Sullivan University

2017 Catalog

Louisville
Lexington
Fort Knox
Online
Louisa
Northern Kentucky

A Message from the President

"Sullivan University is truly a unique and student success focused institution."

I have shared that statement with numerous groups and it simply summarizes my basic philosophy of what Sullivan is all about.

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

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

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

Sincerely,

Glenn D. Sullivan
President

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

Mission Statement

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

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

This mission is achieved by providing:

- A stair-step curricular progression for students from certificate through diploma, to associate, to bachelor's, to master's, to doctoral degrees with credentials earned at each level;

- Face-to-face, hybrid and online learning experiences in an environment enhanced by student services and activities outside the classroom that enable students to take advantage of their interests and abilities to develop teamwork and leadership capabilities;

- Faculty members who possess educational, experiential and distance learning qualifications for the classes they teach and who emphasize the process of learning as well as the assimilation of knowledge and skills;

- Equipment similar to that used in the professions for which the students are educated;

- A technologically state-of-the-art university library whose books, periodicals, professional journals, electronic databases and e-journals adequately support the programs offered;

- Undergraduate faculty who understand and use active, collaborative, experiential, and problem-based learning strategies while practicing in live, virtual, and blended environments; and graduate faculty who understand and use these learning strategies while also practicing in a scholarly research environment;

- Professional and research oriented doctoral programs which especially express the university's commitment to teaching excellence, scholarly research, distance learning, the application of knowledge, civic engagement and focused service to its various publics;

- Graduates earn the privilege to review, audit, or retake any course they completed without additional tuition;

- Career Services specialists to assist graduates with their job search at graduation and thereafter as requested throughout the graduates' career.

Accreditations & Approvals

INSTITUTIONAL ACCREDITATION

Sullivan University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Sullivan University.

PROGRAMMATIC ACCREDITATION AND APPROVALS

The Culinary Arts and the Baking and Pastry Arts Programs at Sullivan University's National Center for Hospitality Studies are accredited by the American Culinary Federation's Accrediting Commission.

The Paralegal Studies programs offered by The Institute for Legal Studies at Sullivan University's Louisville and Lexington campuses are approved by the American Bar Association.

The Professional Nanny Program at Sullivan University is an approved member of the International Nanny Association (INA).

The Sullivan University Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org

Sullivan University's Doctor of Pharmacy program is accredited by the Accreditation Council for Pharmacy Education (ACPE), 135 S. LaSalle Street, Suite 4100, Chicago, IL 60603-4810, 312/664-3575; FAX 312/664-4652, web site www.acpe-accredit.org

The Sullivan University College of Pharmacy is accredited by the Accreditation Council for Pharmacy Education (ACPE) as a provider of continuing pharmacy education.

The Pharmacy Technician training program conducted by Sullivan University is accredited by the American Society of Health-System Pharmacists (ASHP).

The baccalaureate degree in Nursing at Sullivan University is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791.

The ARC-PA has granted Accreditation-Provisional status to the Sullivan University Physician Assistant Program sponsored by Sullivan Univeristy. Accreditation-Provisional is an accreditation status. The status indicates that the plans and resource allocation for the proposed program appear to demonstrate the program's ability to meet the ARC-PA Standards, if fully implemented as planned. Accreditation-Provisional does not ensure any subsequent accreditation status. It is limited to no more than five years from matriculation of the first class.

APPROVALS AND AUTHORIZATIONS

Sullivan University is licensed to offer bachelor's, master's, and doctorate degrees by the Kentucky Council on Postsecondary Education in accordance with the provisions of KRS 164.945-164.992.

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

Sullivan University Success Story

HISTORY OF THE UNIVERSITY

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

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

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

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

In 1982, Sullivan opened its first extension campus on the Ft. Knox Military base at Ft. Knox, Kentucky, serving the military and civilian population in the Ft. Knox area.

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

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

In December 1992, the Southern Association of Colleges and Schools Commission on Colleges granted accreditation to Sullivan's baccalaureate program, giving it the same baccalaureate accreditations as enjoyed by major colleges and universities in the eleven-state southern region. In 1994, that level of collegiate accreditation was extended through the year 2006. Then in January 2006, accreditation was extended through 2016.

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

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

In 1999, Sullivan University Online established an international presence that now has over 3000 students taking online courses.

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

In 2001, Sullivan University established the International Center for Collaborative Solutions as an academic partner with the Federal Mediation and Conciliation Service, an independent government agency that reports directly to the President of the United States.

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

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

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

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

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

In the summer of 2016, Sullivan University opened a Center for Learning in Ft. Mitchell, Kentucky to bring education opportunities to the northern Kentucky region of the Commonwealth.

Sullivan University Locations

Louisville – A Diverse Place to Live and Study

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

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

As the largest financial center and Kentucky's largest city, Louisville is a major transportation hub for several large corporate headquarters and attracts visitors from all over the world. It has a dynamic cultural flavor due to its dedication to local artists, exhibits, worldwide entertainment events and attractions.

Online – Learning Without Boundaries

Many of our students do not reside in the beautiful Commonwealth of Kentucky; in fact, they live and work all over the world. A growing number of Sullivan University's degrees, certificates, and diplomas are available fully online.

The Online division provides admissions, registration, financial planning, advisement, student services, and other support to students regardless of where they live.

Lexington – The Heart of Bluegrass Country

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

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

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

Fort Knox – Serving Our Military and Community

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

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

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

Center for Learning - Louisa

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

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

Northern Kentucky - The Crown of the Commonwealth

The Sullivan University Center for Learning - Northern Kentucky sits six miles from the Kentucky-Ohio border and is conveniently located off Interstate 75/71 in Fort Mitchell. Sullivan University's newest site, the center provides access to a variety of career-focused programs for residents in Greater Cincinnati and Northern Kentucky. The onsite team provides assistance with admissions, registration, advisement, financial planning, technology, and general student support. All Sullivan students residing near the center are encouraged to contact the site and take advantage of it services, including the computer lab and small-group meeting spaces.

As a result of administrative structure and control, all Sullivan University branch campuses, extensions and divisions are evaluated during reviews for reaffirmation of accreditation and they are dependent on the continued accreditation of the Sullivan University Main Campus.

Facilities and Equipment

LOUISVILLE

The Main Campus of Sullivan University is located on approximately 15 acres in Louisville, Kentucky. The campus has four major buildings that are used for its educational programs and support services and includes more than 215,000 square feet of space. Three of the four buildings include the main campus facility on Bardstown Road, Library and Learning Resource Center, and The Bakery, a classroom and laboratory setting that serves the National Center for Hospitality Studies. The three buildings encompass 30 classrooms, eight computer labs, thirteen culinary and baking labs, and a 90-seat state of the art multimedia auditorium.

The Nolan Building, the fourth major property on the main campus in Louisville, was purchased in 2008 to house the College of Pharmacy and additional support services. The property was originally 80,000 square feet with a 20,000 square foot addition built to meet the unique needs of the Doctor of Pharmacy and Physician Assistant programs. The remodeled section includes faculty and administrative offices, a faculty lounge, a conference room, a model pharmacy, a 50-station compounding lab, a Drug Information Center, two 100-seat theater-style lecture halls, five research labs, a student lounge, and student study rooms.

LEXINGTON

The Lexington campus sits on a 10-acre wooded site well suited to serve the needs of Lexington and the surrounding communities. The 44,000 square foot building includes an extension of the Main Campus Library and Learning Resource Center, with more than 10,000 volumes, plus access to more than 45,000 e-journals and other online resources. The building has 27 classrooms including computer labs, a travel lab, three culinary labs, a medical sciences lab, and a Tutoring and Writing Center. All classrooms and non-culinary labs are equipped with a computer and projector to give the faculty greater teaching flexibility.

FT. KNOX

The Ft. Knox campus is located on the U.S. Military Installation at Ft. Knox, Kentucky to serve military personnel and their family members and civilian students from the local community. The facility is owned, inspected and maintained by the United States Army. The U.S. Army provides 9 classrooms and several administrative offices. Also provided are 52" TVs, instructor computers and wireless Internet in the classrooms as faculty resources. Three of the classrooms serve as computer labs and are equipped with projectors and wireless Internet as well.

LOUISA

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

NORTHERN KENTUCKY

Located in Fort Mitchell, the Sullivan University Center for Learning-Northern Kentucky is conveniently located off Interstate 75/71 and provides two large classrooms, one seminar-style classroom, a large student-support area and ample administrative space. One classroom features a 19-station computer lab. The suite is equipped with technology throughout and offers students and faculty comfortably-appointed facilities in which to teach and learn.

Facilities at all locations are specifically designed to meet the educational and support needs of the students. In addition to traditional classrooms, offices, labs, and meeting rooms, the facilities incorporate program-specific resources such as equipment and software for technology-related courses, practice and skills labs for culinary instruction, use of doctor's offices, clinics, and hospitals for medical students and fully-equipped research laboratories for Doctor of Pharmacy students. Resources such as a fine dining restaurant on the Louisville Campus, and "The Bakery," a retail pastry shop are illustrations of student practicum sites on campus. These facilities assist the educational program to provide the essential skills graduates need to gain employment in their chosen field.

STUDENT HOUSING

In 2009, Sullivan University purchased and began renovating a facility to provide its own student housing complex, Gardiner Point Residence Hall. The facility opened in the summer of 2010 to house 400+ students. In the summer of 2011, an additional wing was added bringing potential capacity to 500+. Rooms are available with two students assigned to each room. Each room has two double or twin beds, two study desks and chairs, dressers, closet space, separate vanity and bathroom, free cable, and wireless internet. Students at Gardiner Point Residence Hall also enjoy:

- An on-premise convenience store
- Heated swimming pool
- "Live and Play" Center (including a student lounge with TV and study areas)
- Fully-equipped fitness center
- Computer Center
- Game Rooms (ping pong and a gaming room)
- Dining Center
- Large outdoor patio for cookouts
- Private mailbox for all rooms
- Student laundry

ONLINE

Although not a physical facility, the University provides a stable, functional online platform within which courses are taught. For all online courses, Sullivan University utilizes the Blackboard platform which is a user-friendly, intuitive, and interactive means by which academic courses are delivered.

Students will normally use the learning management system and University email to access faculty. During those times when faculty may be unavailable, students will have 24/7/365 e-mail and phone access to the Online Technical Help Desk or access to online student Academic Services during normal business hours. Online faculty contracts prescribe faculty turnaround response times for student inquiries.

Academic Calendars: Sullivan University

1.

YEAR BY QUARTER	2017	2018	2019
Winter Quarter	*January 3 - March 19	*January 2 - March 18	*January 2 - March 17
Holidays			
ML King, Jr. Holiday	January 16	January 15	January 21
Spring Break	March 20 - 26	March 19 - 25	March 18 - 24
Spring Quarter	*March 27 - June 11	*March 26 - June 10	*March 25 - June 9
Holidays			
Memorial Day	May 29	May 28	May 27
Summer Break	June 12 - 25	June 11 - 24	June 10 - 23
Summer Quarter	*June 26 - September 10	*June 25 - September 9	*June 24 - September 8
Holidays			
Independence Day	July 4	July 4	July 4
Labor Day	September 4	September 3	September 2
Fall Break	September 11 - 24	September 10 - 23	September 9 - 22
Fall Quarter	*September 25 - December 17	*September 24 - December 16	*September 23 - December 15
Holidays			
Thanksgiving Week	November 20 - 24	November 19 - 23	November 25 - 29
Winter Break	December 18 - January 1	December 17 - January 2	December 16 - January 5

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

2. The Physician Assistant Academic Calendar is listed on page 79.

3. The Pharm.D. Academic Calendar is listed on page 96.

Admission to The University

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

Application Procedure

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

- Applicants must complete an interview with an admission's officer.

- Applicants must complete an application for admission to the university with a paid enrollment fee.

- Request transcripts from all postsecondary educational institutions previously attended.

- Before gaining formal acceptance to the university, applicants must complete an entrance evaluation. The university administers this evaluation free of charge. Submission of the student's acceptable ACT or SAT scores may be accepted in place of the entrance evaluation. Some programs require test scores higher than what is required for regular admission to Sullivan University. If an applicant has successfully completed a minimum of an associate degree or 30 college-level semester or 45 college-level quarter credit hours with a cumulative grade point average of 2.5 or better on a 4.0 scale, or the equivalent, at another accredited institution, the entrance evaluation examination requirement may be waived. This policy does not apply to Paralegal, Medical Coding, Medical Assisting or the Pharmacy Technician programs. An authorized member of the registrar's staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.

- At the time of matriculation, a regular student must possess a high school diploma, have an official General Educational Development (GED) certificate, or a homeschooled certification. Homeschooled applicants should refer to the "Homeschool Applicants" section of the catalog for more requirements. Applicants accepted into the university prior to completion of the aforementioned credential are accepted contingent upon attainment of said credentials. The university will accept a student's self-certification on the Free Application for Federal Student Aid (FAFSA) that he or she has received the credential as sufficient evidence of completion. If there is reason to believe that self-certification is not valid or, if an applicant does not complete a FAFSA, the university will require additional evidence of completion. Additional evidence of completion may include a copy of a transcript, a copy of the diploma, a copy of the official GED certificate, or a certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma. At its discretion, the university may recognize as equivalent to a high school diploma an academic transcript that demonstrates a student has successfully completed at least a college-level two-year program that is acceptable for full credit toward a bachelor's degree.

*Admission to the **Post-Baccalaureate Certificate in Paralegal Studies** requires possession of a baccalaureate degree from Sullivan University or another appropriately accredited institution.

Students wishing to enter the **Baccalaureate Division in Paralegal Studies** must meet the additional requirement:

- Possession of an Associate Degree in Paralegal Studies from Sullivan or another paralegal program that is either ABA-approved, or which is in substantial compliance with ABA guidelines and otherwise appropriately accredited, or is a full member of the American Association for Paralegal Education.

Two Plus Two Program

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

Equal Opportunity Admissions

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

Homeschooled Applicants

Applicants who have been homeschooled will be required to self-certify that they have completed the minimum

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

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

Admission of International Students

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

Applicants are required to provide official or certified copies of academic records. Records in any language other than English must be accompanied by a certified English translation by World Education Services (WES), International Education Services (AACRAO), or Educational Credential Evaluators (ECE). The student is responsible for any fees or other charges related to the obtainment of these documents.

Financial ability must be demonstrated by completion of a financial certificate including signatures of the sponsor and a bank official. Persons receiving a scholarship may demonstrate financial ability by sending an original or certified copy of the award letter including the amount of the scholarship or the expenses it covers. The university may require an advance deposit of funds to cover one year's tuition and living expenses for all non-immigrant international students before issuance of the I-20 Form.

All applicants, undergraduate and graduate, whose native language is not English, must submit TOEFL (Test of English as a Foreign Language), IELTS (International English Language Testing System), iTEP (International Test of English Proficiency), or Pearson Academic (PTE) scores to demonstrate basic English proficiency. Applicants native to Australia, Canada, New Zealand, and the United Kingdom will be presumed to be proficient.

International students desiring to transfer in from another accredited academic institution in one of the following countries (Antigua and Barbuda, Australia, The Bahamas, Barbados, Belize, Canada, Dominica, Grenada, Guyana, Ireland, Jamaica, New Zealand, St Kitts and Nevis, St Lucia, St Vincent and the Grenadines, Trinidad and

Tobago, United Kingdom, & United States of America) may have the English proficiency testing waived if either of the following criteria is met:

1) Attended 2 full-time academic terms; earned a minimum of 12 semester credit hours or 16 quarter credit hours and acquired a 3.0 G.P.A.

2) Completed an undergraduate or graduate degree.

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

Applicants to the Graduate School must submit an original 750-word entrance essay. The topic will be included within the application packet.

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

Conditional Admission

Students who meet our academic admission requirements but have not satisfied the English proficiency requirement will be admitted on a conditional basis. The English proficiency requirement may be satisfied by the student supplying official TOEFL results, IELTS results, or by successful completion and demonstration of English proficiency through the ELS English for Academic Purposes program (Level 112) or other accredited English language program approved by Sullivan University.

Rolling Acceptance Policy

There is no deadline for submitting an application for admission. The university has a rolling admissions policy and those who apply first tend to be accepted first. It is best to submit an application as early as possible prior to the anticipated start date. See applicable academic calendar(s) for start dates.

Applicant Interview

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

Non-Degree Seeking Students

A student who enrolls for personal and/or professional development rather than to pursue a certificate, diploma, or degree may apply for admission to the university as a non-degree seeking student.

To be allowed to take courses as a non-degree seeking student, a student must meet the entrance requirements stated in the "Application Procedure" section. Jumpstart students may be allowed to enroll in a limited number of courses prior to high school graduation. Non-degree seeking and jumpstart students are NOT eligible for financial aid.

Jumpstart students are typically high school seniors who have not yet graduated from high school. Jumpstart students are advised that credits earned as a non-degree student are not necessarily applicable toward a Sullivan University degree program. After admission, such credits will be evaluated as to applicability to the specific degree program in which the student wishes to enroll. All applicable courses, regardless of grade attained, are applied and configured into a student's satisfactory academic progress.

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

The person who converts to degree-seeking status must meet all regular admissions requirements of the desired new program. Students whose status is non-degree seeking are responsible for notifying the registrar's office if they choose to become degree-seeking.

Transfer of Credit

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

The approval of transfer credit for certain courses completed prior to attending Sullivan University can result in the waiver of Basic Mathematics (MTH 100), Introduction to Writing (ENG 100), and Information Literacy (FYE 101). If a student places into ENG 100 or MTH 100 but transfers in an ENG 101 or MTH 101 that was taken elsewhere within the previous five years, the student may be waived from the 100 level course and scheduled immediately into ENG 102 or MTH 102. The registrar in consultation with faculty qualified in the subject matter is responsible for determining coursework that will be applied toward a program of study at the University. Students transferring credit from other colleges or universities must provide Sullivan University with official transcripts of all courses completed and, if requested, statements of academic policy from previously attended institutions.

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

During enrollment and/or re-entry, Sullivan University requests that all new and returning students disclose all prior post-secondary institutions previously attended through completion of one or more transcript request form(s). This helps insure all possible transfer credit is applied to each individual's Sullivan University academic record. Students who wish to reject/waive transfer credit that may be accepted and applied to their academic record at Sullivan University may submit a formal request to waive that application through the Registrar's office. Some programs require original transcripts to validate previous academic completion, i.e. the Bachelor of Science in Nursing program, as well as all master's and doctoral programs. For these programs, a copy of a transcript may suffice for admission and initial matriculation for one term. Unless required for a specific program, students will not be penalized when they are unable to provide Sullivan University with one or more official transcripts. A student may be required to submit official or unofficial transcripts as part of their application for Federal Student Aid. If required, a student must provide the requested transcripts in order to be considered for aid.

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

Transfer Credit from Sullivan University

Should a student decide to pursue advanced education upon graduation from Sullivan, Enrollment Services/Academic Services staff are available to review the graduate's plans and assist with the transfer. Graduate students interested in graduate studies should consult the Dean of the Graduate School. Although the university is a regionally accredited collegiate institution at the doctoral degree level, transfer of credits from Sullivan to another institution cannot be guaranteed since the receiving school makes the final decision in matters of transfer credits.

Recency of Credit

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

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

Prior Learning Assessment (PLA) is a series of nationally and internationally-recognized methods where learning outside the traditional college classroom can be assessed for college credits. These methods include credit by examination, evaluations of credit for workplace learning, and by prior learning portfolio assessment. As a career-focused university by mission, Sullivan University recognizes that student learning may be acquired through non-traditional means and that college-level competencies can be attained by means other than through institutions of higher education. When course learning outcomes can be documented as equivalent to Sullivan University courses for undergraduate-level course work, students may be awarded credit by university evaluation of credentials. Credits earned through PLA may be awarded on either a pass/fail method or through transfer credit, whereby the corresponding number of credit hours, the course number, and the course title are recorded on a student's transcript. Sources from which PLA may be assessed for undergraduate education are as follows:

1. Credit by Examination: Students may receive college-level credit through advanced placement examinations and departmental bypass examinations. Consistent with Sullivan University's mission, the university welcomes students from a wide variety of backgrounds and learning experiences:

- CLEP® and DSST® Examinations: The university recognizes prior learning by accepting a full range of direct examinations, such as those offered by the College-Level Examination Program (CLEP®) and DSST® examinations sponsored through the Defense Activity for Non-Traditional Education Support (DANTES) program. Sullivan University accepts CLEP® and DSST® examination results as options for students who desire to demonstrate mastery of college-level material primarily in introductory subjects as a means to earn college-level credit in lieu of taking university course work. Consistent with the university's transfer of credit policy of only grades of "C" or better, the American Council on Education (ACE®) recommends and Sullivan University accepts scores of 50 or above as a credit-granting score for each CLEP® examination. Similarly, the University follows ACE™ guidelines for credit-granting scores for DSST® examinations. Credits earned through CLEP® and DSST® examinations are recorded as transfer credits on a student's transcript and do not count in GPA calculations.

- Course-Level Bypass Examinations: Sullivan University students may challenge a course for which they believe they possess the requisite knowledge and skills. Currently, bypass examinations are offered by several academic units to include courses in information and computer technology, general education, hospitality, culinary arts, business administration, and accounting. Students should contact the Sullivan University registrar or departmental chairpersons for a listing of course-level bypass exams offered, schedule of when bypass examinations are offered, and passing scores for different bypass examinations. Credits earned through university bypass examinations are recorded on a Pass/Fail basis and are reflected on a student's transcript as "P" to indicate a passing score. Credits earned through bypass examination do not count toward GPA calculations.

