PY3) Withdrawal Policy*

Students who withdraw from a rotation block prior to the start of Week 5 will receive a grade of "W", those withdrawing after the start of Week 5 of the rotation will receive a "WF" unless a medical or military excuse is provided.

#### *International Non-Immigrant (F-1) Students -*

International Non-Immigrant F-1 students may be administratively withdrawn from the university for failure to maintain status in accordance with 8 CFR 214.2 (f)(5)(i). Students administratively withdrawn from the university prior to the end of Week 7 will receive a grade of "W"; those administratively withdrawn after this date will receive a grade of "WF"

**p. 117****Auditing Courses**

Students may choose request to register for course/s using an audit status take classes on an audit basis. Courses that are audited are assigned a grade of AU, must have been successfully completed in a previous term, and no additional credit is awarded toward graduation. Courses no longer offered or whose context has changed substantially, as well as clinicals or practicums, are excluded and must be taken for credit. Course fees, such as Lab Fees, Comprehensive Fees and Academic Support Fees may apply. To audit a course/s, students must indicate their intention request at the time of registration. Requests to change convert a course to audit status are not accepted after the drop/add period has ended.

Courses taken in audit status are not used in certification for financial aid, Veterans Affairs benefits, or Social Security benefits, and are not calculated in course load.

**p. 117 – New Policies****Low Enrollment Requests**

Sullivan University strives to provide meaningful engagement and robust experiences in courses. Course offerings are determined by a rotational schedule created by College Deans, and requests to add courses off rotation may be considered due extenuating circumstances and in limited cases.

If it is determined by an Academic Services Coordinator or College Dean a course requirement is needed off rotation, a request for low enrollment will be reviewed by the Senior Director of Academic Services and the appropriate College Dean. The student should be in their last or second to last quarter and maintained continuous enrollment. Deviation from an Academic Services Coordinator's advising plan and requests for a pre/co-requisite or course previously failed will not be approved.

Students seeking reentry to the institution will be advised to wait until the course/s is offered on rotation.

**Directed Study Requests**

If it is determined by an Academic Services Coordinator or College Dean a course requirement is needed to graduate, courses not available in a low enrollment offering may be requested as a Directed Study. Eligibility for a Directed Study requires a minimum of 3.00 cumulative GPA with no prior enrollment in the course. The student should be in their last or second to last quarter, maintained continuous enrollment, and a maximum of one Directed Study may be requested during a student's degree progress. Students who deviated from an Academic Services Coordinator's advising plan will not be approved. Students seeking reentry to the institution will be advised to wait until the course/s is offered on rotation.

Requests for Directed Study must be completed on the Directed Study Request Form by Friday prior to the start of the upcoming term. The Directed Study Request form must be approved by the College Dean and Senior Vice President for Academic Affairs/Provost prior to the Directed Study Agreement being initiated and start of any coursework. All coursework must be completed within the specific term.

## p. 119 – Edit to Satisfactory Academic Progress Policy

<b>Satisfactory Academic Progress Policy</b>		
<b>All Sullivan University Certificate/Diploma Programs</b>	<b>CGPA</b>	<b>CCR</b>
<b>All College of Allied Health, College of Nursing, and College of Pharmacy &amp; Health Sciences Undergraduate Programs</b>	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points – At the end of each term		
After attempting <b>1 to 23</b> credit hours	1.50	25.00%
After attempting <b>24 to 35</b> credit hours	1.70	50.00%
After attempting <b>36 or more</b> credit hours	2.00	66.67%
<b>Sullivan University Associate/Bachelor Degree Programs (Sans College of Allied Health, College of Nursing, and College of Pharmacy &amp; Health Sciences Undergraduate Programs)</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points – At the end of the 1 <sup>st</sup> Academic Year (three quarters). Thereafter, the evaluation points are at the end of each term.		
After attempting <b>1 to 36</b> credit hours	1.50	50.00%
After attempting <b>37 to 48</b> credit hours	1.50	66.67%
After attempting <b>49 to 60</b> credit hours	1.70	66.67%
After attempting <b>61 or more</b> credit hours	2.00	66.67%
<b>Graduate School Programs - Master's Level Only</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points – At the end of each term		
After attempting <b>1 to 18</b> credit hours	2.50	50.00%
After attempting <b>19 to 27</b> credit hours	2.75	66.67%
After attempting <b>28 or more</b> credit hours	3.00	66.67%
<b>Pharm.D. Program</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points – At the end of each term		
After attempting <b>1 to 23</b> credit hours	2.00	25.00%
After attempting <b>24 to 35</b> credit hours	2.00	50.00%
After attempting <b>36 or more</b> credit hours	2.00	66.67%