- StraighterLine® Courses: Sullivan University will award credit for StraighterLine® courses where a grade of C or better is earned. The credit awarded is based on recommendations made by the American Council on Education (ACE®). Only StraighterLine® courses which carry ACE® credit recommendations will be eligible for transfer credit. Credits earned through StraighterLine® courses are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.

- General Certificate of Education (GCE) Advanced Level Examination: Sullivan University recognizes GCE Advanced (A) level and International Advanced Level (IAL) examinations from both Pearson and Cambridge International Examinations. Credit or course by-pass may be awarded to students with these qualifications based on official examination test scores from Cambridge International or Pearson and according to Sullivan University's transfer credit policy. All students taking these examinations are encouraged to apply to Sullivan University.

- International Baccalaureate (IB): Sullivan University recognizes the International Baccalaureate (IB) Diploma Programme as proof of high school equivalency. All IB students are encouraged to apply to Sullivan University.

- BTEC Higher National Diploma: Sullivan University recognizes the BTEC Higher National Diploma (HND) credential from Pearson. Undergraduate transfer credit may be considered

for the HND, based on Sullivan University's transfer credit policy. All HND students are encouraged to apply to Sullivan University.

2. Evaluations of Credit for Workplace Learning:

- College Credit Recommendation Services: Sullivan University accepts credit recommendations made by the American Council on Education (ACE®) and the National College Credit Recommendation Service (NCCRS®) for military training, corporate training, licensures, and professional certifications. Credit recommendations made by ACE® and NCCRS® are evaluated on a student-by-student basis and are typically approved for transfer when equivalent to courses offered by Sullivan University. Credits earned by virtue of ACE® and NCCRS® credit recommendations are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.

- Organizational Program Credit Review: Sullivan University also assesses prior learning on a programmatic basis through the Organizational Program Credit Review (OPCR) process. The OPCR process is used to evaluate courses, certifications, licenses, apprenticeships and examinations offered by corporations, government agencies, labor unions, and professional associations to determine college-level learning. Sullivan University may award credit for college-level learning acquired through completion of programs evaluated by the OPCR process that may be applied to a Sullivan University degree, diploma or certificate program. Credits earned by virtue of the OPCR process are recorded as transfer credits on a student's transcript and do not count toward GPA calculations.

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

A maximum of 75% of credit hours required for an undergraduate degree program may be earned through a combination of transfer credits from another CHEA or USDOE recognized institution, credit by examination, credit earned as a result of workplace learning, or through prior learning portfolio. All credit-granting decisions are contingent upon review by the Sullivan University registrar in consultation with appropriate academic deans, directors and/or department chairpersons.

Requests for Accommodation

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

Undergraduate and graduate students with learning or psychological disabilities should contact the Assistant Provost on the Louisville Campus or the Director of Student Services and Community Relations on the Lexington Campus through their campus's Administrative Office. Online students should contact the Assistant Provost at the Louisville Campus. Students enrolled in the College of Pharmacy should contact the Assistant Dean for Student Affairs at the College of Pharmacy.

All students who have a mobility-related, physical or other need for accommodation should contact the Dean or Director responsible for student services through their respective campus's Student Services office.

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

Students who come to Sullivan University who may have had an IEP (Individualized Education Plan) at any time throughout their K-12 education should understand that colleges and universities do not follow the same provisions of an IEP unless otherwise verified and affirmed through a separate verification process that is age and level-appropriate. Since IEP's are written specifically for students in K-12 environments, an IEP is not sufficient documentation to determine appropriate and reasonable accommodations at Sullivan University. To request accommodations at Sullivan University, the student must submit a Sullivan University Disability Verification Form, completed by an appropriately licensed professional along with any required information and supporting documentation.

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

1. The disability must be disclosed to the appropriate University official by using the Sullivan University Disability Self-Disclosure Form.

2. After a student discloses his/her disability, a Verification of Disability Form will be provided

and is to be completed by an appropriately licensed professional. That completed form and all supporting documentation must be returned to the appropriate University official for further consideration.

3. The University official will normally, upon receipt, review the documentation within 3-5 business days and determine the following:

   a. Does the condition rise to the level of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act?

   b. What are the functional limitations of the disability in an educational setting?

   c. What, if any, accommodations are reasonable and appropriate for the student?

4. After the student confirms delivery or personally provides delivery of the documentation to the University official, the student should confirm with the official that the documentation is sufficient. If it is not, the student will be informed that he/she is required to provide additional documentation.

5. If the documentation is sufficient, the student will meet with the administrator to develop a plan for accommodation. An Accommodation Agreement will be produced for the student that verifies the disability and describes the nature of each accommodation to be made.

6. The student then has the responsibility to deliver a copy of the Accommodation Agreement to his/her instructors and discuss, in confidence, the listed accommodation(s). If a student has difficulty receiving the accommodation(s) listed,

the student should request assistance from the designated University official. If additional copies of the Accommodation Agreement are needed for subsequent terms, the student should contact the official with whom he/she originally worked.

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

Orientation

Prior to beginning classes, Sullivan students are encouraged to participate in an orientation program designed to acclimate them to college and specifically to Sullivan University. Orientation is held prior to the start of each quarter, and introduces the student to University policy as well as to staff and faculty.

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

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

Admission to the Graduate School, Physician Assistant Program, and College of Pharmacy

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

Services for Graduates

CAREER PREPARATION

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

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

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

1. Career Services for Graduates

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

- Résumé and cover letter preparation

- Résumé submission to employers

- Mock interviews

- Assistance with employer and salary research

- Job search planning sessions

- Career workshops/class presentations

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

2. Review Privileges

Another valuable benefit graduates receive is the right to return to Sullivan at any time, as many times as desired, to audit 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 are excluded. For more information, contact Enrollment Services.

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

3. Alumni Association

Graduates are encouraged to remain connected to Sullivan University by participating in the Alumni Association, at no cost, for networking opportunities with other graduates, area employers and Sullivan University faculty and administrators. Graduates may stay in touch with their alma mater by updating alumni contact information at **Alumni.sullivan.edu.**

Financial Assistance

Affording Sullivan University

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

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

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

Financial Aid Programs

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

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

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

To ensure students receive the correct types and amounts of federal financial aid, the Department of Education has established procedures to verify the accuracy of the information reported on a students' FAFSA (Free Application for Federal Student Aid). Some students are selected for verification by the Department of Education and Sullivan University may select additional students for verification. All students selected for verification will be notified via email of all required documents. A student selected for verification should provide the documentation to the Financial Planning Office within 30 days of notification that the student was selected for verification. If there is an unforeseen circumstance that prevents the student from meeting this deadline, a student may submit a request for up to an additional 14 days in writing. For PELL grant fund consideration, students have 120 days after their last date of enrollment or by the deadline published in the Federal Register for each award year whichever is earlier, to complete verification. A student who is selected for verification but fails to complete the process will not receive federal financial aid.

Visit www.studentaid.ed.gov for more information regarding how to prepare for college, types of aid, qualifications, and how to apply.

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

Federal Pell Grants

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

William D. Ford Federal Direct Student Loans

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

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

Direct Stafford Loans

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

Direct Unsubsidized Loans – financial need is not a requirement to obtain an unsubsidized loan. For the first academic year, the maximum is $9,500 ($3,500 of this amount may be in subsidized loans if eligible). The sophomore academic year maximum for this loan is $10,500 ($4,500 of this amount may be in subsidized loans if eligible). Junior and senior year maximums are $12,500 each ($5,500 of this amount may be in subsidized loans if eligible). The maximum for graduate and professional degree students is $20,500. As an approved medical-related program, College of Pharmacy students can receive up to $24,500 per year. You are responsible for paying the interest that accrues on your Direct Unsubsidized Loan. Repayment begins six (6) months after graduation, ceasing studies, or changing enrollment to less than half-time.

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

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

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

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

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

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

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

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

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

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

Veterans Benefits
Some of Sullivan University's programs are approved for the enrollment of veterans and other persons eligible for VA educational benefits. Interested veterans should contact the office of Financial Planning for an advisement appointment well in advance of the desired date of entry. More information about veterans' benefits can be found at www.gibill.va.gov.

Military Student Benefits
SUS Military Student Benefits are available for Veterans and Active Duty military personnel who qualify. Veterans may qualify for 25% of their tuition gap remaining after all other tuition based aid and military tuition benefits are applied. Active Duty enrolled in specific programs may qualify for the Military Credit Hour Rate. See the Supplement A for the most current Military Credit Hour Rate and eligible programs.

Students utilizing benefits of a veteran, such as a child or spouse, are also eligible for the grant if they are currently using a veteran administration benefit. They must have received a letter of eligibility for benefits and meet the eligibility criteria.

Active Duty students shall only receive the Military Credit Hour Rate, and Veteran students shall only receive the 25% grant. These benefits cannot be combined on a single student. The benefits are distinctly applied based upon the student's military status at the start of the enrollment in which the military status is determined.

Active Duty Service Members must enroll through the GoArmyEd portal at GoArmyEd.com.

Company Pay

Sullivan University works with businesses in the community to provide educational opportunities for local employment. Check with your employer to see if you qualify.

UPS Earn & Learn

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

Faculty/Staff Referral Grant

(Available when and as announced for a specified period of time.)

Application Procedure: Contact Admissions Department

Basis for Selection: Receive a referral from a SUS Faculty/Staff Member

Deadline: prior to enrollment

Term: paid equally per quarter. Length varies based on program length.

Eligibility: must be a first-time SUS student enrolled full-time in an eligible program

Number of Students: open number of recipients annually.

Amount: Amount varies based on program length. Not to exceed $1,000 per quarter

Hospitality Grant

Application Procedure: Enroll in the Personal/Private Chef Diploma, Professional Baker Diploma, Professional Cook Diploma, Associate of Science in Culinary Arts, OR the Associate of Science in Baking and Pastry Arts; submit resume for review.

Basis for Selection: Accepted into eligible program and have demonstrated 6 months of work experience in the Hospitality industry

Deadline: prior to enrollment

Term: paid equally over 3 quarters for diplomas and equally over 6 quarters for associate programs; for programs lengths less than 3 or 6 quarters respectively, the grant will be paid equally over remaining program length.

Eligibility: must be a first-time SU student enrolled half-time in an eligible program; must have completed HS or GED prior to 2016; must have 6 months of work experience in hospitality industry;

Number of Students: open number of recipients annually.

Amount: $1,500 for diploma programs OR $3,000 for associate degree programs

Scholarships

Scholarship Specifications and Qualifications

These scholarships are valid only at Sullivan University and are funded by Sullivan University. All Sullivan University Scholarships are tuition only scholarships. They may not be transferred to another person or institution and some may only apply to specific campuses and/or programs. Scholarship recipients should note that maintaining a specific GPA may be required. Recipients must maintain continuous enrollment (at least part-time, 6-11 ½ quarter hours) to receive scholarship funds. If a student is taking less than 12 credit hours per quarter, only half of the scholarship amount will be awarded for that quarter. However, the total amount will remain the same. **A student's combined amounts of Sullivan scholarship awards cannot exceed $1,000 per quarter and may not exceed a total of $6,000, unless it is a single scholarship award (i.e. Presidential, Dean, or Competition Scholarships). All scholarships require approval by an authorized administrative official. In no case can the total amount of a student's financial aid, including scholarships, exceed his or her Cost of Attendance. Receiving scholarships could affect eligibility for other student financial aid. Additional scholarships may be offered at the discretion of the university.

* Additional requirements may be found in some of the scholarship applications. The applicant is required to satisfy all requirements found in this section and within the applications to be eligible.
* The University retains the right and authority to change the requirements for applying and receiving University scholarships with or without notice.
* The University may choose to not award a scholarship should it determine no candidate satisfies the requirements or intent of the scholarship.
* The University reserves the right and authority to not offer, temporarily or permanently, any scholarship listed in the catalog with or without notice.

HIGH SCHOOL SCHOLARSHIPS

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

Academic Scholarships
Presidential Scholarship***

Application Procedure: Submit a completed application, official high school transcript, test scores, and a 200-250 word handwritten essay on "Why and how I chose my career specialization" to the Admissions Department. Any applicant who is not selected for the Presidential Scholarship will be entered into the Dean Scholarship applicant pool.

Basis for Selection: Must have a minimum 24 ACT, 1743 SAT or 24 APA score and a minimum 3.4 GPA. The essay will be graded on content, grammar, style and penmanship.

Deadline: First Friday of March of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment (Louisville and Lexington Campuses Only)

Number of Students: 12 Awarded annually

Amount: $10,000

Dean Scholarship***

Application Procedure: Submit a completed application, official high school transcript, test scores, and a 200-250 word handwritten essay on "Why and how I chose my career specialization" to the Admissions Department. Any applicant who is not selected for the Dean Scholarship will be entered into the Senior Academic Scholarship applicant pool.

Basis for Selection: Must have a minimum 22 ACT, 1635 SAT or 21 APA score and a minimum 3.2 GPA. The essay will be graded on content, grammar, style and penmanship.

Deadline: First Friday of March of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment (Louisville and Lexington Campuses Only)

Number of Students: 15 Awarded annually

Amount: $7,000

*** *Any students who receive the Presidential Scholarship or the Dean Scholarship automatically forfeit their eligibility for all other Sullivan University scholarships, excluding the National Award of Excellence and Competition Scholarships.*

Senior Scholarship

Application Procedure: Submit a completed application, official high school transcript, test scores, and a 200-250 word handwritten essay on "Why and how I chose my career specialization" to the Admissions Department.

Basis for Selection: Must have a minimum 21 ACT, 1527 SAT, or 20 APA score and a minimum 2.75 GPA. The essay will be graded on content, grammar, style and penmanship.

Deadline: First Friday of March of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment through (Louisville and Lexington Campuses Only)

Number of Students: 18 Awarded annually

Amount: $3,000

Participation Scholarships
Competition Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students who participate in competitions in high school at the state, regional, or national levels have opportunities to win two of Sullivan's competition scholarships. The competitions may be food competitions, business related, etc. Sullivan University usually has representation at these events to present scholarships to the winners. The two scholarships must be from different organizations (i.e. FCCLA, ProStart, Skills USA, FBLA, etc.) If they win a scholarship at the state level and then again at the National level only one of the scholarships can be used towards Sullivan University.

Deadline: Not applicable

Term: 1st Place – 3rd Place Paid equally over 6 quarters for full-time enrollment, equally up to 12 quarters for part-time enrollment, or over program length if enrolled in a program less than 6 quarters in length. 4th Place Awards will be applied during the first quarter.

Eligibility: Students are not eligible for two competition scholarships from the same competition. If a student wins a scholarship at the state level and then again at the national level, only one of the scholarships may be used. Awards are payable toward majors related to competition from which so earned. Recipients must maintain a minimum 2.5 quarterly GPA with continuous enrollment.

Number of Students: Open number of scholarship recipients annually

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

Regionals:

1st Place: $6,000

2nd Place: $4,000

3rd Place: $2,000

4th Place: $500 first quarter

State:

1st Place: $8,000

2nd Place: $5,000

3rd Place: $3,000

4th Place: $500 first quarter

National:

1st Place: $10,000

2nd Place: $8,000

3rd Place: $5,000

4th Place: $500 first quarter

Eagle Scout Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained recognition of Eagle Scout from the Boy Scouts of America; have a minimum 3.0 high school GPA; have a minimum 17 ACT, 1365 SAT, or 15 APA score.

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: Up to $4,000 toward an associate degree

Educator's Scholarship

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

Basis for Selection: Must be a high school senior who meets the criteria for admission and is selected from their high school. Must possess career aspirations, have a documented personal goal to complete a career degree and be enrolled full-time in an Associate Degree program of study. Minimum 3.0 GPA required.

Deadline: June 15 of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment

Number of Students: Open number of scholarship recipients annually (Lexington Campus Only)

Amounts: Up to $2,000

Gold Award Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: High school students must have attained the recognition of Gold Award from the Girl Scouts of America; have a minimum 3.0 high school GPA; have a minimum 17 ACT, 1365 SAT, or 15 APA score.

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: Up to $4,000 toward an associate degree

Homeschool Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Within one year of completing the minimum high school course of study, student must submit a letter of recommendation from his/her pastor, supervisor or manager of where they work, or other affiliations the student may have, as well as an essay on "The importance of my major in today's workforce."

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $1,000

Imagine America Scholarship – High School Students

Application Procedure: Contact Admissions Department or go to www.imagine-america.org. Once the student completes the application, a notice is sent to the high school and the counselor will need to either approve or reject the application. If approved, a notice is then sent to the college where it will receive the final approval and then be submitted to the Financial Planning Office.

Basis for Selection: Must be a high school senior, be a US citizen or permanent US resident, be enrolled in the Imagine America Program before submitting an application, and apply at www.imagine-america.org. As determined by the student's high school counselor, the student must demonstrate likelihood of successful completion of postsecondary education, have a minimum 2.5 high school GPA, and demonstrate financial need and voluntary community service during senior year.

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $1,000

Ken Byrd Scholarship

Ken Byrd was a mentor to many at Sullivan University. His kind and compassionate manner made him easy to get along with and a joy to be around. He touched the hearts of so many and positively impacted the lives of those around him.

Application Procedure: Submit an official transcript, test scores and a 300-word (handwritten on lined paper) essay on the topic of: "Who has been a mentor in your life; how has that person positively impacted you in achieving your dream?" to the Admissions Department.

Basis for Selection: High school student must have a minimum 3.0 high school GPA, a minimum 17 ACT, 1365 SAT, or 15 APA score, and completed 30 documented hours of voluntary community service. The essay will be graded on content, grammar, style and penmanship.

Deadline: April 13th of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment (Louisville Campus Only)

Number of Students: 1 Awarded annually

Amount: $1,000

Culinary Mystery Basket Competition Scholarship

Application Procedure: Contact the Lexington Campus Culinary Admissions Department

Basis for Selection: High school seniors, who have submitted an enrollment agreement to either the Associate Degree in Culinary Arts or Personal/Private Chef Diploma program and enter as a first-year student, may create and submit an original recipe. Selected finalists will prepare their recipes for a panel of judges on campus in a competition held in the spring quarter. A complete list of details is available through the Lexington Campus Culinary Admissions Department.

Deadline: Not applicable

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

Eligibility: Must maintain continuous enrollment (Lexington Campus Only)

Number of Students: Open number of scholarship recipients annually

Amounts: Up to $3,000

National Award of Excellence Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a high school student who is not a resident of Kentucky; have a minimum 3.0 cumulative high school GPA; have a minimum 21 ACT, 1365 SAT, or 20 APA score.

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $3,000

Stephanie Thornton Memorial Scholarship

Application Procedure: This scholarship is given to a high school senior and junior that are chosen by RG Drage Technical Center in Ohio and the Thornton family. Applications and questions regarding selection should be addressed to the RG Drage Technical Center Counseling Office.

Basis for selection: Two high school juniors and one high school senior currently attending RG Drage Technical Center will be selected annually to receive this scholarship.

Deadline: Determined by RG Drage Technical Center and is announced at the school annually.

Term: Scholarship will be applied equally over 6 quarters. This award amount will be in addition to the scholarship amount awarded directly from the Stephanie Thornton Memorial Scholarship fund. The junior and senior scholarship cannot be combined if the same student wins each year. The larger amount will be awarded. Any students who receive the Stephanie Thornton Senior Scholarship automatically forfeit their eligibility for all other Sullivan University scholarships excluding National Award of Excellence and Competition Scholarships.

Eligibility: Student must maintain continuous full-time enrollment.

Number of students: 2 high school juniors and 1 high school senior annually.

Amounts: $10,000 awarded to 1 high school senior. $2,000 awarded to 2 high school juniors.

Teacher Recommendation Scholarship

Application Procedure: Submit a 150-word essay and a letter of recommendation to the Admissions Department

Basis for Selection: Must be a high school student who receives a letter of recommendation on school letterhead from a teacher, counselor or advisor of a club (i.e. FBLA, FCCLA, DECA, etc.), who can speak highly of the student and student's desire to be successful in the his/her chosen program; must submit a 150-word essay on "The importance of my major in today's workforce."

Deadline: Second Friday in June of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $1,000

Tuition Pre-Payment Scholarship

Application Procedure: This scholarship is given to high school students who provide documentation from a bank statement showing a savings account for their college education.

Basis for selection: Must be a high school student.

Deadline: Not Applicable

Term: Paid in lump sum in first quarter.

Eligibility: Student must maintain continuous full-time enrollment (Louisville Campus Only)

Number of students: Open number of scholarship recipients annually.

Amounts: Match 5% of the lump sum payment made to the university on or before registration day. (Maximum scholarship amount not to exceed $2,000)

SPECIALTY SCHOLARSHIPS

Academic Performance Excellence Scholarship

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, PCAT scores, 3 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have a minimum GPA of 3.75, PCAT composite score in the fortieth percentile or higher, and excellent letters of reference, interview, and professionalism.

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

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

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

Number of Students: varies annually

Amount: $12,000

Sullivan University Academic Placement Assessment (APA) Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Admissions test is taken prior to acceptance to the university and award amounts are based on test scores. Available to undergraduate students only.

Deadline: Prior to student's registration date

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

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous enrollment. Graduate School and Ft. Knox students are ineligible.

Number of Students: Open number of scholarship recipients annually

Amounts: $750 - $3,000

Sullivan University Ambassador Scholarship

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

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

Deadline: Not Applicable

Term: Paid quarterly

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

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

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

Active Heroes Scholarship

This scholarship established by Sullivan University is in honor and support of Active Heroes, 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, 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, HS/GED graduate, seeking an Associate or a Bachelor's Degree in Business, Accounting, or Information Technology field.

Deadline: prior to student's registration date

Eligibility: Must maintain a minimum 2.5 quarterly GPA with 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. 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. 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.

Sullivan University Bachelor of Science Scholarships

Application Procedure: Submit an application, with the required essay, to the Assistant to the Provost at the Sullivan University Louisville Campus in the Administrative Office

Basis for Selection: Must be an associate degree graduate of Sullivan University, continue in a Bachelor of Science program, submit an application and essay, have a minimum 3.5 cumulative GPA, and take at least 8 credit hours per quarter

Deadline: March 15 of each calendar year

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

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: 2 Awarded annually

Amount: Full tuition (tuition variable dependent on time of enrollment)

B. J. Luker Accounting Scholarship

This scholarship established by Sullivan University is in memory of Bernard J. Luker, former Sullivan University Accounting Department Chair.

Application Procedure: Submit a letter of application to the Accounting Department Chair

Basis for Selection: Must major in Accounting, have completed the first year of study, maintain continuous full-time enrollment, have made satisfactory academic progress and submit a letter of application to the Accounting Department Chair. Scholarship awarded based on GPA and first-year commitment to the accounting curriculum.

Deadline: 9th week of the quarter – Quarterly Selection Process

Term: Amount paid the quarter after it is awarded

Eligibility: Available to Sullivan Louisville campus or Sullivan Online campus students

Number of Students: 4 Awarded Annually

Amount: Full tuition for 1 quarter (tuition variable dependent on time of enrollment)

Barbara S. Dean Scholarship

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

Application Procedure: Contact the Ft. Knox Campus Administrative Office

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

Deadline: July 15 of each calendar year

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: 1 Awarded annually

Amount: Full tuition; to pursue a bachelor's degree program through the Sullivan Fort Knox campus

Brennan Davis Memorial Scholarship

Application Procedure: Submit a completed application, one letter of recommendation, and an essay (500 words or less) answering the following questions, the Ombudsman, Sullivan University – Louisville Campus, Administrative Office

1.How your pursuit of higher education has/will change or shape your life?

2.What obstacles did you have to overcome to get where you are today?

3.How would you benefit from this scholarship in furthering your education at Sullivan University?

Basis for Selection: Must be either a current student at Sullivan University (any location or division), in at least the second year of studies, pursuing an associate or bachelor's degree within the College of Business Administration or Finance; or a Sullivan University alumnus currently pursuing a degree within the Graduate School. Must have a 2.5 GPA or higher if an undergraduate student or a 3.0 GPA or higher if a graduate school student. Must have a financial need/hardship and not be receiving parental or company financial support.

Deadline: July 15th

Term: Paid equally over 3 quarters or the remainder of the program (whichever is the least amount of time)

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment.

Number of Students: 1 awarded annually

Amount: $1,000

Campus Discovery Day Scholarship

This scholarship is offered quarterly to future undergraduate students who take an assessment during Sullivan University's Campus Discover Day.

Application Procedure: Contact Admissions Department

Basis for Selection: Assessment test is taken at Sullivan University's Campus Discovery Day and award amounts are based on test scores.

Deadline: Prior to student's registration date

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

Eligibility: Recipients must maintain a minimum of 2.5 quarterly GPA with continuous enrollment. Re-entry, Graduate School, and Ft. Knox students are ineligible.

Number of Students: Open number of scholarship recipients annually.

Amount: $500-$2,000

Chancellor's Excellence in Pharmacy Studies Scholarship

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, PCAT scores, 3 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with the highest academic achievement. Must have a minimum GPA of 3.5, PCAT composite score in the sixth percentile or higher, excellent interview and professionalism, as judged based on the PharmCAS, supplemental application items and background check.

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

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

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

Number of Students: varies annually

Amount: $45,000

Chef Thomas J. Hickey Sr. Scholarship

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

Application Procedure: Contact the National Center for Hospitality Studies (NCHS) Scholarship Committee

Basis for Selection: Must be an outstanding culinary arts student who has completed at least 56 credit hours at Sullivan University, maintaining continuous enrollment and a minimum 3.0 GPA. Scholarship award based on outstanding academic record, financial need, documented peer recommendations and student participation/accomplishments.

Deadline: To be announced by the NCHS Scholarship Committee during the Winter Quarter. Scholarships are awarded in the Spring Quarter.

Term: Award is equal to contract tuition charged during quarters 4, 5 and 6 for 18-month contracts or quarters 5, 6, 7, and 8 for 24-month contracts (or equivalent credit hour charge) and paid equally each of those quarters as long as eligibility requirements are met.

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment (Louisville and Lexington Campuses Only)

Number of Students: 2 Awarded Annually

Amount: Up to Full Contract Tuition for Quarters 4, 5 and 6 for a student on an 18-month contract, Quarters 5, 6, 7, and 8 for a student on a 24-month contract or equivalent credit hour value (tuition variable dependent on time of enrollment and scholarship amount is not awarded retroactively)

Communication Excellence Scholarship

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, PCAT scores, 3 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have excellent verbal and written performance, must have a minimum GPA of 3.0, PCAT composite score in the fortieth percentile or higher, and excellent letters of reference and professionalism.

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

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

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

Number of Students: varies annually

Amount: $12,000

Dale Carnegie International® Scholarship

Application Procedure: Submit a three part essay on:

> 1. The importance of Dale Carnegie principles in your life and/or career;
>
> 2. How do the Dale Carnegie principles align with your personal values?
>
> 3. How do you envision a degree from Sullivan University advancing your ability to impact more people's lives through Dale Carnegie principles?

Basis for Selection: must be either an employee of Dale Carnegie & Associates, Inc. (and their immediate family) or a Dale Carnegie Franchisee (staff, franchisee and their immediate family) seeking a Certificate, Diploma, Associate, Bachelor's or Master's Degree at Sullivan University (excluding M. S. in Physician Assistant).

Deadline: prior to student's registration date

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment.

Number of Students: Open number of scholarship recipients annually

Amount:

> 1. Up to 50% of quarterly tuition.
>
> 2. The scholarship is available for the full length of the program.
>
> 3. Any enrollment status qualifies for the scholarship.
>
> 4. Students receiving this scholarship are not eligible to receive a SUS stipend.

Students are not eligible for any other SUS scholarship while receiving the Dale Carnegie scholarship.

Dean's Scholarship of Student Excellence (College of Pharmacy)

Application Procedure: Submit a curriculum vitae, personal statement (max 500 words) on how you best demonstrate the tenets of community, commitment, care, and compassion, as well as one letter of recommendation from a mentor who can attest to your involvement in the community, commitment, care and compassion.

Basis for Selection: Must be a student who has accepted admittance to the Sullivan University College of Pharmacy (SUCOP) with a minimum GPA of 3.5 in pre-pharmacy coursework (or SUCOP coursework for continuing students) and who demonstrate financial need to study or continue their studies at SUCOP.

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

Term: Paid in a single quarter for full-time enrollment

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

Number of Students: 4 awarded annually

Amount: $2,500

Emil P. "Nix" Graas Accounting Scholarship

This scholarship established by Sullivan University is in memory of Emil P. "Nix" Graas, former Sullivan University Vice President of Finance.

Application Procedure: Submit a letter of application to the Accounting Department Chair

Basis for Selection: Must be a junior, majoring in accounting, enrolled full-time, and have made satisfactory academic progress.

Deadline: 9th week of the quarter – Quarterly Selection Process

Term: Amount paid the quarter after it is awarded

Eligibility: Available to Sullivan Louisville campus or Sullivan Online campus students

Number of Students: 4 Awarded Annually

Amount: $250

Graduate School Scholarship

Application Procedure: Contact Admissions Department

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

Deadline: prior to student's registration date

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

Eligibility: Must maintain a minimum 3.0 quarterly GPA with continuous full-time enrollment. This scholarship cannot be combined with the alumni discount.

Number of students: open number of scholarship recipients annually

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

> 3.0 - 3.24 cumulative GPA = $3,000
>
> 3.25 - 3.49 cumulative GPA = $3,600
>
> 3.5 and above cumulative GPA = $4,500

Healthcare Initiative Scholarship

Application Procedure: Must apply for Associate of Science in Medical Assisting program; must submit a 250 word essay on "Why and how I chose my career specialization" to the Academic Dean at Sullivan University - Lexington

Basis for Selection: Submission of essay and acceptance into the Associate of Science in Medical Assisting program;

Deadline: None

Term: Award amount of $2,000 per quarter for up to 6 quarters.

Eligibility: Must maintain 2.5 quarterly GPA with at least half-time continuous enrollment

Number of Students: Open number of scholarship recipients annually (Lexington Campus only)

Amount: up to $12,000

Kathy Mattingly-Kidwell Memorial Scholarship

Kathy Mattingly-Kidwell was a mentor and a friend to many at Sullivan University. Her compassionate and caring nature touched the lives of many people, especially our Graduate School students. She made sure their academic plan was solid and on track. She was eager and willing to solve any issues and provided great customer service to all along the way.

Application Procedure: Submit a completed application and a 300-word essay on the topic of: "Who has been a mentor in your life; how has that person positively impacted you in achieving your dream?" to the Admissions Department.

Basis for Selection: Must be a current Graduate student and must have a minimum 3.5 cumulative GPA.

Deadline: September 1st of each calendar year

Term: Paid as a lump sum during the next term of graduate enrollment.

Eligibility: Must maintain minimum 3.5 quarterly GPA with continuous enrollment

Number of Students: 1 Awarded annually

Amount: up to $1,500

Kerry Sommerville Memorial Hospitality Management Jr./Sr. Year Scholarship

Application Procedure: Contact the National Center for Hospitality Studies (NCHS) Scholarship Committee

Basis for Selection: Must be a graduate of the Associate of Science Degree in Hotel/Restaurant Management of Sullivan University with a minimum 3.0 GPA, continuing in the Bachelor of Science in Hospitality Management program and submit an application. Scholarships are awarded based on outstanding academic merit, financial need, and student participation by peer review.

Deadline: To be announced by the NCHS Scholarship Committee during the Winter Quarter. Scholarships awarded in the Spring Quarter

Term: Award equal to actual tuition charged each quarter and paid for each remaining quarter of the Bachelor program as long as eligibility requirements are met

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment (Louisville and Lexington Campuses Only)

Number of Students: 1 Awarded annually

Amount: Full tuition for continuation of Bachelor of Science in Hospitality Management – Jr. and Sr. Year (tuition variable dependent on time of enrollment)

Imagine America Scholarship – Adult and Military Students

Application Procedure: Contact Admissions Department or go to www.imagine-america.org. If approved, a notice is then sent to the college where it will receive the final approval and then be submitted to the Financial Planning Office.

Basis for Selection: Must be an adult or military student, be a US citizen or permanent US resident, and apply at www.imagine-america.org. The student must demonstrate likelihood of successful completion of postsecondary education.

Deadline: Prior to student's registration date

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $1,000

Job Corps Scholarship

Application Procedure: Contact Admissions Department and apply within 1 year of completing the Job Corps Program

Basis for Selection: Must be a graduate of the Job Corps program, apply within 1 year of completing the program and be accepted under regular admissions guidelines at a Sullivan University campus

Deadline: Not applicable

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

Eligibility: Must maintain a minimum 2.5 quarterly GPA with continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: Up to $1,800

Mock Trial Scholarship

Application Procedure: Must submit a minimum 250 word essay expounding the benefits of the Mock Trial course(s) and team participation, as well as a letter of recommendation from his/her Mock Trial instructor stating how he/she contributed to the Mock Trial Team's leadership and/or performance to the Lexington Campus Dean.

Basis for Selection: Applicants must have successfully completed a minimum of the Mock Trial I class with a B or better grade and have a stated commitment to complete the Mock Trial II class and team participation. Applicants must have a minimum 2.5 cumulative GPA. The scholarship is awarded in recognition of exemplary performance and contribution to the team's leadership, development and performance.

Deadline: Not applicable

Term: One academic year

Eligibility: Recipients must maintain a minimum 2.5 quarterly GPA with continuous full-time enrollment and be an active member of the Mock Trial team. (Lexington Campus Only)

Number of Students: 1 Awarded annually

Amount: $250 per quarter for up to 4 quarters

Bachelor of Science Degree in Paralegal Studies (BSPS) Scholarship

Application Procedure: Simultaneously submit an electronic BSPS Scholarship Application Form and a 200-300 word typed essay (with no name) explaining why the student decided to continue in the BSPS Program and why the student should be awarded a scholarship, to the Dean/Director of Legal Studies, by the fourth week of the quarter prior to the quarter in which the student is seeking to receive scholarship assistance. All essays received within

the required time frame will be assigned a number and then submitted to the BSPS Scholarship Committee for processing.

Basis for Selection: Applicants must have an Associate Degree in Paralegal Studies from The Institute for Legal Studies at Sullivan University in Louisville or Lexington and have at least 48 quarter hours remaining to complete the BSPS Degree. Applicants must have at least a 3.0 cumulative grade point average for all work completed in the Paralegal Studies Program(s). All essays received within the required time frame will be reviewed by the BSPS Scholarship Committee. After review of submitted essays, the BSPS Scholarship Committee will provide the number of winning essays to the Dean/Director of Legal Studies. The Dean/Director of Legal Studies will notify each scholarship recipient in writing (by mail or electronically).

Deadline: By the fourth week of the quarter prior to the quarter in which a BSPS student is seeking to receive scholarship assistance.

Term: Awards will be applied in two $500 quarterly installments and one $250 quarterly installment provided the student remains eligible.

Eligibility: Recipients must enroll in at least two courses each quarter and maintain satisfactory academic progress in the BSPS Program.

Number of Students: Up to 2 awarded annually

Amount: $1,250

Order of the Golden Toque Scholarship

Application Procedure: Contact the National Center for Hospitality Studies (NCHS) Scholarship Committee. Applications are available at the NCHS Faculty Office.

Basis for Selection: Must be a current student in his or her 3rd or 4th quarter of studies in a NCHS program and have a minimum 3.0 GPA. Scholarship awarded based on financial need, academic history, documented peer recommendations and the applicant's personal essay.

Deadline: TBA by the NCHS Scholarship Committee each quarter. One scholarship is awarded each quarter.

Term: Award in the amount of $5,000 will be applied in the quarter after scholarships are awarded

Eligibility: (Louisville and Lexington Campuses Only)

Number of Students: 4 awarded annually

Amount: $5,000

Pharmacy College Admissions Test (PCAT) Performance Excellence Scholarship

Application Procedure: Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, PCAT scores, 3 letters of recommendation).

Basis for Selection: Given to the Doctor of Pharmacy applicants offered acceptance with high academic achievement. Must have a PCAT composite score in the sixtieth percentile or higher, must have a minimum GPA of 3.0, and excellent letters of reference, interview, and professionalism.

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

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

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

Number of Students: varies annually

Amount: $12,000

Sullivan University Scholarship for the Salvation Army's Center of Hope Culinary Training Program

Application Procedure: The Center of Hope's director and chef instructor will select three finalists from past Center of Hope culinary program graduates. Final selection will be determined by a committee of four to include: two Center of Hope representatives and two Sullivan University representatives.

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

Deadline: Not applicable

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

Eligibility: Recipients must meet all satisfactory academic progress standards, as described in the Sullivan University Catalog and must abide by all local, state, and federal laws and university policies. A student is not eligible to receive a stipend while receiving this scholarship beyond that created by grant funds.

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

Amount: Full tuition, books and fees toward an Associate Degree in Culinary Arts or Baking and Pastry Arts at the Sullivan University Louisville Campus.

The Sullivan University Southeast Christian Church Collaborative Scholarship

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

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

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

Deadline: Not applicable

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

Eligibility: Recipients must maintain a minimum of 2.5 quarterly GPA with continuous enrollment

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

Amount: Full tuition, books and fees for one calendar year at any of the Sullivan University System schools (Sullivan University, Spencerian College, or Sullivan College of Technology and Design). A student may receive subsequent scholarships of up to a year, thereby granting additional years until completion of an associate, bachelors or master's degree.

Taste of Derby Chef Showdown Scholarship

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

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

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

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

Eligibility: Any NCHS student with an enrollment status of "active" during the annual spring quarter.

Number of Students: 1 awarded annually to an active NCHS student

Amount: 5,000

Transfer Student Scholarship

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

Application Procedure: contact Admissions Department

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

Deadline: prior to student's registration date

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

Eligibility: must maintain a minimum of 2.5 quarterly GPA with continuous enrollment. Graduate School and Ft. Knox students are ineligible.

Number of Students: open number of scholarship recipients annually

Amount: 2,000

General Education Courses

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

• Humanities and Fine Arts

• Natural Sciences and Mathematics

• Social and Behavioral Sciences

Humanities and Fine Arts Courses

COM 204   Interpersonal Communication and Conflict Management*
ENG 101   Composition I**
ENG 102   Composition II**
ENG 204   Advanced Writing**
ENG 244   Introduction to Literature
FYE 101   Information Literacy*
GEN 215   Human Dynamics*
HST 254   Introduction to Film
HST 274   American Government
LNG 144   Conversational Spanish I*
PHL 224   Introduction to Philosophy
PHL 244   Introduction to Religion
PHL 344   Bioethics
PHL 464   Ethics

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

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

Natural Sciences and Mathematics Courses

BIO 103   Human Anatomy and Physiology
BIO 201   Medical Microbiology
BIO 202   Anatomy and Physiology I
BIO 204   Anatomy and Physiology II
CHM 201   General Chemistry I with Lab
CHM 202   General Chemistry II with Lab
CHM 211   Introduction to General, Organic, and Chemistry
CHM 301   Organic Chemistry I
CHM 302   Organic Chemistry II
GEO 234   World Regional Geography
GEO 244   North American Geography
GEO 274   Global Environment
MTH 101   College Mathematics
MTH 115   Principles of Mathematics
MTH 201   College Algebra
MTH 202   Introduction to Statistics
MTH 300   Calculus
MTH 301   Quantitative Methods
MTH 305   Discrete Mathematics
MTH 400   Calculus II
SCI 224   Introduction to Anatomy and Physiology

Social and Behavioral Sciences Courses

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

Developmental Courses

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

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.

CED 100   Computer Basics
ENG 100   Introduction to Writing
MTH 100   Basic Mathematics

Academic Programs - *Undergraduate*

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

Academic Programs - *Graduate School and College of Pharmacy**

The Graduate School

The College of Health Sciences

The College of Pharmacy

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

The School of Accountancy

For businesses to succeed in today's competitive environment, financial information needs to be available to decision makers in a relevant and understandable format. Graduates of The School of Accountancy have a unique blend of accounting, business, information technology and general education which prepares them for growth within either public or managerial accounting careers.

DIPLOMA, ASSOCIATE, AND BACHELOR'S DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Administrative Accounting Specialist Diploma	Louisville, Lexington, Ft. Knox
Associate of Science (A.S.) Degree in Accounting	Louisville, Lexington, Online, Ft. Knox
Bachelor of Science (B.S.) Degree in Accounting	Louisville, Lexington, Online, Ft. Knox

Administrative Accounting Specialist

DIPLOMA

This one-academic-year career specialization program prepares the graduate for an entry-level position as a junior accountant or accounting technician. Many excellent opportunities await the graduate.

The program provides a study of accounting theory and principles followed by application in practice. In addition, the students receive exposure to various business disciplines, all designed to prepare the graduate for their first important position in the field of accounting.

This program is an excellent choice for those persons who need to prepare quickly for an entry-level position.

REQUIREMENTS FOR DIPLOMA
52 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
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
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
Total Credit Hours		**52**

Accounting

ASSOCIATE OF SCIENCE (A.S.) DEGREE

As business and industry continue to grow, there is a great demand for qualified accountants. Sullivan's Associate of Science degree in Accounting builds heavily upon solid accounting principles and tax procedures, and relates their application to all forms of business.

The relationship of accounting, information processing and management, combined with General Education and specialized business courses, prepares the graduate for specialized accounting and management positions in the business world. Organizational and leadership abilities of students are developed as well, giving them greater opportunities for career growth and success.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 121	Payroll Accounting	4
ACT 201	Intermediate Accounting I	4
ACT 202	Intermediate Accounting II	4
ACT 203	Intermediate Accounting III	4
ACT 211	Cost Accounting	4
ACT 264	Federal Taxation I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
ACT 001	Accounting Associates Competency Review	0

General Studies Electives (8 Additional Credit Hours) **8**
Students must choose two additional General Education classes, including one from the Natural Sciences/Mathematics category and one from the Humanities/Fine Arts Category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **92**

Accounting

BACHELOR OF SCIENCE (B.S.) DEGREE

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: 18 months 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
Accounting Core Courses (44 Credit Hours)		**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

Business Support Courses (56 Credit Hours)		**56**
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
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
FIN 324	Financial Management	4
MGT 304	Principles of Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4

Accounting Electives (16 Credit Hours)		**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

General Education Courses (16 Credit Hours)		**16**
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4

Business Elective (4 Credit Hours)		**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

Computer/IT Core (8 Credit Hours)		**8**
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4

General Studies Electives (12 Additional Credit Hours)   **12**
Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (24 Credit Hours)   **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 Credit Hours	**180**

The College of Business Administration

Success in today's complex business world requires employees who are computer literate, understand office dynamics, are familiar with basic office support functions, and know how to interact with co-workers and the public. The advantage in this highly competitive field goes to the individual with the training and "hands-on" skills to get ahead. Sullivan University teaches the skills and training that gives you the advantage in the search for today's top jobs.

CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Conflict Management Certificate	Louisville, Online
Business Administration Diploma	Louisville, Lexington, Ft. Knox
Marketing Management Diploma	Louisville, Lexington, Ft. Knox
Business Management Associate of Science (A.S.) Degree	Louisville, Lexington, Ft. Knox, Online
Justice and Public Safety Administration Associate of Science (A.S.) Degree	Louisville, Lexington, Online
Logistics and Transportation Management Associate of Science (A.S.) Degree*	Louisville, Lexington, Ft. Knox, Online
Marketing and Sales Management Associate of Science (A.S.) Degree	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	Louisville, Lexington, Online
Bachelor of Science in Justice and Public Safety Administration (B.S.J.P.S.A.)	Louisville, Lexington, Online

*Portions of this program are not offered during the day.
**Portions of this program must be taken totally online.

Conflict Management

CERTIFICATE

A certificate in Conflict Management is a valuable addition to a businessperson's knowledge and skill. Managers continually face conflict that, when managed effectively, can produce positive results. HR personnel, employers, supervisors, unions, and personnel in every business setting, encounter conflict situations. This certificate enables personnel to resolve workplace and related conflicts and it complements business and related programs of study by adding essential knowledge and skills.

REQUIREMENTS FOR THE CERTIFICATE

16 Credit Hours
Length: 6 months

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

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

Business Administration

DIPLOMA

The quality of management of a small or rapidly growing business usually makes the difference in profit or loss, in success or failure. Managers need to know business law, personnel management, computers, and basic accounting to succeed.

This intensive career-in-a-year program teaches just that. It prepares aspiring managers with the basics to make the kind of business decisions that will make businesses grow and prosper.

REQUIREMENTS FOR THE DIPLOMA
52 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
MTH 101	College Mathematics	4
Total Credit Hours		**52**

Marketing Management

DIPLOMA

This program is designed to prepare students for exciting entry-level positions in marketing or customer service center positions and the education to progress to sales management. From sales technique to marketing research, students are provided with skills to perform efficiently in this most essential part of our national and international economic system.

REQUIREMENTS FOR THE DIPLOMA
68 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 211	Cost Accounting	4
AOM 206	Desktop Publishing	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MKT 114	Introduction to Marketing	4
MKT 115	Consumer Behavior	4
MKT 215	Principles of Sales Presentations	4
MKT 244	Principles of Advertising	4
MKT 265	Principles of e-Marketing	4
MTH 101	College Mathematics	4
Total Credit Hours		**68**

Business Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Individuals who wish to grow within a business organization will find the Sullivan University Associate of Science Degree in Business Management designed especially for them. Both aspiring managers and those with some managerial experience will benefit from the emphasis on personnel, office administration, corporate management, finance and law which comprises the major thrust of this discipline.

Specialized business courses and General Education offerings combined are added to provide well-rounded skills for the modern business manager. In the elective offerings, students may add to specific individual goals in their management education.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 111	Computerized Accounting	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 284	Human Resource Fundamentals	4
MGT 295	Small Business Management	4
MKT 114	Introduction to Marketing	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (4 Credit Hours) **4**
Students may choose from any classes outside their field of study. Class availability will vary from quarter to quarter.

Total Credit Hours **92**

Justice and Public Safety Administration

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program will introduce students to potential careers in: law enforcement, corrections, social services, emergency management, or private security. The program also enables individuals already in their career fields to seek and gain advancement in their current profession or enable them the freedom to seek a lateral career change into another public safety agency.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 101	Crime in the United States	4
PSA 102	Introduction to Legal Systems	4
PSA 154	Theory of Crime Causation	4
PSA 160	Introduction to Law Enforcement	4
PSA 164	Corrections, Probation and Parole	4
PSA 165	Juvenile Delinquency and Juvenile Justice	4
PSA 248	Crime Prevention	4
PSA 255	Ethics for Public Safety Professionals	4
PSA 280	Criminal Law for Public Safety Professionals	4

General Studies Elective (8 Additional Credit Hours) **8**
Students must choose two additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (8 Credit Hours) **8**
Students may choose from any classes outside their field of study. Class availability will vary from quarter to quarter.

Total Credit Hours **92**

Justice and Public Safety Administration

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science in Justice and Public Safety Administration (B.S.J.P.S.A.) degree prepares students for upward progression in managing and leading organizations that are engaged primarily in law enforcement, emergency management, Homeland Security, and related areas.

As the population grows and Homeland Security and safety continue to be a concern, effective leaders will increasingly be needed to meet these challenges.

Graduates of this program will automatically be qualified to receive the Certificate of Conflict Management, upon completion of the graduation application.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours
Length: 18 months beyond the 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
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 340	Budget Analysis	4
MGT 344	Organizational Behavior	4
MGT 404	Management Decision Making	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
PSA 101	Crime in the United States	4
PSA 160	Introduction to Law Enforcement	4
PSA 164	Corrections, Probation and Parole	4
PSA 165	Juvenile Delinquency and Juvenile Justice	4
PSA 301	Introduction to Systems of Social Control	4
PSA 303	Occupational and White Collar Crime	4
PSA 304	Current Issues in Terrorism	4
PSA 310	Criminology	4
PSA 398	Research Methods for Public Safety Professionals	4
PSA 401	Criminalistics	4
PSA 402	Current Issues in Public Safety Administration	4
PSA 404	Senior Seminar in Justice and Public Safety Administration	4
PSA 498	Externship in JPSA	4
PSY 214	Introduction to Psychology	4
Credit Hours		**124**

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes; one must be from the Humanities/Fine Arts category, one from the Natural Sciences/Mathematics category, and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the Associate and Bachelor's curricula. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (44 Additional Credit Hours) **44**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours **180**

Marketing and Sales Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science degree in Marketing and Sales Management seeks to meet the need for professional sales, sales management, customer service centers and marketing personnel who are in demand in today's business environment.

The art of selling, marketing, and advertising combine with General Education and basic business courses to provide solid preparation for success and advancement. The constant need for capable employees in this area offers Sullivan graduates the opportunity to advance rapidly in any career position where creative sales and marketing abilities are needed.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
AOM 206	Desktop Publishing	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MKT 114	Introduction to Marketing	4
MKT 115	Consumer Behavior	4
MKT 215	Principles of Sales Presentations	4
MKT 244	Principles of Advertising	4
MKT 295	Marketing Essentials	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours)　**4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Elective (4 Credit Hours)　**4**
Students must choose one additional class in consultation with their faculty advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours　**92**

Logistics & Transportation Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Logistics and Transportation Management is a growing industry that requires qualified managers. Graduates will be prepared for jobs that use the supply chain of goods and merchandise including manufacturing, transportation, processing orders, warehousing, inventory control, and decision-making.

The combination of specific business and management combined with specific coursework in logistics and transportation management rounded off with General Education provide a means for entering and succeeding as a manager.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
SCM 101	History and Evolution of Logistics and Supply Chain	4
SCM 102	The Logistics/Supply Chain Processes	4
SCM 201	Customer Service Strategies in Logistics Management	4
SCM 203	Logistics Order Processing and Information Systems	4
SCM 295	Administration of Transportation	4

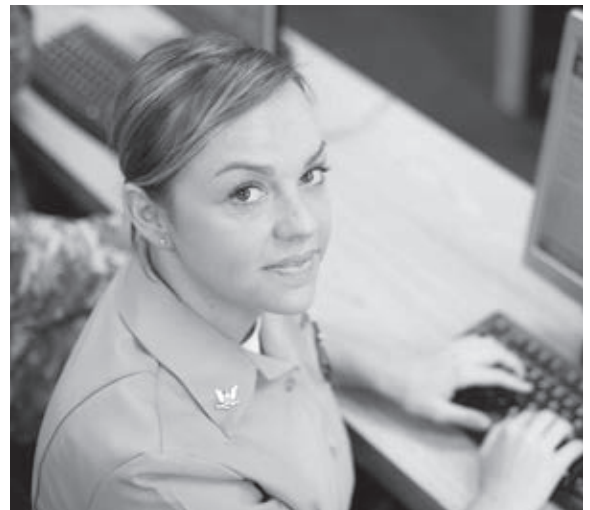**General Studies Elective** (4 Additional Credit Hours)　**4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Elective (4 Credit Hours)　**4**
Students must choose one additional class in consultation with their faculty advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours　**92**

Business Administration

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science in Business Administration (B.S.) degree prepares graduates for the more advanced positions in business and equips the students with greater potential for upward mobility while on the job.

Concentrations are available in Finance, Healthcare Management, Logistics and Supply Chain Management, Management, and Marketing to enable students to customize their preparation in key areas of specific interest and expertise.

Upper division classes are conducted in the day, evenings, weekends, and online. Some evening, weekend or online classes are required to complete the B.S. degree.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours
Length: 18 months beyond the 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
Business Core Courses (104 Credit Hours)		
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 424	International Business	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FIN 324	Financial Management	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 330	Information Systems for Managers	4
MGT 344	Organizational Behavior	4
MGT 434*	Operations Management	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
PHL 464	Ethics	4
Credit Hours		**104**

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

Finance (16 Credit Hours)		
FIN 334	Investments	4
FIN 344	Analysis of Financial Statements	4
FIN 354	Security Analysis and Portfolio Management	4
FIN 364	International Finance	4
Credit Hours		**16**

Healthcare Management (16 Credit Hours)		
HCA 301	Principles of Healthcare Management	4
HCA 302	The Legal Aspects and Compliance of Healthcare	4
HCA 401	Principles of Healthcare Finance	4
HCA 402	Senior Seminar in Healthcare Topics	4
Credit Hours		**16**

Logistics and Supply Chain Management (20 Credit Hours)		
SCM 301	Introduction to Logistics and Systems Support	4
SCM 302	Overview of Procurement Practices	4
SCM 401	Managing Warehouse Operations	4
SCM 402	Supply Chain Inventory Planning	4
SCM 403	Logistics and Distribution Management Externship	4
Credit Hours		**20**

Management (16 Credit Hours)		
MGT 324	Human Resource Leadership	4
MGT 364	Analysis of Management Systems	4
MGT 404	Management Decision Making	4
MGT 424	Senior Seminar in Management Topics	4
Credit Hours		**16**

Marketing (16 Credit Hours)		
MKT 324	Marketing Research	4
MKT 334	Sales Management	4
MKT 444	Building A Brand	4
MKT 465	Senior Seminar in Marketing Topics	4
Credit Hours		**16**

General Studies Electives (16 Additional Credit Hours)　**16**
Students must choose four additional General Education classes; at least one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences Category, one from the Humanities/Fine Arts category and one from any category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (44 Additional Credit Hours)　**44**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours	**180**

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

Human Resource Leadership

BACHELOR OF SCIENCE (B.S.) DEGREE

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 a degree completion program. An Associate degree or the equivalent number of hours is required for admission at the junior level. This is considered an online program and while all HRL courses are offered online only, other classes can be taken on campus during the day and evening.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours minimum
Length: 18 months 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
CMM 403	The Manager as Negotiator	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
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 Management	4
HRL 451	Human Resource Information Management	4
HRL 465	Health and Safety in the Workplace	4
HRL 475	Integrative BSHRL Capstone	4
MGT 284	Human Resource Fundamentals	4
MGT 304	Principles of Management	4
MGT 340	Budget Analysis	4
MGT 344	Organizational Behavior	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Elective	Any 300 or 400 Level class	4
Credit Hours		**112**

Select one class below: (4 Credit Hours)   **4**
HRL 471   Project in Human Resource Management
HRL 498/499   HRL Externship
LDR 401   Essentials of Leadership

General Studies (16 Additional Credit Hours)   **16**
See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Humanities/Fine Arts Elective	4
Natural Sciences/Mathematics Elective	4
Social/Behavioral Elective	4
Any General Education Elective	4

Free Electives (48 Additional Credit Hours)   **48**
Elective classes are selected from an associate degree in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives.

Total Credit Hours   **180**

Interdisciplinary Business Studies

BACHELOR OF SCIENCE (B.S.) DEGREE

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 Business Administration, College of Information Technology, the College of Health Sciences, General Education, and/or the National Center of Hospitality Studies.

The degree program requires 180 total quarter hours, of which 40 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.

		Credit Hours
Business/Management Core (16 Credit Hours)		**16**
MGT 304	Principles of Management	4
MGT 330	Information Systems for Managers	4
MGT 340	Budget Analysis	4
MKT 304	Principles of Marketing	4
General Education (48 Credit Hours)		**48**
Humanities and Fine Arts (16 Credit Hours)		
Natural Sciences and Mathematics (16 Credit Hours)		
Social and Behavioral Sciences (8 Credit Hours)		
General Studies Electives (8 Credit Hours)		
*Concentration Area #1 (20 Credit Hours)		**20**
*Concentration Area #2 (20 Credit Hours)		**20**
Free Electives (76 Credit Hours)		**76**
Total Credit hours		**180**

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

The College of Information and Computer Technology

The College of Information and Computer Technology prepares graduates for a variety of challenging and rewarding careers in today's diverse and rapidly changing business world. In today's complex work environment, the properly prepared graduate must demonstrate mastery of a broad range of computer hardware, software programs, databases and networks. In addition, employers look for applicants who possess interpersonal skills and the ability to be part of a team. Students use the most current level of technology combined with learning the essential knowledge and skills identified by business and industry leaders.

CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
IT Academy	
Network Support Administration and Security Certificate*	Louisville, Lexington
Web Design and Application Development Certificate*	Louisville, Lexington
System Support and Administration*	
Virtualization	Louisville, Ft. Knox
Security	Louisville, Ft. Knox
Enterprise	Louisville, Lexington, Ft. Knox
Project +	Louisville, Ft. Knox

The primary goal of Sullivan University's IT Academy is to equip graduates with the skills and the opportunity to take relevant certification exams that are often needed to acquire employment in this attractive and growing field. The Sullivan University IT Academy is the region's premier provider of IT training and degree completion programs. The IT Academy offers CompTIA, Microsoft and Cisco certification, related training and many other high-level IT specialty classes for the corporate and small business community.

Each IT Academy class module is 11 weeks in length. Each module includes two integrated 5½ week components. Course assessments are based on the completion of all courses and these courses may be offered during the day, night, and weekends.

Office Technology	
Executive Administrative Assistant Diploma	Louisville, Lexington
Legal Administrative Assistant Diploma	Louisville, Lexington
Medical Administrative Assistant Diploma	Louisville, Lexington
Administrative Office Management Associate of Science (A.S.) Degree	Louisville, Lexington, Ft. Knox
Legal Office Management Associate of Science (A.S.) Degree	Louisville, Lexington
Medical Office Management Associate of Science (A.S.) Degree	Louisville, Lexington
Information Technology	
Cyber Security Administration Certificate*	Louisville, Online
Cyber Security Professional Certificate*	Louisville, Online
Computer Forensics Diploma	Louisville, Lexington, Online
Information Technology Diploma	Louisville, Lexington, Ft. Knox
Network Security Diploma	Louisville, Lexington, Online
Computer Forensics Associate of Science (A.S.) Degree	Louisville, Lexington, Online
Computer Information Technology Associate of Science (A.S.) Degree	Louisville, Lexington, Ft. Knox, Online
Information Technology Associate of Science (A.S.) Degree	Louisville, Lexington, Ft. Knox
Network Security Associate of Science (A.S.) Degree	Louisville, Lexington, Online
Computer Forensics Bachelor of Science (B.S.) Degree	Louisville, Lexington, Online
Information Technology Bachelor of Science (B.S.I.T.) Degree	Louisville, Lexington, Ft. Knox
Network Security Bachelor of Science (B.S.) Degree	Louisville, Lexington, Online

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

Network Support Administration and Security

CERTIFICATE

Many organizations and the Internet rely on Cisco-based networks, making it critical that networking professionals have detailed knowledge of Cisco systems in order to achieve optimal network performance. Those with a thorough understanding in the deployment of routers, switches and networking principles are in great demand. This program is designed to instill a high degree of proficiency in deploying, managing and configuring Cisco routed and switched infrastructure. Graduates of this program possess the practical skills and knowledge needed to deploy Cisco routers and switched networks in an Internetworked environment.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours
Length: 12 months

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

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

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

Web Design and Application Development

CERTIFICATE

This one year program prepares the student for a range of industry-recognized professional certifications from Microsoft and others that focus on the design and development of enterprise software applications using the latest development tools and techniques. This program is continually revised to keep pace with new certifications and programming language technologies as they become available. Sullivan University's Web Design and Application Development program teaches the latest programming skills in a hands-on learning environment. This credential is the top-level certification for advanced developers who design and develop leading enterprise solutions. Completing this program in the IT Academy not only provides students with more hands-on training over an extended period of time, it also allows them to receive college credit which can be applied to an Associate or Bachelor of Science Degree.

REQUIREMENTS FOR THE CERTIFICATE

32 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
MSD 105	CIW Foundations Course	4
MSD 106	CIW v5 Site Designer Course	4
MSD 107	Introduction to C# and .NET Development	4
MSD 201	Introduction to Web Application Development	4
MSD 203	Advanced Web Application Development	4
MSD 205	Core Foundations of Microsoft®.NET Framework	4
MSD 206	Advanced Foundations of Microsoft®.NET Framework	4
MDB 103	Advanced Database Access in Web Applications	4
Total Credit Hours		**32**

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

System Support and Administration

SECURITY - ENTERPRISE - VIRTUALIZATION - PROJECT +

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.

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

REQUIREMENTS FOR SECURITY

32 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
Total Credit Hours		**32**

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

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

REQUIREMENTS FOR ENTERPRISE

32 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 241	Windows Server 2008 Application Infrastructure	4
MNE 347	Windows Server 2008 Enterprise Administration	4
Total Credit Hours		**32**

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

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

REQUIREMENTS FOR VIRTUALIZATION

32 Credit Hours
Length: 12 months

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

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

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

REQUIREMENTS FOR PROJECT +

32 Credit Hours
Length: 12 Months

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

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 315	CompTIA Project+ I	4
MNE 325	CompTIA Project+ II	4
Total Credit Hours		**32**

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

Office Technology

Executive Administrative Assistant

DIPLOMA

The Executive Administrative Assistant in the modern office is the pivot point for all office activities. This person is the "right hand" of the executive, as well as the one who makes sure that communications flow smoothly and effectively. Meeting business leaders and VIP guests, setting and coordinating schedules for key executives and much more are all part of the Executive Administrative Assistant's full and exciting day.

REQUIREMENTS FOR THE DIPLOMA

72 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 200	Administrative Office Transcription	4
AOM 206	Desktop Publishing	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 295	Small Business Management	4
MTH 101	College Mathematics	4
Total Credit Hours		**72**

Office Technology

Legal Administrative Assistant

DIPLOMA

The legal field offers many exciting career opportunities. The development of a sound legal vocabulary, familiarity with legal routines and an introduction to procedures and documents common to the legal environment are all presented in the Legal Administrative Assistant Program.

Students in this program gain the competence required for positions in the offices of attorneys, judges, federal and government officials, municipal and state legal departments, and public corporations.

REQUIREMENTS FOR THE DIPLOMA

72 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
LOM 120	Law, Ethics and Legal Practice	4
LOM 134	Legal Terminology	4
LOM 200	Legal Office Transcription	4
LOM 210	Legal Office Procedures	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
Total Credit Hours		**72**

Office Technology

Medical Administrative Assistant

DIPLOMA

The medical field is one of the most rapidly growing career areas today and offers a variety of professional opportunities helping and working with patients, physicians, and medical administrators. Excellent written and verbal communication skills, computer proficiency, and a thorough understanding of medical terminology are necessary requirements for success in the medical office management field.

Opportunities for graduates of this program are available in hospitals, doctors' offices, medical clinics and laboratories, health management organizations, and insurance companies.

REQUIREMENTS FOR THE DIPLOMA
72 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MSS 104	Medical Terminology	4
MSS 200	Medical Office Transcription	4
MSS 204	Medical Ethics	4
MSS 214	Medical Software Applications	4
MTH 101	College Mathematics	4
Total Credit Hours		**72**

Office Technology

Administrative Office Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Adding General Education classes and advanced classes to the Executive Administrative Assistant diploma can qualify you for an Associate of Science degree in Administrative Office Management. Completing an A.S. degree at Sullivan broadens students career opportunities in the office management field and increases their potential chances for more rapid promotion, advancement, and management opportunities.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110*	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 200*	Administrative Office Transcription	4
AOM 206	Desktop Publishing	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
AOM 250	Administrative Office Practicum	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 295	Small Business Management	4
MTH 101	College Mathematics	4

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours		**92**

*Fort Knox students only, substitute a Natural Science/ Mathematics Elective and a Free Elective for AOM 110 and AOM 200.