<b>M.S. Physician Assistant Program</b>	<b>CGPA</b>	<b>CCR</b>
	<b>Qualitative</b>	<b>Quantitative</b>
Evaluation Points – At the end of each term		
After attempting <b>1 to 23</b> credit hours	3.00	25.00%
After attempting <b>24 to 35</b> credit hours	3.00	50.00%
After attempting <b>36 or more</b> credit hours	3.00	66.67%

CGPA = Cumulative Grade Point Average/CCR = Cumulative Completion Rate

#### **p. 120 – Update to Student Status**

**Terminated Dismissal** – The student has been permanently withdrawn from the University. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

#### **p. 120 – 122 – Policy Edits**

##### **Failure to Meet Satisfactory Academic Progress (SAP) Standards**

A previous “Active” student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on “Financial Aid Warning” or “Academic Warning” status for one additional quarter of attendance.

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that **he/she they** will be suspended from the University and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter.

Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does not receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that **he/she they** will be suspended from the University if all academic progress standards are not met by the end of the Academic Warning quarter.

If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements **he/she they** will be suspended from the University and the student status will become “Suspension”. Re-admittance to the school and re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process.

Upon any evaluation that affects a student’s eligibility for Title IV HEA and/or state financial aid funds, a notification letter will be ~~mailed via the United States Postal Service~~ **communicated electronically** to the ~~student at the e-mail~~ address on file with the University. The letter will be sent by the Academic Services/~~Registrar’s~~ Office or other designated school official.

A student who believes **he/she they have has** encountered a special circumstance(s) that has impeded **his/her their** satisfactory academic progress resulting in a punitive action by the University and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

##### **Satisfactory Academic Progress Appeal Policy**

A student who believes **he/she they have has** encountered an extenuating and/or special circumstance(s) which has impeded **his or her their** academic progress may submit a written appeal to the Academic Services office. The appeal process provides a student who has not met the University’s satisfactory

academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the University to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentucky state financial aid. More information is available at <http://sullivan.edu/appeals>.

The student who wishes to appeal ~~his or her~~ **their** SAP status and/or request re-entry to the University must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student's control resulting in ~~his or her~~ **their** unsatisfactory academic performance and indicating what has changed in ~~his or her~~ **their** situation that will allow the student to succeed and achieve SAP standards.

The Academic Appeal Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the University. If the student is granted a successful appeal by the Academic Appeal Committee, the student's appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration.

The Financial Aid Appeal Committee will determine if the student's financial aid is to be reinstated based on federal and state financial aid guidelines, the student's special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided.

Each appeal committee has the independent discretion to accept or decline the student's appeal. The approval of reentry by the Academic Appeal Committee does not automatically guarantee the student's approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees' requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations, the appeal will be denied.

The student has the burden to validate the reasons why ~~he/she~~ **they** could not meet SAP requirements and justify the reason(s) the committee(s) should grant the appeal.

The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances:

Death of a relative of the student;

Injury or illness of the student;

Other special extenuating circumstance(s) warranting consideration.

To appeal a SAP-related suspension or other punitive action, the student must submit a clear and concise appeal letter with the following elements:

Current date, student's full name as listed in University records, student University issued ID number and student signature;

Specific request for reinstatement of financial aid, if desired;

Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;

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

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

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

If the Financial Aid Appeal Committee approves the student's appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan (ARP). Upon the conclusion of the quarter of Financial Aid Probation by Appeal, the student will be reviewed for SAP progress and meeting the requirements of ~~his or her~~ **their** ARP.

If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the University, the Academic Probation by Appeal student may pay for college expenses with personal funds (out of pocket) or with other non-Title-IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an ARP. Upon the conclusion of the quarter on Academic Probation by Appeal, the student will be reviewed for SAP progress and whether ~~he or she~~ **they** met ARP requirements.

A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan as developed and prescribed by an appropriate academic school official. Any student on an ARP will remain on the assigned student status as long as the requirements of the ARP are being met. Once minimum SAP standards are met, the student will be returned to "Active" status, and eligibility for use of Title IV funds will be restored per appropriate guidelines and regulations. (Note: The requirements of an Academic Recovery Plan can only be changed by submission of an appeal explaining what has happened to make the change necessary and how the student will be able to make academic progress.)

If at any evaluation point a Financial Aid Probation by Appeal or Academic Probation by Appeal student fails to maintain the requirements of their Academic Recovery Plan ~~he/she~~ **they** will be suspended and the student status will become "Suspension". Re-entry to the University and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

Any applicable transfer credit earned from another qualified institution (accredited by an accrediting agency that is recognized by the U.S. Department of Education) during the financial aid suspension period may be used to satisfy SAP criteria as outlined in the Grade Application Chart. Thus, transferred grades will be applied to completion rate deficiencies but not CGPA deficiencies.

### **Re-entry after Suspension**

A suspended student may appeal for reentry to the University. The student will follow the guidelines outlined in the appeal process(es) stated above to apply for reentry. The appeal process and committee(s) will determine the student's eligibility for reentry and re-establishment of Title IV HEA and Kentucky state financial aid.

An inactive student not in good standing with SAP policies who requests to reenter the University following a period of absence and/or suspension should contact the Academic Services/~~Registrar's~~ Office. Exact dates of appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the University and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at [sullivan.edu/appeals](http://sullivan.edu/appeals).

If the student is permitted to reenter the University, failure to demonstrate sufficient progress toward achieving SAP may result in additional punitive action up to and including loss of financial aid, possible suspension and/or permanent ~~termination~~ **dismissal**.

## p. 122 – Addition of Military Student Policies

### Military Student Policies

Sullivan University strives to serve our military-connected students as they proceed toward graduation. As per the Principles of Excellence, signed in 2012, we follow policies that aid in ensuring students graduate as quickly as possible with as little debt as possible.

- All military and veteran students are encouraged to apply for federal and state financial aid via <https://studentaid.gov/h/apply-for-aid/fafsa>.
- All military and veteran students will not be automatically enrolled in courses or programs of education; students will approve their enrollment within an individual course.
- Information regarding courses required to graduate, credits completed, and estimated graduation timeline is located on the student portal by visiting [my.sullivan.edu](http://my.sullivan.edu).
- All programs will be approved by our accrediting agency, SACSCOC, prior to enrolling students and approved by the State Approving Agency before students are certified.
- Each campus has a Military Liaison as a direct point of contact. The Military Benefit Specialist is also available to serve all students. Additionally, students will be assigned a Financial Planning Coordinator and an Academic Services Coordinator. These individuals are available for financial or academic guidance. ADA coordinators are available on each campus to assist with disability issues, if needed.

Sullivan University understands members of the student body currently serving in the U.S. armed forces may be subject to military orders such as, but not limited to: active duty, specialized training, or disaster relief. We further understand students may have little advanced notice of these duty requirements.

Therefore, to assist students with their U.S. Armed forces service commitments while maintaining their path toward graduation, Sullivan University has policies for both short- and long-term military service leave of absences.

- Members of the Armed Forces and National Guard required to complete short military service may, at the instructor's discretion, have accommodations made within their courses due to their service requirement.
  - Servicemembers with a required military service lasting two weeks or less during a term should provide documentation of the orders prior to the quarter starting or within one week of receipt of order, whichever occurs later, to the Student Status Coordinator. The Student Status Coordinator will work with students and instructors to determine if the student can be successful within the course. To maintain previously agreed upon accommodation(s) students will need to engage in their course(s) within one week of returning from service, contact the instructor, and make-up missed assignments, if applicable.
- Members of the Armed Forces and National Guard who are required to suspend enrollment due to required military service will be allowed to re-enroll in their prior program upon returning from service.
  - Servicemembers with an expected military service lasting two weeks or more will provide the Student Status Coordinator or Military Benefit Specialist with documentation of orders within one month of receipt. Students should not register for an upcoming term if they expect to start service within that term. Students will be required to re-enroll within the next available term after their service ends; if the next term starts within 15

- days, the student may request to postpone returning for one quarter. Mid-term starts are optional.
- Students must maintain communication with the Military Benefit Specialist once every six months; the Military Benefit Specialist will reach out if no contact is made within five and a half months via email, phone, and text. If the military service end date changes, the student must provide the Military Benefit Specialist documentation of the change within one month.
  - Upon returning to school, the student will work with the Reentry and Continuing Education Coordinator and the Military Benefit Specialist to reactive enrollment in their previous program. Reenrollment into prior program version and catalog are subject to course and program availability.