Office Technology

Legal Office Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science degree with a Legal Office Management concentration can create many opportunities in the legal field. The A.S. degree combines the solid skills gained from the Legal Administrative Assistant diploma with more General Education and specialized courses to round out the student's career education. The A.S. degree will also enhance the graduate's potential for more upward mobility in the modern legal office.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
LOM 120	Law, Ethics and Legal Practice	4
LOM 134	Legal Terminology	4
LOM 200	Legal Office Transcription	4
LOM 210	Legal Office Procedures	4
LOM 250	Legal Office Practicum	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MTH 101	College Mathematics	4

General Studies Electives (8 Additional Credit Hours) **8**
Students must choose two additional General Education classes, including one from the Social/Behavioral Sciences category and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **92**

Office Technology

Medical Office Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science degree program in Medical Office Management focuses on enhancing the student's communication, technology and medical skills. The additional general and medical office education that medical office management students receive in the A.S. degree program prepares them for more advanced career opportunities in the medical career area, including management or other office supervisory positions.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
AOM 105	Keyboarding Essentials	4
AOM 110	Keyboarding Skill Development	4
AOM 120	Word Processing I	4
AOM 214	Administrative Systems and Procedures	4
AOM 220	Word Processing II	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MSS 104	Medical Terminology	4
MSS 200	Medical Office Transcription	4
MSS 204	Medical Ethics	4
MSS 214	Medical Software Applications	4
MSS 250	Medical Office Practicum	4
MTH 101	College Mathematics	4

General Studies Electives (8 Additional Credit Hours) **8**
Students must choose two additional General Education classes including one from the Social/Behavioral Sciences category and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **92**

Information Technology
Cyber Security Administration

CERTIFICATE

Organizations increasingly process and store data and information on computers and networks. With the growing threat of cyber-attacks or security breaches of organizational databases and network infrastructure, security graduates are expected to understand information security beyond simple terminology and concepts. The Cyber Security Administration Certificate program is a concentration in the Associate of Science in Computer Information Technology. This entry level program provides the basic skills and techniques to secure software, hardware and networks. Students learn to securely configure and administer Windows and Linux servers, which are the common environments to protect and secure an organization's critical information assets and business systems.

REQUIREMENTS FOR THE CERTIFICATE
32 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server - Configuring the X Window System	4
MNE 212	Security Certified Specialist	4
MNE 213	Computer Security Fundamentals	4
Total Credit Hours		**32**

Information Technology
Cyber Security Professional

CERTIFICATE

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

REQUIREMENTS FOR THE CERTIFICATE
32 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
MNE 310	Security Certified Network Professional (SCNP)	4
MNE 314	Designing Security for Microsoft Networks	4
MNE 320	Certified Ethical Hacking	4
MNE 340	Network Security Architecture	4
MNE 360	Network Penetration Testing	4
MNE 365	Computer Hacking Forensic Investigator	4
MNE 430	Security Design and Compliance I	4
MNE 450	Security Design and Compliance II	4
Total Credit Hours		**32**

Information Technology

DIPLOMA

This one year program is designed for students with a desire to quickly gain employment skills for an entry-level position in Information Technology.

The program includes courses in essential information technology knowledge areas such as: business software applications, networking technology, hardware and OS troubleshooting, program design, website design and database design.

REQUIREMENTS FOR THE DIPLOMA

72 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 108	Introduction to Computers	4
CSC 109	Introduction to Networking	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 209	Network and Security Design	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
Advisor Approved Elective		4
Total Credit Hours		**72**

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This career-focused degree program provides students with a wide range of skills to meet the needs of employers seeking entry-level technology professionals. Students completing the Associate of Science in Information Technology program have the ability to solve problems and provide business solutions using a variety of technology tools.

The Associate of Science in Information Technology program includes courses in the areas of business applications, networking technology, hardware and OS troubleshooting help desk support, business program design, computer programming, web design, database design, and database management.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 108	Introduction to Computers	4
CSC 109	Introduction to Networking	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 209	Network and Security Design	4
CSC 210	Database Design	4
CSC 218	Computer Applications II	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 242	Object Oriented Programming	4
CSC 272	Principles of System Design	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours		**92**

Computer Information Technology

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program provides a unique opportunity for students wanting to obtain industry accepted certifications while earning an associate degree. The IT Academy at Sullivan University continues to enhance the programs curriculum based on current technologies.

Students in the Associate of Science in Computer Information Technology program may choose from the certification tracks offered through the IT Academy, including:

Network Support Administration and Security
- Cisco Certified Network Administrator (CCNA)
- Cisco Certified Network Professional (CCNP)
- Cisco Certified Design Professional (CCDP)

Web Design and Application Development
- Certified Internet Webmaster (CIW)
- Microsoft Certified Technology Specialist (MCTS)

System Support and Administration
- CompTIA A+
- CompTIA Network +
- CompTIA Project +
- CompTIA Security +
- Windows 7
- Windows Server
- Active Directory
- Infrastructure
- Certified Ethical Hacker (CEH)
- Applications
- Enterprise
- VMware vSphere 4
- VMware Hyper-V

Cyber Security Administration

Graduates are eligible to take these certification exams. Completion of courses does not automatically result in certification.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 118	Computer Applications I	4
CSC 210	Database Design	4
CSC 272	Principles of System Design	4
ECO 201	Microeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4

Advisor Approved IT Academy and/or Information Technology Electives   **32**

General Studies Elective (4 Additional Credit Hours)   **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours   **92**

Information Technology

BACHELOR OF SCIENCE (B.S.) DEGREE

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 B.S.I.T. degree offers career concentrations in the area of:

- 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 prepared for a wide range of professional IT careers.

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

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum
Length: 18 months beyond the 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
Information Technology Core Courses		
CSC 105	Introduction to Programming	4
CSC 108	Introduction to Computers	4
CSC 109	Introduction to Networking	4
CSC 118	Computer Applications I	4
CSC 200	Principles of Technology	4
CSC 209	Networking and Security Design	4
CSC 210	Database Design	4
CSC 230	Website Design	4
CSC 240	Visual Programming	4
CSC 303	Computer Operating Systems	4
CSC 306	Systems Architecture	4
CSC 364	Systems Analysis and Design	4
CSC 414	Senior Seminar in Information Technology	4
CSC 420	IT Project Management	4
Credit Hours		**56**

Course	Titles	Credit Hours
Business Core Courses		
ACT 101	Principles of Accounting I	4
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 114	Business Organization and Management	4
MGT 304	Principles of Management	4
MTH 101	College Math	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 301	Quantitative Methods	4
MTH 305	Discrete Math	4
Credit Hours		**68**

Information Technology/IT Academy
(36 Additional Credit Hours)   **36**
Students must choose nine additional courses, three of which are required at the 300/400 level. Elective courses are selected in consultation with the student's faculty advisor to meet the requirements for one or more concentration areas.

General Studies Electives (8 Additional Credit Hours)   **8**
Students must choose two additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (12 Credit Hours)   **12**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours   **180**

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

Computer Forensics

DIPLOMA

The use of computer-based devices always leaves behind digital trails that can be harnessed for forensic investigations. The explosive growth of the Internet and the digital devices have heightened the demand for cyber experts in forensics. This diploma program provides students with skills to gain employment for an entry-level position in the rapidly growing digital forensics field. Students are taught how to acquire, investigate, and report on the electronic evidences that are admissible in court cases. Graduates often work with local or federal law enforcement agencies.

REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 102	Introduction to Legal Systems	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		**64**

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The AS degree program trains students to analyze and recover electronic data relevant to criminal activity and investigations. This intermediate-level program combines lecture with laboratory-based training to recover and decrypt data as well as repair software and hardware. Students are taught computer security, fundamentals of operating system such as Linux and Windows, data analysis and recovery, and legal issues in computer forensics. Graduates are employed as forensic examiners, specialists or investigators.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 203	Introduction to Linux	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		**92**

Computer Forensics

BACHELOR OF SCIENCE (B.S.) DEGREE

This BS degree prepares students for a rewarding career in cyber or digital forensics with the technical competencies required in the workplace. Students acquire advanced theoretical and practical background in various operating systems, hand-held devices, networks, accounting and file systems, as well as electronic discovery of data. Students are also provided advanced tools to search hard drives for hidden or deleted files, decode or recover files, and be able to testify in court with admissible digital evidence or findings. Graduates are thus equipped with advanced skills to collect, process, preserve, analyze and present digital evidence in computer-related criminal investigations.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum
Length: 18 months beyond the 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 146	Legal Issues in Forensics	4
CSC 147	Forensics I	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
CSC 247	Forensics II	4
CSC 248	Digital Forensic Analysis	4
CSC 347	File Forensics	4
CSC 348	Mobile Forensics	4
CSC 405	Advanced Telecommunications and Networking	4
CSC 414	Senior Seminar in Information Technology	4
CSC 448	Forensic Accounting	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 111	Administrating Windows	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server-Configuring the X Window System	4
MNE 212	Security Certified Specialist	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MNE 360	Network Penetration Testing	4
MNE 365	Computer Hacking Forensic Investigator	4
MNE 430	Security Design and Compliance I	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 305	Discrete Math	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Credit Hours		**144**

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (24 Credit Hours) **24**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours	**180**

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

Network Security

DIPLOMA

Networking constitutes the bulk of computing as emailing, net-surfing and e-commerce become ubiquitous. Protecting the network against hackers, spyware and viruses is therefore paramount for a healthy economy. Diploma in network security prepares students with the skills to acquire entry-level security employment in various computing platforms. Students are exposed to the fundamentals of security, computer hardware, networking, and operating systems. Employed graduates administer networks and assist customers in day-to-day network operations and troubleshooting.

REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
CSC 105	Introduction to Programming	4
CSC 200	Principles of Technology	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 213	Computer Security Fundamentals	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSY 214	Introduction to Psychology	4
Total Credit Hours		**64**

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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

REQUIREMENTS FOR THE ASSOCIATE DEGREE

92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 212	Security Certified Specialist	4
MNE 213	Computer Security Fundamentals	4
MNE 320	Certified Ethical Hacking	4
MNE 340	Network Security Infrastructure	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
Total Credit Hours		**92**

Network Security

BACHELOR OF SCIENCE (B.S.) DEGREE

The demand for skilled cyber security professionals who can handle advanced network security design and disaster recovery is on the rise, as the incidences of corporate computer and network breaches increase. Job openings for computer forensics experts are expected to grow beyond 10 percent through 2020, according to the Bureau of Labor Statistics. BS in Network Security is an in-depth education program with a broad-based curriculum to place graduates in successful cyber career positions. Some of the acquired skills include those associated with network administration and security, computer networks, data communications, protecting electronic data through both offensive and defensive tactics, penetration testing, ethical issues, firewalls, security designs in Linux and Microsoft platforms, VPN as well as computer forensics. Some of the courses taken in network security program may qualify for certifications through professional organizations and vendors like CompTIA that meet industry-recognized standards. Overall, the degree equips students with advanced skill-sets to design network security programs for a variety of organizations.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours Minimum
Length: 18 months beyond the 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
ACT 101	Principles of Accounting I	4
BUS 224	Professional Development	4
CSC 105	Introduction to Programming	4
CSC 200	Principles of Technology	4
CSC 240	Visual Programming	4
CSC 364	System Analysis and Design	4
CSC 405	Advanced Telecommunications and Networking	4
CSC 414	Senior Seminar in Information Technology	4
CSC 450	Sofware Engineering	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MNE 108	Computer Hardware Fundamentals	4
MNE 109	Computer Network Fundamentals	4
MNE 112	Administrating Windows Server	4
MNE 203	Introduction to Linux	4
MNE 204	Linux Server-Configuring the X Window System	4
MNE 210	Active Directory	4
MNE 211	Network Infrastructure	4
MNE 212	Security Certified Specialist	4
MNE 213	Computer Security Fundamentals	4
MNE 241	Windows Server Application Infrastructure	4
MNE 320	Certified Ethical Hacking	4
MNE 340	Network Security Architecture	4
MNE 360	Network Penetration Testing	4
MNE 408	Installing Hyper-V on Windows Server	4
MNE 409	Implementing and Managing Microsoft Server Virtualization	4
MNE 430	Security Design and Compliance I	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
MTH 305	Discrete Math	4
PSA 102	Introduction to Legal Systems	4
PSY 214	Introduction to Psychology	4
Credit Hours		**144**

General Studies Electives (16 Additional Credit Hours) **16**
Students must choose four additional General Education classes, including one from the Humanities/Fine Arts category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the associate and bachelor's curricula. See the Table of Contents for the complete list of General Education classes and minimum requirements.

Free Electives (20 Credit Hours) **20**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours	**180**

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

The Institute for Legal Studies

Paralegals work in all facets of the legal system-in large and small law firms, in courtrooms, in government, and in corporate legal departments. Attorneys recognize the valuable contribution paralegals make in increasing the effectiveness and productivity of the legal system. Accordingly, paralegals perform legal research, conduct interviews, draft documents and complete many tasks critical to the efficient operation of law offices. It should be noted that paralegals cannot give legal advice or represent a client in a court of law nor engage in other forms of unauthorized practice of law.

The Institute for Legal Studies at Sullivan University began in 1979 and offers programs of study that lead students to challenging and rewarding careers as paralegals. Most paralegal courses are taught by attorneys who not only understand the complexities of the law, but also can instruct students on the practical skills needed to be paralegals.

In addition, the legal reference section of the Sullivan University Library and Learning Resource Center provides access to law books, materials, and computerized databases such as LexisNexis® and Westlaw® that enhance the learning potential of all paralegal studies students.

The goals and objectives of The Institute for Legal Studies are to educate students effectively and efficiently for employment as paralegals and to provide graduates with viable employment in the legal field commensurate with their Sullivan University education. All Paralegal Studies programs are approved by The American Bar Association.

The following admissions requirements are in addition to those found in the Admission to The University section of this catalog:

Admission to the Paralegal Studies Post-Baccalaureate Certificate Program:
• Possession of a baccalaureate degree from Sullivan University or another appropriately accredited institution.

Admission to the Paralegal Studies Associate of Science Degree Program:
• Successful completion of an entrance evaluation. Contact the University admissions office for specific details regarding evaluation score requirements.
• An alternative means of admission is available to students currently enrolled at the University. Details are available from the University admissions office.

Admission to the Paralegal Studies Bachelor of Science Degree Program:
• Possession of an Associate of Science in Paralegal Studies from Sullivan University or another paralegal studies program that is appropriately accredited and is:
  - Approved by the American Bar Association; or
  - In substantial compliance with the American Bar Association guidelines; or
  - A full member of the American Association for the Paralegal Education (AAfPE).

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

CERTIFICATE, ASSOCIATE AND BACHELOR'S DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Paralegal Studies Post-Baccalaureate Certificate	Louisville, Lexington
Paralegal Studies Associate of Science Degree	Louisville, Lexington
Paralegal Studies Bachelor of Science Degree	Louisville, Lexington

* All PLS core courses require a "C" or better grade for successful completion.

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

Paralegal Studies

POST-BACCALAUREATE CERTIFICATE

Students who have earned a Bachelor's degree from Sullivan University or another college or university and who complete 56 additional hours of core requirements at Sullivan are eligible for graduation with a Paralegal Studies Post-Baccalaureate Certificate.

This ABA-approved certificate program is designed to allow individuals with a prior degree to complete a short program of study, yet have exposure to the same law-related coursework that is required for the Paralegal Studies Associate degree.

REQUIREMENTS FOR THE CERTIFICATE
56 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
AOM 120	Word Processing I	4
CSC 118	Computer Applications I	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4
Total Credit Hours		**56**

ASSOCIATE OF SCIENCE (A.S.) DEGREE

The Associate of Science Degree in Paralegal Studies offers students a combination of paralegal core courses, basic courses, and General Education courses. This ABA-approved program prepares graduates for a variety of paralegal positions in government, law firms and business.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
AOM 120	Word Processing I	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
GEN 215	Human Dynamics	4
MTH 101	College Mathematics	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4

General Studies Electives (16 Additional Credit Hours) **16**
Students must choose four additional General Education classes, including at least one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours		**92**

Paralegal Studies

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science in Paralegal Studies degree is designed to enhance the skills and abilities of students by exposing them to advanced paralegal coursework in conjunction with other business related courses. This advanced ABA-approved curriculum provides students with a well-rounded educational experience.

Through training in the more complex areas of paralegal practice and the development of a keen business sense, Paralegal Studies Bachelor's degree graduates should realize expanded career opportunities. It is also an excellent Bachelor's degree program to prepare students for success in law school.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

182 Credit Hours Minimum
Length: 18 months beyond the 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.

Associate degree or equivalent (see Undergraduate Admissions section for a description of Sullivan's 2+2 programs):

Course	Titles	Credit Hours
ACT 101	Principles of Accounting I	4
AOM 120	Word Processing I	4
BUS 224	Professional Development	4
BUS 424	International Business	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
GEN 215	Human Dynamics	4
MGT 304	Principles of Management	4
MGT 344	Organizational Behavior	4
MKT 304	Principles of Marketing	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
PLS 114	Introduction to Law and the Legal System	4
PLS 134	Legal Research	4
PLS 144	Legal Writing	4
PLS 154	Tort Law	4
PLS 184	Business Organizations and Commercial Practice	4
PLS 204	Criminal Law	4
PLS 214	Estate Planning and Administration	4
PLS 224	Litigation	4
PLS 234	Real Estate Law	4
PLS 244	Domestic Relations/Family Law	4
PLS 262	Basic Legal Ethics	2
PLS 272	Paralegal Externship or Research Project	2
PLS 284	Computers in the Law Office	4
PLS 302	Applied Legal Ethics	2
PLS 304	Administrative Law	4
PLS 314	Advanced Legal Writing with Computer Applications	4
PLS 404	Advanced Litigation and Appellate Practice	4
PLS 414	Advanced Real Estate Law	4
PLS 434	Contemporary Legal Topics	4
PLS 434	Contemporary Legal Topics	4
Credit Hours		**138**

General Studies Elective (20 Additional Credit Hours) **20**
See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Two Humanities/Fine Arts Electives	8
Natural Science/Mathematics Elective	4
Social/Behavioral Sciences Elective	4
Any General Education Elective	4

Free Electives (24 Additional Credit Hours) **24**
Six classes must be chosen from any of the General Education categories or from outside the Paralegal Studies program of study.

Total Credit Hours	**182**

The Department of Early Childhood Education

Early childhood educators shape lives every day. Graduates may choose a Professional Nanny diploma, or may continue their education and obtain an associate degree in Early Childhood Education. Professional Nannies work in the homes of their employers, protecting, providing for, and teaching young children. Associate degree graduates may choose to work as child care center directors and combine their knowledge of child development with their managerial skills to create enriching environments. It is hard to imagine a more rewarding and satisfying career.

Today's child care professional requires a working familiarity and knowledge of basic educational principles, child development and psychology. In addition, child care specialists must possess an understanding of safety and basic medical techniques as well as be knowledgeable in the areas of nutrition and hygiene.

Sullivan University's Department of Early Childhood Education prepares the student to enter this fast growing field. Start as a Professional Nanny, or choose to take additional classes to prepare for a management position in a child care facility.

DIPLOMA AND ASSOCIATE DEGREE PROGRAMS

Programs	Locations Where One Could Enroll
Professional Nanny Diploma	Louisville, Lexington, Online
Early Childhood Education Associate of Science (A.S.) Degree	Louisville, Lexington, Online

The programs within the Department of Early Childhood Education are currently in a teach-out situation. Please refer to the 2016 Sullivan University Catalog for more information regarding program structure and course descriptions.

The National Center for Hospitality Studies

The hospitality industry offers numerous worldwide career options for graduates interested in working in restaurants, private clubs, hospitals, travel agencies, hotels and motels, educational institutions, airlines, convention planning, cruise lines, and food brokerage businesses. Many of these positions are in administration and management.

Sullivan University's National Center for Hospitality Studies (NCHS) prepares students for careers in the hospitality field by offering Diplomas, Associate of Science (A.S.) degrees and a Bachelor of Science (B.S.) degree. Students can earn an Associate of Science degree in Culinary Arts: Baking and Pastry Arts; Hotel and Restaurant Management; Event Management and Tourism; and a Bachelor of Science degree in Hospitality Management. The University also offers Personal/Private Chef, Professional Cook, Professional Baker and Tourism Specialist diplomas.

Highly qualified faculty using the latest contemporary facilities teach all programs of study.

Sullivan University National Center for Hospitality Studies
Essential Functions and Technical Standards

The mission of the Sullivan University National Center for Hospitality Studies is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. Contemporary culinary, baking, pastry, and hospitality education requires that the acquisition and utilization of professional knowledge be accompanied by necessary sets of skills and professional attitudes. Sullivan University requires that all students meet certain functions and technical standards which are essential for successful completion of all phases of our educational programs, and which reflect industry requirements and standards.

To participate in and successfully complete Sullivan University's NCHS degree, non-degree, and/or certificate programs, each student, *with or without reasonable accommodation*, must:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
   a. work in a refrigerated classroom;
   b. lift and transport food, that may be hot, and other culinary or baking products, equipment, small wares, and utensils;
   c. lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated;
   d. safely pour and serve liquids and beverages, including hot liquids;
   e. safely handle hot foods, such as pulled sugar or other items, coming out of a heat source;
   f. safely use knives for food preparation and other commercial cooking, baking or serving utensils;
   g. perform repetitive-motion skills required in the kitchen and food industry, such as whisking, dicing, or piping;
   h. follow and maintain the National Restaurant Association's Serve Safe sanitation standards for safe food handling;
   i. safely and effectively operate standard commercial cooking and food service equipment;
   j. participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously;
   k. test and evaluate food and beverage products;
   l. produce food product within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical;
   m. handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetable and fruit products.
   n. handle and bake/cook using different flours including all grains, as well as chocolate, fruits and nuts.
   o. stand unassisted and work for the duration of 4 hours.