If the service requires the student to leave in the middle of a term, the servicemember should consider if it is possible to earn credit using an incomplete grade or withdrawal from the quarter. Assignment of incomplete grades are subject to the “Incomplete Grades” policy in the Sullivan University Catalog. Should a withdrawal be necessary, tuition charges will be reviewed by the University Ombudsman after all applicable resources are applied. Books, lab fees, or other miscellaneous charges are not subject to review.

#### **p. 135 – Edits to Undergraduate Programs section**

All undergraduate students must attain a minimum cumulative grade point average (GPA) of 2.0 to qualify for a certificate, diploma or degree. Associate of Science degree program students complete the assessment of general studies and all students must complete the competency exam for their respective degree program.

The Associate of Science An associate degree requires completion of a minimum of 90 quarter credit hours, depending on the program of study. Dual associate Associate of Science degrees require completion of a varying number of credit hours depending on the student’s program of study. A minimum of 20 additional quarter credit hours is required for the second degree.

The Bachelor of Science A bachelor’s degree requires a minimum of 180 quarter credit hours, depending on the program of study. Dual concentrations in the Bachelor of Science in Business Administration program may be obtained by satisfactorily completing the concentration courses in another area plus any prerequisite courses. Approval is required prior to enrolling in any course in an additional concentration area.

Transfer students must earn at least 25% of the quarter credit hours required for the degree through instruction offered at Sullivan University.

Medical Assisting students are required to take a national certification exam. Depending on the program of study, some programs or concentrations require an internship or externship as part of the program’s graduation requirement. See your Academic Services Coordinator or Dean with questions regarding these programs, concentrations, or requirements.

Developmental/remedial courses, as required, will increase the total program credit hours required for program completion and modify maximum timeframe calculations and graduation requirements accordingly.



**p. 136 – Edits to Prerequisites****ACT 111 COMPUTERIZED ACCOUNTING (4 Credits)**

The course is an introduction to the computerized accounting environment including automated journalizing, report preparation, end of cycle procedures, specialized journal, and analysis.

Prerequisite(s): ACT 102, ~~CSC 118~~

**ACT 121 PAYROLL ACCOUNTING (4 Credits)**

This course covers the fundamentals of accounting for payroll. Subject matter includes daily, weekly, monthly, quarterly and yearly payroll activities and reports. The legal aspects of payroll accounting are also covered. Both manual and computerized payroll systems are reviewed. Prerequisite(s): ACT 102 **or**

**concurrent**

**p. 138 – Edit to Course Descriptions****BFS 276 RESTAURANT PRACTICUM (6 Credits)**

As assigned by the University, the student works in a pre-approved restaurant where the student learns in and experiences a real world environment in the preparation and service of quality foods to paying customers. ~~This capstone experience lasts from 12-14 weeks versus the normal 11-week quarter.~~

Prerequisite(s): BFS 264

**p. 147 – Edit to Prerequisites****ECO 202 MACROECONOMICS (4 Credits)**

This course is a descriptive and analytical study of economic principles related to the economy as a whole. Topics include business cycles, inflation, unemployment, components of gross domestic product, fiscal and monetary policy, and some elements of international trade. Prerequisite(s): ~~ECO 201~~ **None**

**p. 149 and 150 – Course Description Changes and Additions****HIM ~~002~~ 295 HEALTH INFORMATION TECHNOLOGY REVIEW (4 ~~0~~ Credits)**

This course reviews the practical aspects of health information technology, health data structure, content, standards, data monitoring and compliance reporting, National Healthcare Information Infrastructure and documentation requirements are reviewed as well as the types and content of the health record.

Prerequisite(s): To be taken in final quarter of study

**HIM 132 CPT CODING (4 Credits)**

The focus of this course is learning the coding rules for the CPT coding system and applying the rules to code patient services. Students will become proficient in the usage of the Current Procedural Terminology (CPT) manual. Students will assign correct CPT codes to physician office settings and hospital settings. Students will apply the applicable CPT modifiers to various patient settings. Prerequisite MSS104

**HIM 142 ICD-10-CM CODING I (4 Credits)**

This course provides instruction in the use of the International Classification of Diseases, 10th Revision, Clinical Modification, ICD-10-CM. The students learn how to code diagnoses using an encoder. They also learn to use the ICD-10-CM Official Guidelines for Coding and Reporting. Accurate ICD-10-CM code selection is the focus of the course. Prerequisite(s): HIM 101

**HIM ~~002~~ 295 HEALTH INFORMATION TECHNOLOGY REVIEW (4 ~~0~~ Credits)**

The focus of this course is review concepts presented in the program. Students will prepare for their Registered Health Information Technician (RHIT) exam by completing domain specific exams and analyzing their results and developing study plans. Students will complete two mock exams and analyze their results to develop study plans. Prerequisites: To be taken in final quarter of study.

**p. 152 – Edits to Prerequisites****HRM 108 LODGING MANAGEMENT (4 Credits)**

This course provides an overview of the fundamentals of the rooms division, with specific focus on housekeeping and front office operations. It describes management functions, tools, and practices (machine-assisted and fully-automated) required in today's lodging establishments. Prerequisite(s):

**HRM 104 None**

**HRM 115 FOODSERVICE MANAGEMENT BY MENU (4 Credits)**

In today's complex makeup of foodservice management, the menu is the controlling document that affects every area of operation in the facility. Proper menu planning and writing is vital in today's society with consumer advocate groups demanding fresh and healthful offerings, corporate boardrooms demanding more sales and profits, and government bureaucracy demanding accurate menu terminology. Foodservice Management by Menu will present the menu as a central theme that controls and influences all foodservice functions, and it will tie the menu in with overall management principles that are essential to operating a profitable foodservice establishment. Prerequisite(s): **HRM 104 None**

**p. 153 – Edits to Prerequisites****HRM 204 MANAGING CONVENTION SALES AND SERVICES (4 Credits)**

The course will offer practical insight into the different kinds of meetings and conventions, the types of organizations that stage such events, and the people who hold the key to site selection. The course also includes material on how to analyze a hotel property or a free-standing restaurant operation to determine which segments of the market may be sold and serviced successfully and how to organize a sales staff as well as an operations staff to target the desired business. Prerequisite(s): **HRM 104 None**

**HRM 208 DESTINATION MANAGEMENT AND MARKETING (4 Credits)**

This course will give students a basic understanding of the roles destination management organizations and convention and visitors bureaus play in the hospitality and tourism industries. All aspects of organization operations are covered, including service, research, product development, human resources, and financial management. Prerequisite(s): **HRM 104 None**

**p. 153 – Edit to Course Description****HRM 284 HOTEL/RESTAURANT PRACTICUM (4 Credits)**

The capstone class places the student in a real world experience in an appropriate hotel or conference center where the student has opportunities to participate in service and/or management level activities to provide actual situation to their educational experience. **This capstone experience lasts from 12-14 weeks versus the normal 11-week quarter.** Prerequisite(s): Approval of the Hotel/Restaurant Department Head

**p. 157 – New Course****MGT 116 CANNABUSINESS (4 Credits)**

This course is a practical review of many fields of basic business operations which include retailing, wholesaling, manufacturing, and customer service as it relates to cannabusiness. Prerequisite(s): None

**p. 158 – New Course****MKT 216 PRINCIPLES OF SALES MANAGEMENT IN CANNABUSINESS (4 Credits)**

An analysis of the sales functions in modern business including techniques necessary for the successful selling of both tangibles and intangibles. Emphasis is also given to communication skills necessary for the successful salesperson and the sales presentation as it relates to cannabusiness. Prerequisite(s): None

**p. 159 – Update to Prerequisite****MNE 109 COMPUTER NETWORK  
FUNDAMENTALS (4 Credits)**

This course teaches the knowledge and skills of networking professionals. The student learns to describe the features and functions of networking components and to install, and configure and troubleshoot basic networking hardware, protocols and services. This course prepares the student for CompTIA Network+ certification. Prerequisite(s): ~~MNE 108~~ None

**It is recommended that this course be taken concurrently with MNE 108 when both courses are required by the program.**

**MNE 112 ADMINISTRATING  
WINDOWS SERVER (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage IP addressing and services, name resolution, file and print services, network and remote access, and the associated maintenance and support activities. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 109

**It is recommended that this course be taken concurrently with MNE 111 when both courses are required by the program.**

**MNE 211 NETWORK INFRASTRUCTURE (4 Credits)**

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to manage file systems, directory services, monitoring, maintenance, and day-to-day management of an infrastructure of servers for an enterprise organization. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): ~~MNE 210~~