2. Attend and actively participate in all classroom courses.

3. Attend and actively participate in production kitchen classes, instructional kitchen classes, dining rooms, and/or laboratory classes or externship for a minimum of 7 consecutive hours of the day.

4. Have the ability to sufficiently meet and perform all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen environments.

The National Center for Hospitality Studies - continued

5. Communicate effectively and professionally when interacting with peers, faculty, staff, other college personnel, guests and employers. Examples of relevant communication activity include but are not limited to:
   a. use of effective verbal and/or non-verbal communication skills;
   b. effective utilization of the English language;
   c. ability to interpret communication from other people and respond in a professional fashion.

6. Have the ability to meet and perform sufficiently all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen courses.
   a. learn and benefit from the University curriculum;
   b. follow directions;
   c. reason and perform independently;
   d. process information accurately, thoroughly and prioritize tasks;
   e. demonstrate skills of recall using both long and short term memory;
   f. apply knowledge;
   g. write essays, reports and research projects as well as other college-level writing assignments;
   i. demonstrate the conceptual, integrative and analytical skills that are necessary for problem-solving and critical-thinking.

7. Have the emotional stability, behavioral and social attributes required to work individually and in teams within classrooms, laboratories, dining rooms, cafés, kitchen environments and externships. Examples of relevant activities include, but are not limited to, the ability to:
   a. develop professional working relationships with classmates, instructors, guests, employers and others;
   b. function effectively under stress and effectively regulate one's own emotional reaction;
   c. adapt to multiple situations and perform multiple tasks;
   d. adhere to the University's student code of conduct;
   e. exercise sound judgment;
   f. focus and maintain attention on tasks;
   g. self-manage medical or emotional conditions.

8. Have the ability to sufficiently maintain the safety and well-being of fellow students without posing a safety threat to themselves or others in all environments on campus, during externship and other college-sponsored activities.

DIPLOMA, ASSOCIATE AND BACHELOR DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Personal/Private Chef Diploma	Louisville, Lexington
Professional Baker's Diploma	Louisville
Professional Cook Diploma	Louisville, Lexington
Tourism Specialist Diploma	Louisville
Baking and Pastry Arts Associate of Science (A.S.) Degree	Louisville
Culinary Arts Associate of Science (A.S.) Degree	Louisville, Lexington
Event Management and Tourism Associate of Science (A.S.) Degree	Louisville
Hotel and Restaurant Management Associate of Science (A.S.) Degree	Louisville, Lexington, Online
Dual Associate of Science (A.S.) Degrees*	Louisville
Bachelor of Science in Hospitality Management (B.S.H.M.)**	Louisville, Lexington, Online

*Any two NCHS Associate degree programs can be combined into a dual degree

**Portions of this program must be taken totally online.

Note: Courses with the prefixes BFS and PBA, as well as CAM 252, CAM 256, and CAM 260 may not be taken at the baccalaureate level, nor at the associate degree level by non-NCHS students.

Professional Baker

DIPLOMA

The Professional Baker's program is a quick, straight-line approach to an entry-level position in the baking profession. It is designed to give students a working knowledge of the procedures, ingredients, and "do's" and "don'ts" inherent in successfully functioning in a variety of baking environments including in-store and independent establishments. The graduate is equipped to prepare yeast breads and breakfast pastries, pies, cookies, and a variety of pastries in both large and small quantities. Baking students have the opportunity to study in the University's numerous labs including the University's fully equipped retail bakery, *The Bakery*, located on campus.

REQUIREMENTS FOR THE DIPLOMA
54 Credit Hours
Length: 9 months (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
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
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
PBA 134	Artisan Theory	4
PBA 136	Advanced Techniques in Bread	6
Total Credit Hours		**54**

Personal/Private Chef

DIPLOMA

The Personal/Private Chef segment of the service industry is the latest entrepreneurial passageway to creating financial prosperity on personal terms. This niche market specializes in providing the community with palate and dietary specific wholesome food within the client's home. Personal/Private Chefs create and prepare meals from simple to extravagant and package them with cooking directions so that, at their own convenience, even the most remedial of home cooks can present balanced and delicious meals for their family and friends in a fraction of the time.

The Personal/Private Chef Diploma concentrates on developing cooking techniques through three, twelve week lab classes including Basic Skills, Garde Manger and International Cooking. Supporting theory classes include Sanitation, Nutrition, and Hospitality Management. The capstone course focuses on preparing the student to venture into the entrepreneurial hospitality arena through concentrating on all aspects of business start up and operation. Valuable lessons concentrate on preparing business plans, assessing and reaching target markets through creative marketing, establishing business ownership formats and of course menu development and food packaging.

REQUIREMENTS FOR THE DIPLOMA
54 Credit Hours
Length: 9 months (day)
        18 months (weekend/evening)

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
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
CAM 256	International Cuisine	6
CAM 260	Personal/Private Chef	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HRM 164	Hospitality Management and Supervision	4
MTH 115	Principles of Mathematics	4
Total Credit Hours		**54**

Professional Cook

DIPLOMA

REQUIREMENTS FOR THE DIPLOMA
54 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
BFS 104	Basic Culinary Theory	4
BFS 106	Basic Culinary Skills Laboratory	6
BFS 214	Garde Manger Theory	4
BFS 216	Garde Manger Laboratory	6
CAM 134	Food Service Sanitation	4
CAM 174	Basic Nutrition	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HRM 164	Hospitality Management and Supervision	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6
Total Credit Hours		**54**

Culinary Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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

The American Culinary Federation's Accrediting Commission accredits Associate of Science degree programs in Culinary Arts at Sullivan University's National Center for Hospitality Studies, 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 the on-campus, fine dining restaurant, or at other approved sites. This program is also available in a weekend/evening schedule.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

94 Credit Hours
Length: 18 months (day)
            33 months (weekend/evening)

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
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
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 164	Hospitality Management and Supervision	4
HRM 244	Wines and Spirits	4
MTH 115	Principles of Mathematics	4
PBA 124	Baking Science	4
PBA 126	Baking Fundamentals	6

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours   **94**

Baking and Pastry Arts

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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, bavarois, and many other desserts with classical and international flair.

Whether it is the ability to work in a bakery specializing in bakery and pastry goods, or working as a pastry chef in a fine hotel or restaurant, the graduate of this program learns skills for success studying under world class, gold medal winning chef-instructors. An internship/externship will normally be completed at *The Bakery* or Sullivan University's on-campus, fine dining restaurant, both laboratory real-world facilities located on the Louisville campus or an externship at a selected restaurant. The American Culinary Federation's Education Federation Accrediting Commission accredits this program.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

96 Credit Hours
Length: 18 months (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
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
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 164	Hospitality Management and Supervision	4
MTH 115	Principles of Mathematics	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

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences Category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours   **96**

Tourism Specialist Diploma

DIPLOMA

The travel and tourism industry offers opportunities to young men and women as reservationists, travel agency managers, tour planners, tour wholesalers in airline positions, event managers, and more. Fringe benefits often include generous vacations, free trip passes, and travel opportunities at reduced fares. Sullivan University's programs in tourism and event management are unique in that they combine training in the tourism and event management industries with business skills, thus qualifying graduates for more than one area of employment.

REQUIREMENTS FOR THE DIPLOMA
52 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
BUS 224	Professional Development	4
CAT 244	Special Events Planning and Staff Management	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 208	Destination Management and Marketing	4
MTH 101	College Mathematics	4
NTA 154	Travel Reference Skills	4
NTA 244	Tourism	4
TGE 214	Tourism Geography	4
TRV 205	Meeting and Event Planning	4
TRV 244	Travel Management	4
Total Credit Hours		**52**

ASSOCIATE OF SCIENCE DEGREE

Event Management and Tourism

Sullivan University's event management and tourism associate degree students take two trips during their program of study. The first trip, students travel to a major city for a convention experience where they stay in a convention hotel, experience typical convention activities, and attend a major industry convention. During the second trip, students travel by air to a major leisure destination where they stay in typical leisure accommodations and participate in typical leisure activities.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
BUS 224	Professional Development	4
CAT 244	Special Events Planning and Staff Management	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
HRM 104	Introduction to Hospitality Management	4
HRM 108	Lodging Management	4
HRM 208	Destination Management and Marketing	4
MKT 215	Principles of Sales Presentations	4
MTH 101	College Mathematics	4
NTA 154	Travel Reference Skills	4
NTA 215	Tourism/Event Planning Practicum	2
NTA 244	Tourism	4
TGE 214	Tourism Geography	4
TRV 205	Meeting and Event Planning	4
TRV 244	Travel Management	4
TRV 250	Best Practices in Event Management	4
TRV 252	Event Coordination and Marketing	4
HRM 194	*Convention Destination Management* * 1	
TRV 194	*Leisure Destination Management* * 1	
	OR	
HRM 198	*Global Tourism* * 2	2

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes, including one from the Natural Sciences/Mathematics category, one from the Social/Behavioral Sciences category, and one from the Humanities/Fine Arts category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours		**92**

* Students must complete HRM 194 and TRV 194 OR HRM 198. Students who do not successfully complete HRM 194 and TRV 194 do not have the option of re-taking either of those classes and must complete HRM 198.

Hotel and Restaurant Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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. At Sullivan University's National Center for Hospitality Studies, students participate in an 18-month Associate of Science degree in Hotel and Restaurant Management that prepares graduates for management careers with hotels and restaurants, small and large, worldwide. Students take both business and General Education classes and have the opportunity to gain hands-on experience in some of the area's finest hotels, motels, resorts and restaurants, including our on-campus, fine dining restaurant at Sullivan University.

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: 18 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
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
CAM 134	Food Service Sanitation	4
CAM 284	Food and Beverage Control	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	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
HRM 292	Legal Aspects of Hotel, Motel and Restaurant Operations	4
MTH 101	College Mathematics	4
NTA 244	Tourism	4
HRM 194	*Convention Destination Management* * 1	
TRV 194	*Leisure Destination Management* * 1 OR	
HRM 198	*Global Tourism* * 2	2

General Studies Electives (8 Additional Credit Hours) **8**
Students must choose two additional General Education classes including one from the Natural Sciences/Mathematics category and one from the Social/Behavioral Sciences category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours **90**

* Students must complete HRM 194 and TRV 194 OR HRM 198. Students who do not successfully complete HRM 194 and TRV 194 do not have the option of re-taking either of those classes and must complete HRM 198.

Hospitality Management

BACHELOR OF SCIENCE (B.S.) DEGREE

The Bachelor of Science in Hospitality Management (B.S.H.M.) degree prepares graduates for advanced positions in the hospitality industry and equips them with greater potential for upward mobility.

Sullivan University's Bachelor Degree program is designed particularly for those who are employed and wish to continue their formal education to open doors for future advancement without having to leave their current positions. Hospitality management core courses (HMS) are available online only. Business support courses are available in the day and evening divisions and online.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours
Length: 36 months

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

Course	Titles	Credit Hours
Business Support Courses (84 Credit Hours)		
ACT 101	Principles of Accounting I	4
ACT 102	Principles of Accounting II	4
ACT 103	Principles of Accounting III	4
ACT 211	Cost Accounting	4
BUS 204	Introduction to Business Law and Ethics	4
CMM 401	Principles of Conflict Management	4
CMM 402	Managing Diversity	4
CMM 403	The Manager as Negotiator	4
CMM 405	Restorative Justice Philosophy and Process	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FIN 324	Financial Management	4
GEN 215	Human Dynamics	4
MGT 330	Information Systems for Managers	4
MTH 101	College Mathematics	4
MTH 201	College Algebra	4
MTH 202	Introduction to Statistics	4
Credit Hours		**84**

Course	Titles	Credit Hours
Hospitality Management Core Requirements		
(28 Credit Hours)		
HMS 301	Human Resources Development in the Hospitality Industry	4
HMS 304	Principles of Hospitality Management	4
HMS 321	Quality Service Management in the Hospitality Industry	4
HMS 333	International Travel and Tourism	4
HMS 401	Senior Seminar in Hospitality Administration	4
HMS 404	Marketing Hospitality Services	4
HMS 405	Hospitality Industry Entrepreneurship	4
Credit Hours		**28**

General Studies Electives (12 Additional Credit Hours) **12**
Students must choose three additional General Education classes, including at least one from the Humanities/Fine Arts category and one from the Social/Behavioral Science category. These classes are in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Free Electives (56 Additional Credit Hours) **56**
Elective classes are selected in consultation with the student's faculty advisor to balance the program in keeping with the student's personal objectives or associate degree.

Total Credit Hours		**180**

Important note: If the associate degree or other transfer credit does not include the prerequisite courses for the required courses listed, those classes must also be completed for the bachelor's degree.

The College of Nursing

The medical field is one of the fastest growing employment areas in the nation. Qualified and credentialed RNs with a BSN degree are being sought in all areas of the healthcare industry to meet the demands and changes taking place in the United States.

The RN to BSN program at Sullivan University enhances initial preparation received in the associate degree in nursing (ADN) or hospital diploma program. It will prepare you for a broader scope of practice with a holistic perspective, and enhances the cultural, social, economic, community and leadership issues that impact patients and shape nursing care. It provides critical knowledge and a valuable credential for your professional career. The online format and the accelerated format of nursing career allows you to earn a BSN degree in an efficient and timely approach.

To meet your professional goals, Sullivan offers courses focused on evidence-based practice, holistic nursing, economics and finance, diversity in healthcare, management and leadership, community theory and family theory, quality care and patient safety, genetics, and technology and informatics competencies identified by the American Association of Colleges of Nursing (AACN) and other professional organizations. The design of the course plan enables students to apply new knowledge in their current position.

Graduates of the program are prepared to pursue positions with increased responsibilities and to pursue graduate study in nursing. Sullivan University College of Nursing has earned programmatic accreditation from the prestigious Commission on Collegiate Nursing Education (CCNE).

BACHELOR'S DEGREE PROGRAM

Program	Locations Where One Can Enroll
Bachelor of Science in Nursing: RN to BSN Program	Online

All NUR courses require a "C" or better grade for successful completion.

Nursing: RN to BSN Program

BACHELOR OF SCIENCE (B.S.) DEGREE

For over 50 years, Sullivan University has helped prepare graduates for high-demand careers. The demand for nurses remains strong. Due to the complexities of the modern healthcare system, there is an increasing demand for nurses with a bachelor's degree. Sullivan University offers the RN to BSN Program that allows registered nurses who possess an associate degree or diploma from a hospital-based nursing program to pursue a Bachelor of Science in Nursing degree and acquire the additional knowledge and skills necessary to excel and advance in today's healthcare industry.

Through its unique "stair-step" approach to education, Sullivan University has developed this bachelor's degree that allows registered nurses who are associate degree or hospital-based diploma graduates to apply nursing credits earned in the pre-licensure nursing program toward a bachelor's degree and complete the degree in a reasonable period of time without duplication of basic nursing course work. The Bachelor of Science in Nursing (BSN) curriculum includes general studies, some of which may have been completed during the pre-licensure program; "block" credit for completion of pre-licensure nursing courses leading to eligibility for licensure as a registered nurse, as well as theoretical courses in upper division nursing.

Didactic courses in this program are offered in an online format. Clinical coursework may be arranged in the student's home community.

ADMISSION REQUIREMENTS

Admission to the RN to BSN program is a two-step process. Applicants apply directly to the BSN program to begin required general studies courses. Students are required to submit a separate request to be accepted for enrollment in upper division nursing (NUR) core courses. Admission requirements include the following:

Initial Admission to the BSN Program

For initial admission to the BSN program, the applicant must:
- Meet admission requirements to Sullivan University.
- Submit official transcript(s) from all previous college course work.
- Submit an official transcript documenting successful completion of an associate degree in nursing or graduation from a hospital-based diploma in nursing program.
  - The transcript must indicate the date of graduation.
  - All nursing courses from the applicant's pre-licensure nursing program must have been completed with a minimum of a "C" grade.
  - The applicant's cumulative GPA in the associate degree or diploma nursing program must be a minimum of 2.5.
- Hold a current <u>unencumbered</u> Registered Nurse License in the United States.

Requirements for acceptance to enroll in Nursing (NUR) core courses:

For enrollment in Upper Division Nursing the student must:
- Submit a request to the College of Nursing at least one quarter prior to anticipated entry into the nursing core courses. Acceptance into the BSN program and subsequent enrollment in Nursing (NUR) courses is contingent upon meeting all admission requirements.
- Have a cumulative GPA of 2.5 from all previous college coursework, including Sullivan University, or a cumulative GPA of 2.5 after a minimum of 18 credits of required general studies courses at Sullivan University.
- Have completed all required general education courses with a minimum of a "C" grade prior to enrollment in the nursing (NUR) courses.

The Dean of the College of Nursing has the discretion to admit applicants on a conditional basis if an applicant does not meet the requirements and the Dean believes there are extenuating circumstances that uniquely qualify the applicant for admission.

Nursing: RN to BSN Program (Cont.)

REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

Length: 27 months (21 months if only Upper Division Nursing Courses are needed)

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

Course	Titles	Credit Hours
General Studies		
BIO 201	Medical Microbiology	4
BIO 201L	Medical Microbiology Lab	2
BIO 202	Anatomy and Physiology I	4
BIO 202L	Anatomy and Physiology I Lab	2
BIO 204	Anatomy and Physiology II	4
BIO 204L	Anatomy and Physiology II Lab	2
ENG 101	Composition I	4
ENG 102	Composition II	4
GEN 215	Human Dynamics	4
PHL 344	Bioethics	4
PSY 214	Introduction to Psychology	4
SOC 214	Introduction to Sociology	4
Elective	General Studies Elective	4
Elective	General Studies Elective	4
Total General Studies Credit Hours		**50**

Upper Division Nursing Courses

NUR 300*	Introduction to Online and Accelerated Learning in Nursing	3
NUR 303*	Transition to Baccalaureate Nursing Roles and Issues in Nursing	3
NUR 304*	Holistic Nursing and Complementary and Alternative Therapies	3
NUR 305*	Genetics in Healthcare	3
NUR 306*	Pathophysiology	6
NUR 307*	Health and Physical Assessment Across the Life Span	6
NUR 309*	Diversity in Healthcare	3
NUR 318*	Evidence Based Nursing Practice and Statistics	9
NUR 401*	Community Theory and Family Theory	3
NUR 402*	End of Life Issues Across the Life Span	3
NUR 403*	Healthcare Informatics and Technology	3
NUR 405*	Quality Care and Patient Safety	3
NUR 406*	Community and Public Health Nursing	6
NUR 407*	Management and Leadership in Professional Nursing	6
NUR 408	Senior Experiential Practicum and Seminar	6
NUR 414*	Healthcare Management, Economics, and Seminar	4
Total Upper Division Nursing Credit Hours		**70**

Associate Degree/Hospital Diploma Nursing Block Credit		**60**
Total Credit Hours		**180**

Those who lack one or more required general studies courses must complete them as prerequisites or in some cases co-requisites to upper-level nursing courses. See an advisor for details.

All required nursing and general studies courses must be completed with a grade of "C" or better.

* Nursing (NUR) courses may only be repeated one time. Two failures (a grade of D or F) in NUR courses, whether the same course or different courses, will result in permanent dismissal from the program. Exceptions, when warranted, may be granted by the Dean.

Students must maintain a current, unencumbered registered nurse license issued in the United States throughout enrollment in upper division nursing (NUR) courses.

The College of Health Sciences

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

To help meet the expanding demand for qualified healthcare professionals, the Sullivan University College of Health Sciences offers diploma, associate degree, bachelor's degree, and master's degree programs in health and health-related fields of study. Qualified and credentialed medical assistants, medical coders, health information managers, and physician assistants are being sought in the healthcare industry to meet demands and changes taking place in the United States.

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

In addition to the requirement outlines under the "Application Procedure" section of the Admission to the University, students in the Medical Assisting program must submit a satisfactory health evaluation form from a physician upon enrollment. This physical evaluation must be completed less than one year prior to enrollment.

DIPLOMA, ASSOCIATE, BACHELOR'S AND MASTER'S DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Medical Coding Diploma	Online
Medical Assisting Associate of Science (A.S.) Degree	Lexington
Health Information Management Associate of Science (A.S.) Degree*	Online
Bachelor of Science (B.S.) in Health Information Management Degree*	Online**
Master of Science (M.S.) Physician Assistant	Louisville

*Portions of this program must be taken totally online.
**Program not currently being offered.

All MSS and PA courses require a "C" or better grade for successful completion.

Medical Coding

DIPLOMA

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

47 Credit Hours
Length: 12 months (online program 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
BIO 103	Human Anatomy and Physiology	4
FYE 101	Information Literacy	4
HIM 101	Medical Terminology I	4
HIM 110	Pathophysiology with Pharmacology I	4
HIM 120	Health Information Technology I	4
HIM 130	CPT Procedure Coding I	4
HIM 141	ICD-10-CM Diagnosis Coding I	4
HIM 150	Healthcare Reimbursement	4
HIM 230	CPT Coding II	5
HIM 241	ICD-10-CM Diagnosis Coding II	5
HIM 270	ICD-10-PCS Coding	5
HIM 001	Medical Coding Practicum and CCA Review	0
Total Credit Hours		**47**

Medical Assisting

ASSOCIATE OF SCIENCE (A.S.) DEGREE

This program provides 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 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 THE ASSOCIATE DEGREE

100 Credit Hours
Length: 18 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
AOM 105	Keyboarding Essentials	4
AOM 214	Administrative Systems and Procedures	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MSS 104	Medical Terminology	4
MSS 115	Anatomy and Physiology I	4
MSS 124	Anatomy and Physiology II	4
MSS 134	Anatomy and Physiology III	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
MTH 101	College Math	4
Psychology Elective		4

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class from the Humanities/Fine Arts category. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours		**100**

Health Information Management

ASSOCIATE OF SCIENCE (A.S.) DEGREE

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 Degree in Health Information Management 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 is 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.