**MNE112**

**It is recommended that this course be taken concurrently with MNE 210 when both courses are required by the program.**

**p. 161 – Edit to Prerequisites****MSS 214 MEDICAL SOFTWARE APPLICATIONS (4 Credits) – Undergraduate Non-Transferable (UN)**

This course introduces the student to medical informatics by providing a step-by-step approach of using medical office management software through a simulated EHR (electronic health record). Prerequisite(s): **CSC 118, MSS 104 None**

**p. 162 – Edit to Prerequisites****MSS 274 MEDICAL OFFICE PROCEDURES (4 Credits) – Undergraduate Non-Transferable (UN)**

The emphasis in this course is effective telephone practices, mail processing, medical records, accident and health insurance, claim processing, filing, preparing correspondence, and ordering supplies. Prerequisite(s): **CSC 118 None**

**p. 163 – Edit to Prerequisites****NTA 244 TOURISM (4 Credits)**

This course gives the student a comprehensive look at the dynamics of worldwide tourism. It is designed to acquaint the student with the relationship of tourism to the many businesses that offer services either directly or indirectly to the tourist. Prerequisite(s): **HRM 104 None**

**p. 164 – Edit to Prerequisites****NUR 250 MENTAL HEALTH NURSING (4 credits)**

This course focuses on cultural aspects and therapeutic communication related to mental health issues. Mental health concepts, behavioral interventions, crisis interventions, coping interventions, substance abuse, techniques of physical/psychosocial assessment, health screening, psychopharmacology, complementary/psychosocial therapies will be addressed. Special emphasis will be placed on therapeutic communication techniques in all healthcare settings. Prerequisite(s): NUR 220, NUR 230, NUR 231, **NUR 240**

**NUR 252 PEDIATRIC NURSING (6 credits)**

Application and direction of nursing care of the client that incorporates the knowledge of lifespan development with expected growth and development principles, cultural aspects of care, prevention and early detection of health problems, and strategies to achieve optimal health. Infant and child health including common childhood and adolescent health problems are explored. Clinical assignments reflect concepts related to the theory sessions. Prerequisite(s): NUR 220, NUR 230, NUR 231, **NUR 240**

**NUR 260 ADULT NURSING CARE III (5 credits)**

This course provides a didactic opportunity for the student to focus on individuals and families with complex and emergent care needs. Perceptions of being a critically ill patient will be examined. Cultural aspects, psychosocial needs, evidence-based practice of the patient in the critical care unit will be covered. In addition, but not limited to areas of discussion are hemodynamic monitoring, interpreting EKG rhythm strips, mechanical ventilation, artificial airways, circulatory assist devices, pressure monitoring systems, CVP monitoring, shock, systemic inflammatory response syndrome and multiple organ dysfunctions. Emergency and trauma nursing will be incorporated into the material. The nursing process will be utilized throughout this course. Acute/critical care concepts will be reinforced through observation in acute/emergent care setting in NUR 262. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, **NUR 250**, NUR 251, NUR 252

**NUR 261 SEMINAR IN PROFESSIONAL DEVELOPMENT (3 credits)**

This course provides a didactic opportunity for the student to apply theories of leadership and management. Methods of managing human, physical, financial, and technological resources in providing customer service will be discussed. Regulatory and accrediting standards/agencies will be reviewed. Theories of unit management, patient assignments, staff scheduling, and delegations to unlicensed personnel will be explored. Kentucky nursing law will be referenced. Transition from student to practicing professional nurse and member of the multidisciplinary healthcare team will be achieved. Prerequisite(s): NUR 220, NUR 230, NUR 231, NUR 240, (NUR 250, NUR 251, NUR 252...or may be taken concurrently)

**p. 170 – New Course****PSA 216 DRUGS, BEHAVIOR AND LEGAL ISSUES (4 Credits)**

This course will provide an overview of the relationship between substance abuse, behavior, and criminal offending. The student will be exposed to the historical and contemporary criminal justice system responses to illegal substances, how drug use influences behavior and potential legal issues related to cannabis. Prerequisite(s): None

**p. 185 – Correction**

MGT/CMM/CSC/HRL 799 DISSERTATION RESEARCH (Minimum of ~~12~~ 16 Credit Hours)

**p. 206 – Addition to the Board of Directors**

Jeff Biggs