The Associate of Science Degree in Health Information Management prepares students for a career in health information technology.

REQUIREMENTS FOR THE ASSOCIATE DEGREE

99 Credit Hours (effective Spring term, 2016)
Length: 18 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
BIO 103	Human Anatomy and Physiology	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
HIM 101	Medical Terminology I	4
HIM 110	Pathophysiology with Pharmacology I	4
HIM 120	Health Information Technology I	4
HIM 130	CPT Procedure Coding I	4
HIM 141	ICD-10-CM Diagnosis Coding I	4
HIM 150	Healthcare Reimbursement	4
HIM 160	Legal Aspects of Health Information I	4
HIM 170	Health Information Management	4
HIM 220	Health Information Technology II	4
HIM 230	CPT Procedure Coding II	5
HIM 241	ICD-10-CM Diagnosis Coding II	5
HIM 250	Healthcare Statistics	4
HIM 260	Legal Aspects of Health Information II	4
HIM 270	ICD-10-PCS Coding	5
HIM 290	Health Information Practicum	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
HIM 002	Health Information Technology Review	0

General Studies Elective (4 Additional Credit Hours) **4**
Students must choose one additional General Education class. This class is in addition to the required General Education classes listed in the program. See the Table of Contents to find the complete list of General Education classes and minimum requirements.

Total Credit Hours   **99**

Health Information Management

BACHELOR OF SCIENCE (B.S.) DEGREE

The Sullivan University online Bachelor of Science in Health Information Management (HIM) Program provides students with the opportunity to be part of an exciting, challenging career. Health information Management professionals work directly with other health care professionals by managing health care information, health information systems, electronic health records, reimbursement, and other health information management functions. The Sullivan curriculum includes topics such as health information management, ICD-10-CM and ICD-10-PCS coding of diagnoses and procedures, legal and ethical aspects of health records, data quality management, and health information technology. The HIM Program culminates with a directed practicum which provides the students with practical experience in HIM.

REQUIREMENTS FOR THE BACHELOR'S DEGREE

186 Credit Hours
Length: 36 months

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

Course	Titles	Credit Hours
Associate Degree Credit		103
ENG 102	Composition II	4
GEN 215	Human Dynamics	4
HIM 320	Clinical Classification Systems Management	5
HIM 330	Healthcare Statistics and Research	4
HIM 340	Healthcare Reimbursement II	4
HIM 360	Legal Aspects of Healthcare Information III	4
HIM 370	Health Information Management II	4
HIM 420	Healthcare Information Systems	4
HIM 430	Healthcare Information Technology IV	4
HIM 440	Applied Pathophysiology and Pharmacology	5
HIM 450	Applied Healthcare Management	4
HIM 480	Health Information Management Project	5
HIM 490	Health Information Management Practicum	8
HST 274	American Government	4
MTH 201	College Algebra	4
MGT 114	Business Organization and Management	4
MGT 274	Basic Supervision	4
MGT 304	Principles of Management	4
PHL 464	Ethics	4
Total Credit Hours		**186**

This program is not currently being offered.

At the time of this Catalog printing, the BS program was under review and revision. See the Catalog Addendum/Errata for more information on updated curriculum and when enrollments will be accepted.

Master of Science Physician Assistant

Physician Assistants are health care professionals who provide diagnostic, therapeutic, and preventative health care services under the supervision of physicians.

The mission of the Sullivan University Physician Assistant Program is to educate medical professionals who will provide ethical, high-quality, compassionate medical care, thereby increasing access to health care for the underserved in the Commonwealth of Kentucky and the nation.

The Master of Science Physician Assistant (MSPA) degree program is 24 months in length with a total of 155 credit hours. The curriculum consists of a 12-month didactic phase (85 credits) and a 12-month clinical phase (64 credits).

The didactic year curriculum builds a foundation for clinical practice and focuses on biomedical, clinical, and behavioral sciences, as well as courses in critical thinking, patient history and physical examination. During the first quarter of the didactic year, students are introduced to clinical settings through clinical observational experiences. In the second quarter, students must begin to think critically and clinically, correlating classroom knowledge to clinical application. Students will also begin performing histories and physicals on consenting patients. Clinical application is further emphasized during the third and fourth quarters, as well as continuance of doing histories and physicals.

The clinical year consists of seven required clinical rotations, one elective clinical rotation, and a Capstone Project. Each rotation is six weeks in length and students return to campus the last 2 days of rotations for end of rotation testing, lectures and debriefing sessions.

Prior to graduation, students are required to complete a scholarly "Capstone Project" which is a formal Grand Rounds type presentation to the Sullivan University community.

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

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

YEAR BY QUARTER	2017	2018	2019
Winter Quarter	January 3 - March 26	January 2 - March 25	January 2 - March 24
Holidays			
ML King, Jr. Holiday	January 16	January 15	January 21
Break	March 27 - April 2	March 26 - April 1	March 25 - March 31
Spring Quarter	April 3 - June 25	April 2 - June 24	April 1 - June 23
Holidays			
Memorial Day	May 29	May 28	May 27
Summer Quarter	June 26 - September 17	June 25 - September 16	June 24 - September 15
Holidays			
Independence Day	July 4	July 4	July 4
Labor Day	September 4	September 3	September 2
Break	September 18 - September 24	September 17 - September 23	September 16 - September 22
Fall Quarter	September 25 - December 17	September 24 - December 16	September 23 - December 15
Holidays			
Thanksgiving	November 23 - 24	November 22 - 23	November 28 - 29
Break	December 18 - January 1	December 17 - January 1	December 16 - January 5

The Physician Assistant Academic Calendar differs from the standard Sullivan University Academic Calendar. Please contact the Physician Assistant Program Admissions Services Coordinator for more information.

Physician Assistant (Cont.)

Prerequisites

A bachelor degree and the following prerequisites are required to apply to the Physician Assistant Program:

	Semester Hours
English Composition or a Communications course	3
Introduction to Psychology, Developmental Psychology or Abnormal Psychology	3
Medical Terminology	1
Statistics	3
General Chemistry I and II with labs	8
Microbiology	3
Human Anatomy	3
Human Physiology (or 2 courses A&P combined)	3

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

• Earn a minimum cumulative undergraduate grade point average of 3.0
• Earn a minimum cumulative graduate grade point average of 3.0 (if applicable)
• Earn a math and science prerequisite grade point average of at least 3.0
• A "C" or better must be obtained in all prerequisite courses
• Minimum 500 direct patient contact hours

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

REQUIREMENTS FOR THE MASTER'S DEGREE

155 Credit Hours
Length: 24 months

Course	Titles	Credit Hours
DIDACTIC YEAR		
First Quarter		
PA 510	Principles of PA Practice I	1.5
PA 511	Clinical Medicine I	5
PA 512	Pharmacology and Pharmacotherapeutics I	2
PA 514	Medical Microbiology	1.5
PA 515	Genetics and Disease	1.5
PA 516	Gross Human Anatomy	4
PA 517	Physiology and Pathophysiology I	2
PA 524	Psychosocial Medicine	3
Credit Hours		**20.5**

Second Quarter		
PA 520	Principles of PA Practice II	1.5
PA 521	Clinical Medicine II	5
PA 522	Pharmacology and Pharmacotherapeutics II	3
PA 523	Patient History and Physical Examination I	4
PA 525	Clinical Laboratory Medicine and Application	3
PA 527	Physiology and Pathophysiology II	3
PA 545	Research Methods and Evidence Based Medicine	1
Credit Hours		**20.5**

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

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

CLINICAL YEAR		
Rotations		
PA 601	Behavioral and Mental Health	8
PA 602	Emergency Medicine	8
PA 603	Family Medicine	8
PA 604	General Surgery	8
PA 605	Internal Medicine	8
PA 606	Obstetrics and Gynecology	8
PA 607	Pediatrics	8
PA 608	Elective	8
Credit Hours		**64**

Master's Degree Project		
PA 614	Capstone Project I	3
PA 615	Capstone Project II	3
Credit Hours		**6**

Total Credit Hours		**155**

The Graduate School

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

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

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

Admission to the Graduate School—Master's Degree and Master's Certificate Programs

All applicants to Sullivan University's graduate programs must be either in their final two quarters of classes in a bachelor's degree program at Sullivan University or have an earned bachelor's degree from an accredited institution. Candidates for admission to the graduate school must demonstrate proficiency in verbal, written, quantitative and critical reasoning skills. This can be accomplished by a review of transcripts of previous undergraduate and any prior graduate courses, or through application of criteria established by the University's graduate school admissions process. Applicants for admission to the Sullivan University Graduate School should contact the graduate school admissions staff for additional information. Students who otherwise qualify for graduate admission may be accepted on a provisional basis. Those who do not meet the Graduate School Admissions Criteria are encouraged to contact an Admissions Officer to discuss their unique circumstances, life experiences, former educational successes, and goals for lifelong learning. Sullivan University recognizes that no single measure can sum up a person's ability to succeed at the Graduate School Level and a combination of factors can be used to gain acceptance to the Programs. Course work for all graduate degrees consists of twelve courses (48 credit hours) (Dual Master of Business Administration/Master of Science in Managing Information Technology is 64 credit hours).

DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Graduate Certificate in Conflict Management	Online
Master of Business Administration (MBA) Degree	Louisville, Lexington, Online
Executive Master of Business Administration (EMBA) Degree	Louisville, Lexington, Online
Master of Public Management (MPM) Degree	Louisville, Lexington, Online
Master of Science in Managing Information Technology (MSMIT) Degree	Louisville, Lexington, Online
Master of Science in Conflict Management (MSCM) Degree*	Louisville, Lexington, Ft. Knox, Online
Master of Science in Cyber Security Degree*	Louisville, Lexington, Online
Master of Science in Management (MSM) Degree	Louisville, Lexington, Ft. Knox, Online
Master of Science in Human Resource Leadership (MSHRL) Degree*	Louisville, Lexington, Ft. Knox, Online
Dual Master of Business Administration/Master of Science in Managing Information Technology (MBA/MSMIT) Degree	Louisville, Lexington, Online
Doctor of Philosophy (Ph.D.) in Management	Online

* Portions of this program must be taken totally online.

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

Graduate School Application Procedure

Unconditional Admission Requirements — Master's Degree and Master's Certificate Programs

Requirements for unconditional admission to Sullivan University's Graduate School include:

1. A baccalaureate degree from a Council for Higher Education Accreditation (CHEA) or United States Department of Education (USDOE) recognized, accredited institution;
2. Official transcripts of all previous undergraduate and graduate work;
3. A graduate school application and admission fee;
4. 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 degree from a CHEA or USDOE recognized, accredited institution; 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)

Original materials submitted no later than twenty-one (21) calendar days after the beginning of the academic quarter for which the applicant is seeking admission.

Additionally, a current Sullivan University undergraduate student may enroll in the Graduate School 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 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;
- Has met all graduate school prerequisite coursework requirements;
- Has 16 quarter hours of available free elective space in their program of study.

Special Status—Master's and Master's Certificate Programs

Students who do not meet the requirements above must have approval of the Dean of the Graduate School.

Acceptance to The Graduate School is contingent upon approval from the Dean of The Graduate School. If a grade of "C" or lower is obtained during the first 16-quarter hours of graduate classes, the student's continuation in the program is at the discretion of the Dean of The Graduate School.

International Students Graduate School Admission—Master's and Graduate Certificate Programs

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

Conflict Management

GRADUATE CERTIFICATE

The Graduate Certificate in Conflict Management is a graduate level program designed for individuals who need to apply conflict management methods, skills and techniques in an organizational context. Individuals already possessing a Bachelor's degree or higher who are in human resources, counseling, or supervisory roles will gain an advantage from the knowledge and skills obtained from completion of this certificate program by learning ways in which conflict can be managed for positive results in the workplace or in other settings. The Graduate Certificate in Conflict Management will benefit anyone who works with people, manages people, or has a relationship with people.

Conflict is a natural occurrence that can result in positive or negative consequences. The content of certificate courses addresses issues that assist students in learning ways to change potentially negative results of conflict into positive solutions that benefit both the organization and the individuals involved in conflicts. Graduates of this certificate program will learn to communicate better; they will learn to take negative conflict and turn it to positive opportunity; they will learn to facilitate diverse workgroups; and they will learn to negotiate better outcomes.

REQUIREMENTS FOR THE GRADUATE CERTIFICATE

24 Credit Hours
Length: 9 months (3 quarters of full-time study)

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
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 521	Managing Organizational Conflicts	4
CMM 540	Conflict and Culture	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
Total Credit Hours		**24**

Master of Business Administration

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

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

REQUIREMENTS
48 Credit Hours
Length: 18 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
ACT 510	Accounting Theory for Management Decisions OR	4
ACT 511	Accounting Theory for Business Environments*	
ECO 510	Managerial Economics	4
FIN 540	Managerial Finance	4
MGT 510	Managerial Communication Skills	4
MGT 545	Leadership and Team Development	4
MGT 620	Operations Strategy	4
MGT 680	Integrative MBA Capstone	4
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Advanced Quantitative Methods	4
Credit Hours		**36**

Free Electives (12 Credit Hours)		**12**

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

Total Credit Hours	**48**

Accounting Concentration

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

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

Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 540	Conflict and Culture	4
CMM 542	Conflict Coaching for Leaders	4

Healthcare Management Concentration

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

Hospitality Management Concentration

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

Public Management Concentration

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

Strategic Human Capital Management Concentration

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

*For Accounting Concentration Only

Executive Master of Business Administration

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

While the curriculum of the EMBA program is very similar to that of the regular MBA degree, the requirement of a minimum of four experiential courses linking learning outcomes to their professional experiences makes the program significantly different. The EMBA is a unique blend of traditional courses with instructional learning experiences including a one weekend a month on-campus commitment required associated with the experientials. Experiential courses must be taken in conjunction with other required courses.

REQUIREMENTS
48 Credit Hours
Length: 18 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
ACT 510	Accounting Theory for Management Decisions	4
ECO 510	Managerial Economics	4
FIN 540	Managerial Finance	4
MGT 510	Managerial Communication Skills	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leadership and Team Development	4
MGT 571	Competing in Domestic and International Markets	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operations Strategy	4
MGT 680	Integrative MBA Capstone	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Advanced Quantitative Methods	4
Total Credit Hours		**48**

Master of Science in Managing Information Technology

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

This degree is intended primarily for data processing, information technology, and other professionals who seek to keep pace with the information age and is designed to increase the probability of the student's advancement to new or expanded management positions of greater responsibility and authority within their professions. The degree program aims to increase technical knowledge, build a conceptual understanding of emerging IT issues, and provide the ability to conduct independent research to support IT project management decisions. Areas covered include principles of project management, organizational principles and behavior, communications, financial analysis, leadership and team development, information security and legal issues, and system development.

REQUIREMENTS
48 Credit Hours
Length: 18 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
CSC 550	Data Mining	4
CSC 560	Electronic Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
FIN 540	Managerial Finance	4
MGT 510	Managerial Communication Skills	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leadership and Team Development	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
Credit Hours		**44**

Free Electives (4 Credit Hours)		**4**

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

Total Credit Hours		**48**

Master of Science in Conflict Management

The Master of Science in Conflict Management (MSCM) degree is a generalist degree that provides the knowledge and skills in conflict management theory, methods, and applications in business, industry, labor, government, education, religion, and non-profit organizations. The curriculum will enable wide applications for (1) controlling lost capital due to grievances, complaints, and litigation, as well as for (2) redirecting human and financial resources toward prevention of disputes, improvement of communication, and support of organizational mission.

Graduates from this degree program will understand the dynamics of human conflict; will be able to design conflict management systems and policies; and should be able mediators and conciliators for conflict management at all levels in their organizations. The degree provides a strong building block for persons who hold undergraduate degrees and desire to pursue full-time careers in conflict management, but the degree also strongly complements professional careers which require the MBA, JD, MSW, MPSYCH, CPA, and MDIV degrees.

REQUIREMENTS
48 Credit Hours
Length: 18 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
CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 515	Conflict Theories	4
CMM 521	Managing Organizational Conflicts	4
CMM 540	Conflict and Culture	4
CMM 542	Conflict Coaching for Leaders	4
CMM 550	Negotiation in Conflict Management	4
CMM 561	Organizational Systems Analysis and Design	4
CMM 695	Integrated Management Capstone	4
MGT 510	Managerial Communication Skills	4
Credit Hours		**36**

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

Total Credit Hours		**48**

Master of Science in Human Resource Leadership

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

• Strategic management

• Workforce planning and employment

• Human resource development

• Total rewards

• Employee and labor relations

• Risk management

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

REQUIREMENTS
48 Credit Hours
Length: 18 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
CMM 521	Managing Organizational Conflicts	4
HRL 520	Workforce Planning and Staffing	4
HRL 530	Human Resource Development	4
HRL 540	Compensation, Benefits and Security	4
HRL/MGT 580	Strategic Human Resource Management	4
HRL 611	Essential Financial Skills for HR Professionals	4
HRL 621	HR Analytics and Technology	4
HRL 690	Integrative MSHRL Capstone	4
LAW 545	Employment Law	4
MGT 510	Managerial Communication Skills	4
Credit Hours		**40**

Free Electives (8 Credit Hours)   **8**
Two elective courses are chosen by the student to complement the student's personal or professional interests.

Total Credit Hours		**48**

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

The Dual Master of Business Administration/ Master of Science in Managing Information Technology (MBA/ MSMIT) degree is designed for those students who would like to complete both degrees in the shortest possible timeframe. The graduates of this program will complete the core requirements for both degrees but will have no opportunities for electives. Students who pursue this degree may be able to complete the program in two years.

REQUIREMENTS
64 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
ACT 510	Accounting Theory for Management Decisions	4
CSC 550	Data Mining	4
CSC 560	E-Commerce and Intranet Development	4
CSC 610	Information Systems Development	4
CSC 635	Computer Security and Legal Issues	4
CSC 680	Integrative MSMIT Capstone	4
ECO 510	Managerial Economics	4
FIN 540	Managerial Finance	4
MGT 510	Managerial Communication Skills	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leadership and Team Development	4
MGT 590	Project Management	4
MGT 596	Graduate Management Experiential 1	1
MGT 597	Graduate Management Experiential 2	1
MGT 620	Operations Strategy	4
MGT 696	Graduate Management Experiential 3	1
MGT 697	Graduate Management Experiential 4	1
MKT 570	Marketing Strategy and Implementation	4
QNT 550	Advanced Quantitative Methods	4
Total Credit Hours		**64**

Master of Science in Management

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

REQUIREMENTS
48 Credit Hours
Length: 18 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
MGT 510	Managerial Communication Skills	4
MGT 511	Managerial Ethics	4
MGT 521	Managing Organizational Conflict	4
MGT 545	Leadership and Team Development	4
MGT 561	Organizational Systems Analysis and Design	4
MGT 571	Competing in Domestic and International Markets	4
MGT 580	Strategic Human Resource Management	4
MGT 650	Organizational Effectiveness	4
MGT 695	Integrated Management Capstone	4
Credit Hours		**36**
Free Electives (12 Credit Hours)		**12**
Three elective courses are chosen by the student to complement the student's personal or professional interests.		
Total Credit Hours		**48**

Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 540	Conflict and Culture	4
CMM 542	Conflict Coaching for Leaders	4

Strategic Human Capital Management Concentration

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

Master of Public Management

The Master of Public Management (MPM) program is directed toward defining and developing analytical, conceptual and practical competencies for management careers in the public and non-profit sectors. The mission of the MPM program is to offer an innovative and practical curriculum that stresses the business-side of public management and provides the intellectual and theoretical foundations to professionals who prepare to take on responsible managerial roles in public and service organizations. In particular, this program helps develop and sharpen the skills and capacities individuals need for a career in public service or in the nonprofit sector and increase students' effectiveness as public managers. With a combination of theoretical, analytical, and practice-oriented courses, this program is designed to prepare graduates to be effective in dynamic and increasingly diverse professional environment.

The curriculum is in three parts: general management core, public management core and electives. The MPM program contains five general core courses. The five courses in the general core cross public, private, and nonprofit sectors. The public management core covers areas specific to public management. All students enrolled in the MPM program take the same nine general and public management core requirements, which provide a common body of knowledge expected from all MPM students who graduate from Sullivan University. Students may choose to concentrate electives in a narrow field of study like conflict management, health care administration, or strategic human capital management, or, alternatively, choose elective courses that suit their unique needs as long as they satisfy prerequisite courses, if any.

REQUIREMENTS

48 Credit Hours
Length: 18 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
MGT 510	Managerial Communication Skills	4
CMM 550	Negotiation in Conflict Management	4
MGT 580	Strategic Human Resource Management	4
MGT 620	Operations Strategy	4
MPM 510	The Public Policy Process	4
MPM 545	Public Sector Financial Management	4
MPM 550	Public Policy Economic Analysis	4
MPM 680	Program and Policy Evaluation - MPM Capstone	4
QNT 550	Advanced Quantitative Methods	4
Credit Hours		**36**

Free Electives (12 Credit Hours)		**12**

Three elective courses are chosen by the student to complement the student's personal of professional interests.

Total Credit Hours		**48**

Conflict Management Concentration

CMM 510	Interpersonal and Intergroup Conflict Analysis	4
CMM 540	Conflict and Culture	4
CMM 542	Conflict Coaching for Leaders	4

Healthcare Management Concentration

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

Strategic Human Capital Management Concentration

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

Master of Science in Cyber Security

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

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

REQUIREMENTS
48 Credit Hours
Length: 18 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
MGT 510	Managerial Communications Skills	4
MGT 590	Project Management	4
CSC 520	Fundamentals of Cyber Security	4
CSC 540	Information Security	4
CSC 550	Data Mining & Distributed Computing	4
CSC 622	Evaluating Emerging Cyber & Information Security Technologies	4
CSC 623	Business Continuity & Disaster Response Processes & Strategies	4
CSC 624	Cyber & Information Security Policy Analysis	4
CSC 625	Applied Digital Forensics	4
CSC 626	Cyber Warfare & Espionage: Tactics, Techniques & Tools for Cyber Professionals	4
CSC 635	Computer Security & Legal Issues	4
CSC 681	IT Capstone Project	4
Total Credit Hours		**48**

Master of Science Physician Assistant

See a description of this program, under the College of Health Sciences section of this catalog, on pages 79-80.

Doctor of Philosophy (Ph.D.) in Management

Sullivan University offers the Ph.D. in Management to meet the growing need for practitioner-scholars who can apply their knowledge and experience in diverse employment settings. The Ph.D. program builds upon a strong research foundation with advanced study in management and practical applications of management knowledge. The degree is available in an online setting with concentrations in Strategic Management, Conflict Management, Human Resource Leadership, and Information Technology Management. The program features a flexible learning delivery system that allows working professionals to complete their studies without having to give up their careers. The Ph.D. program at Sullivan University has four major objectives:

- To prepare students to conduct scholarly research relevant to the management of organizations in the public and private sectors;

- To prepare students for responsible positions in private and public sectors;

- To prepare management practitioners to develop research and application skills that will enable them to serve as leaders and scholars in their organizations;

- To help public and private sector organizations solve critical problems, make better decisions, and foster environments built on performance excellence.

Admission to Ph.D. in Management Program

Admission into the Ph.D. program in Management is selective and contingent upon an applicant's satisfying a number of conditions. Primary factors considered include the applicant's graduate grade point averages, significant experience in a professional managerial capacity, career interests and goals discussed in an essay, professional recommendations, and the applicant's appropriateness for Ph.D. study and ability to handle advanced-level research. Applicants who seek admission into the Ph.D. program must submit the following materials for consideration by the Ph.D. Admissions Committee within fifteen (15) days prior to the start of Ph.D. studies:

- Completed Graduate School application form;

- Nonrefundable enrollment fee;

- Official transcripts indicating a completed, related master's degree and bachelor's degree from a regionally accredited university, or from a non-U.S. institution with comparable accreditation. A minimum of a 3.40 on a 4.0 scale for master's course work is required;

- Current resume that demonstrates proven progressive experience in a managerial capacity in business, government, or not-for-profit management;

- Contact information for three references from past or current employers, university professors, or professional associations. Personal references from family, friends, and others are not acceptable;

- A minimum 750 word essay describing how your goals and experiences make you a superior candidate to pursue research and studies in management.

The Ph.D. admissions process has two stages. First, an applicant must submit all required documentation to the Ph.D. Admissions Committee within fifteen (15) days prior to the start of Ph.D. courses. Second, all members of the Ph.D. Admissions Committee review the application package, which includes all required documents, and decide whether to admit or not to admit the applicant into the Ph.D. program. All decisions rendered by the committee and approved by the Dean of The Graduate School are considered final.

REQUIREMENTS

90 Credit Hours (Minimum)
Length: 36 months

Ninety (90) credit hours of graduate study beyond the master's degree must be completed successfully to receive a Ph.D. for the Graduate School at Sullivan University. The distribution of credit hours is provided below:

Area of Study	Credit Hours
Cornerstone Requirements	16
Management Core	20
Research Core	24
Concentration Area	12
Comprehensive Exam	2
Dissertation	minimum of 16
Total Credit Hours	**90**

- Cornerstone Requirements: Sixteen (16) credit hours may be transferred into the Ph.D. program from a master's-level program into the Ph.D. in Management. Cornerstone courses must be from: (1) two courses closely aligned with the macro-and-micro level courses required in the management core; (2) a research course equivalent to Sullivan University's QNT 550 or CSC 550; and (3) a course in the student's concentration area or a root discipline of the concentration area. Cornerstone courses or their equivalents are determined at the discretion of the Ph.D. Admissions Committee and the Dean of The Graduate School.

- Management Core: Twenty (20) credits hours are required to provide a common core of theory-based courses and content for all students in the Ph.D. programs. Generally, these courses provide students with a common body of knowledge expected from all Ph.D. students in Management. The management core

courses cover organizational theory, organizational behavior, human capital management, strategic management, and a course that integrates both organizational theory and organizational behavior in the study of innovation and change in organizations.

- Research Core: Twenty-four (24) credits are required as a research core. A Ph.D. is a research certification, and the research core courses are designed to provide students with knowledge and experience to function as high-level researchers in academia, business, and government organizations. All Ph.D. students take requisite course work in research methods and research design, quantitative research and analysis, and qualitative research and analysis, proposal development, and mixed methods.

- Concentration Area: Twelve (12) hours are required for a primary concentration or area of study. Students may choose one of four concentrations areas: Strategic Management (Strategy), Information Technology Management (IT Management), Human Resource Leadership, or Conflict Management. The student's primary concentration area includes three courses common to all students who choose a particular concentration area.

- Comprehensive Exam: Two (2) credit hours are awarded for successful completion of the comprehensive exam. The comprehensive exam is offered in the term immediately following the student's successful completion of Ph.D. courses. Credits are awarded on a pass-fail basis, and no letter grade or quality points will be assigned for completion of the comprehensive exam.

- Dissertation: A minimum of sixteen (16) credit hours are awarded for dissertation research. Credits are awarded after a student successfully defends a Ph.D. dissertation and the dissertation is accepted by the Dean of the Graduate School as successful completion of requirements for the Ph.D. degree.

- Residencies: No credit hours are awarded for required residencies, although residencies are required for each of the first two years of their enrollments in Ph.D. studies.

Credit Hours for Completion

When students complete their doctoral course work and pass their comprehensive exams, they are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment. For the first academic year, four subsequent sections must be successfully completed for a total of 16 credit hours. Students who do not complete their dissertation research after the first 12 months are enrolled in MGT/CMM/CSC/HRL 799 Dissertation, a four quarter hour course that constitutes full-time enrollment, each quarter until they successfully defend their dissertations or until they reach the seven-year,

maximum time limit, whichever comes first. Students who continue to register for the 799 course beyond the 12 hours normally required will only be charged the contracted tuition rate for a 1 credit hour.

Given this, students may be required to register for and accumulate hours in excess of the stated minimum number of hours (90) for completion.

Transfer Credits

A student may transfer up to eight (8) credit hours of Ph.D. coursework from a regionally-accredited doctoral program in areas closely related to the management core, concentration area, and research core. Comprehensive exam hours and dissertation hours are ineligible for transfer and are not included in the transfer policy. Transfer of credits will be considered by the Ph.D. Admissions Committee, and all decisions rendered by the committee and approved by the Dean of the Graduate School are considered final.

Ph.D. in Management - continued

REQUIREMENTS
90 Credit Hours (Minimum)
Length: 36 months (Minimum)

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

Course	Titles	Credit Hours
Ph.D. Research Core		
GRAD 710	Research Design and Analysis	4
GRAD 712	Quantitative Research and Analysis	4
GRAD 716	Qualitative Research and Analysis	4
GRAD 717	Advanced Qualitative Research and Analysis	4
GRAD 718	Advanced Quantitative Research and Analysis	4
GRAD 719	Mixed Methods Research and Design	4
Management Core		
MGT 711	Organizations and External Environments	4
MGT 712	Seminar in Strategic Management	4
MGT 713	Individual and Group Behavior in Organizations	4
MGT 714	Seminar in Human Capital Management	4
MGT 715	Managing Innovation and Change in Organizations	4
CMM/CSC/HRL/MGT 797	Ph.D. Program Residency	0
CMM/CSC/HRL/MGT 798	Comprehensive Doctoral Exam	2
CMM/CSC/HRL/MGT 799	Dissertation Research	Minimum 16
Credit Hours		**62**

CONCENTRATION AREAS

Conflict Management:

CMM 721	Philosophical and Social Issues in Conflict Management	4
CMM 724	Organizational Conflict Management Analysis and Intervention	4
CMM 795	Proposal Development	4
Credit Hours		**12**

Human Resource Leadership:

HRL 721	High-Performance Human Resource Leadership	4
HRL 724	Workforce Analytics and Technology	4
HRL 795	Proposal Development	4
Credit Hours		**12**

Information Technology Management:

CSC 722	Data Mining and Business Intelligence	4
CSC 724	Knowledge Management	4
CSC 795	Proposal Development	4
Credit Hours		**12**

Strategic Management:

MGT 721	Industry Structure and Competitive Strategy	4
MGT 726	Seminar in Strategy and Public Policy	4
MGT 795	Proposal Development	4
Credit Hours		**12**

Core, Exam and Dissertation	62
Concentration Area	12
Cornerstone Courses	16
Total Credit Hours	**90**

College of Pharmacy

CAREER DIPLOMA, ASSOCIATE AND DOCTORAL DEGREE PROGRAMS

Programs	Locations Where One Can Enroll
Pharmacy Technician Diploma	Louisville
Pharmacy Technician Associate of Science (A.S.) Degree	Louisville
Doctor of Pharmacy (Pharm.D.)	Louisville
Pharm.D. + Masters	Louisville

Doctor of Pharmacy Degree

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 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 prerequisite coursework equaling 72 semester credits (108 quarter credits). This approximates a 2-3 year program of study completed **before** admission to the Sullivan University College of Pharmacy (SUCOP). SUCOP 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 at SUCOP.

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

*Equivalent to 108 quarter credit hours

Admission to the College of Pharmacy

In addition to completing the prerequisites listed above, requirements for admission to SUCOP include:

- A competitive grade point average both overall and in pre-pharmacy coursework, preference is given to applicants with a 3.0 or higher.
- Pharmacy College Admission Test (PCAT) Exam scores
- Supplemental application sent directly to SUCOP
- All applicants must submit through the PharmCAS system
- Admission is competitive and selective and those applicants selected for interview will be notified by the Office of Student Affairs.

Consult the Sullivan University College of Pharmacy webpage, at sullivan.edu/pharmacy, for further details.

College of Pharmacy (COP) student tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the COP are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 174 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

Doctor of Pharmacy (Pharm.D.)

Please refer to the Sullivan University College of Pharmacy website (sullivan.edu/pharmacy) for the most current SUCOP curriculum and course descriptions.

REQUIREMENTS

174 Credit Hours
Length: 36 months

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

Course	Titles	Credit Hours
1st Quarter (Summer), Professional Year One		
PHR 5000	Introduction/Initiation to the Practice of Pharmacy	1
PHR 5001	Introduction to Health Care System	2
PHR 5002	Human Physiology	4
PHR 5003	Pharmaceutics I	3
PHR 5004	Pharmaceutical Calculations with Lab	3
PHR 5005	Pharmacy Law and Ethics	3
PHR 5007	Patient Care Lab	1
PHR 5008	Introductory Pharmacy Practice Experience (IPPE) Community (Pass/Fail)	1
Credit Hours		**18**
2nd Quarter (Fall), Professional Year One		
PHR 5200	Immunology	3
PHR 5201	Medication Safety	3
PHR 5202	Biochemistry	4
PHR 5203	Pharmaceutics II with Lab	3
PHR 5204	Communication & Collaborative Solutions	2
PHR 5205	IPPE Community (Pass/Fail)	1
PHR 5206	Patient Care Lab	1
Credit Hours		**17**
3rd Quarter (Winter), Professional Year One		
PHR 5400	Clinical Microbiology and Antibiotics Basics	3
PHR 5401	Self Care	3
PHR 5402	Research Design and Literature Evaluation I	3
PHR 5403	Introduction to Pharmacology/Medicinal Chemistry	1
PHR 5404	Public Health Issues	2
PHR 5405	Biotechnology	1
PHR 5406	IPPE - Community (Pass/Fail)	1
PHR 5407	Patient Care Lab	1
Credit Hours		**15**
4th Quarter (Spring), Professional Year One		
PHR 5600	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Hospital (Pass/Fail)	4
PHR 5601	Intermediate Pharmacy Practice Experience (I.P.P.E.) - Community (Pass/Fail)	1
PHR 5602	Patient Care Lab	2
PHR 5603	Sterile Dosages with Lab	2
Credit Hours		**9**

Course	Titles	Credit Hours
1st Quarter (Summer), Professional Year Two		
PHR 6000	Pharmacology/Medicinal Chemistry I	4
PHR 6001	Pharmacotherapeutics	4
PHR 6002	Patient Care Lab	1
PHR 6003	Biopharmaceutics and Pharmacokinetics I	2
PHR ????	Professional Elective I	2
PHR ????	Professional Elective II	2
PHR 6004	Pathophysiology	3
Credit Hours		**18**
2nd Quarter (Fall), Professional Year Two		
PHR 6200	Pharmacy Practice Management	2
PHR 6201	Pharmacology/Medicinal Chemistry II	5
PHR 6202	Patient Care Lab	1
PHR 6203	Biopharmaceutics and Pharmacokinetics II	2
PHR ????	Professional Elective III	2
PHR 6204	Pharmacotherapeutics II	6
Credit Hours		**18**
3rd Quarter (Winter), Professional Year Two		
PHR 6400	Clinical Nutrition	2
PHR 6401	Pharmacology/Medicinal Chemistry III	5
PHR 6402	Pharmacotherapeutics III	6
PHR 6403	Patient Care Lab	1
PHR ????	Professional Elective IV	2
PHR 6404	Pharmacogenomics: Personalized Medicine	2
Credit Hours		**18**
4th Quarter (Spring), Professional Year Two		
PHR 6600	Pharmacoeconomics and Outcomes	2
PHR 6601	Pharmacotherapeutics IV	6
PHR 6602	Pharmacology/Medicinal Chemistry IV	5
PHR 6603	Patient Care Lab	1
PHR 6604	Research Design and Literature Evaluation II	1
PHR 6605	Clinical Application of Pharmacokinetics Lab	1
PHR 6606	Professional Seminar Course	2
Credit Hours		**18**
1st Quarter (Summer), Professional Year Three		
PHR 7000	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7001	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		**12**
2nd Quarter (Fall), Professional Year Three		
PHR 7200	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7201	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		**12**
3rd Quarter (Winter), Professional Year Three		
PHR 7400	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7401	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
Credit Hours		**12**
4th Quarter (Spring), Professional Year Three		
PHR 7600	Advanced Pharmacy Practice Experiences (APPE) (Pass/Fail)	6
PHR 7601	Research Project and NAPLEX/MPJE Preparation (Pass/Fail)	1
Credit Hours		**7**

Total Credit Hours   **174**

List of Currently Offered Electives

Course Number	Elective Name	Course Number	Elective Name
PHR 6800	Addiction and Substances of Abuse	PHR 6818	NanoMedicine
PHR 6801	Advanced Drug Delivery	PHR 6819	Palliative Care
PHR 6802	Advanced Ambulatory Care	PHR 6820	Pediatrics
PHR 6803	Advanced Self Care	PHR 6821	Veterinary Medicine
PHR 6804	Aromatherapy Science	PHR 6822	Wilderness Medicine
PHR 6805	Clinical Ethics	PHR 6823	Women's Health
PHR 6806	Drug Induced Disease	PHR 6824	Xenobiotic Toxicology
PHR 6807	Geriatrics	PHR 6825	Independent Study
PHR 6808	Heart Failure	PHR 6826	Elective I
PHR 6809	Integrative Therapeutics	PHR 6827	Elective II
PHR 6810	Introduction to Residency	PHR 6828	Elective III
PHR 6811	Landmark Trials I	PHR 6829	Elective IV
PHR 6812	Landmark Trials II	PHR 6830	Elective V
PHR 6813	Leadership	PHR 6831	Elective VI
PHR 6814	Learn to Teach	PHR 6832	Independent Study II
PHR 6815	Managed Care	PHR 6833	Independent Study III
PHR 6816	Medical Spanish	PHR 6834	Independent Study IV
PHR 6817	Mental Health		

Doctor of Pharmacy (Pharm.D.) Academic Calendar

PROFESSIONAL YEAR	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020
Summer Quarter (P1s and P2s) Holidays Independence Day Labor Day Break (2 weeks)	July 5 - September 18 September 5 September 19 - October 2	July 3 - September 17 July 4 September 7 September 18 - October 1	July 2 - September 16 July 4 September 3 September 17 - September 30	July 1 - September 15 July 4 September 2 September 16 - September 29
(P3s - APPEs) No Holidays Break (1 Week)	July 5 - September 25 (6 Week APPE) September 26 - October 2	July 3 - September 24 (6 Week APPE) September 25 - October 1	July 2 - September 23 (6 Week APPE) September 24 - September 30	July 1 - September 22 (6 Week APPE) September 23 - September 29
Fall Quarter (P1s and P2s) Holidays Thanksgiving Break (2 Weeks)	October 3 - December 18 November 24 and 25 December 19 - January 2	October 2 - December 17 November 23 and 24 December 18 - January 1	October 1 - December 16 November 22 and 23 December 17 - January 1	September 30 - December 15 November 28 and 29 December 16 - January 5
(P3s - APPEs) No Holidays Break (1 Week)	October 3 - December 25 (6 Week APPE) December 26 - January 2	October 2 - December 24 (6 Week APPE) December 25 - January 1	October 1 - December 23 (6 Week APPE) December 24 - January 1	September 30 - December 22 (6 Week APPE) December 23 - January 5
Winter Quarter (P1s and P2s) Holidays ML King, Jr. Holiday Break (2 Weeks)	January 3 - March 19 January 16 March 20 - April 2	January 2 - March 18 January 15 March 19 - April 1	January 2 - March 17 January 21 March 18 - March 31	January 6 - March 22 January 20 March 23 - April 5
(P3s - APPEs) No Holidays Break (1 Week)	January 3 - March 26 (6 Week APPE) March 27 - April 2	January 2 - March 25 (6 Week APPE) March 26 - April 1	January 2 - March 24 (6 Week APPE) March 25 - March 31	January 6 - March 29 (6 Week APPE) March 30 - April 5
Spring Quarter (P1s and P2s) Holidays Memorial Day Break (2 Weeks)	April 3 - June 18 May 29 June 19 - July 2	April 2 - June 17 May 28 June 18 - July 1	April 1 - June 16 May 27 June 17 - June 30	April 6 - June 21 May 25 June 22 - July 5
(P3s - APPEs) No Holidays Break (1 Week)	April 3 - June 25 (6 Week APPE) June 26 - July 2	April 2 - June 24 (6 Week APPE) June 25 - July 1	April 1 - June 23 (6 Week APPE) June 24 - June 30	April 6 - June 28 (6 Week APPE) June 29 - July 5

The Doctor of Pharmacy (Pharm.D.) Academic Calendar differs from the standard Sullivan University Academic Calendar. There are occasionally changes made to the Doctor of Pharmacy (Pharm.D.) academic calendar due to changes in pharmacy curriculum. Please refer to the Sullivan University College of Pharmacy website (sullivan.edu/pharmacy) for the most current Doctor of Pharmacy (Pharm.D.) academic calendars.

Pharm.D. + Masters

The College of Pharmacy and the Graduate School offer the opportunity to concurrently complete both degrees (the Doctor of Pharmacy (Pharm.D.) and a Masters. The following Master's programs are available as part of this program: Master of Business Administration (MBA), Master of Science in Conflict Management (MSCM), Master of Science in Management (MSM), Master of Public Management (MPM), and Master of Science in Human Resource Leadership (MSHRL). Coursework is designed to allow Pharm.D. students to complete both the Pharm.D. and Master programs during the three full calendar years required by the Pharm.D. program by allowing students to take their Pharm.D. elective courses in subjects that satisfy the requirements of a Master's program.

Prospective candidates must submit separate applications and be admitted to both the College of Pharmacy and the Graduate School according to the admissions standards established for each program. College of Pharmacy students may apply for the Pharm.D. + Masters concurrent degrees anytime after the summer quarter of the first professional year. Pharmacy students interested in pursuing both degrees need to have a minimum 3.0 pharmacy GPA, no more than 3 unexcused absences per quarter, and not be on any type of academic or professional/ethical warning or probation, as well as meet the acceptance criteria of the Graduate School.

Acceptance by the College of Pharmacy does not guarantee acceptance into the Graduate school. Upon successful completion of the concurrent degrees, the student would earn separate Doctor of Pharmacy (Pharm.D.) and Masters.

Please consult with the SUCOP Assistant Dean of Academic Affairs and Assessment for additional information and requirements for admission into this program.

Pharmacy Technician

DIPLOMA

Pharmacy is an expanding field that offers growing opportunities to those who wish to become professional pharmacy technicians. Pharmacy technicians assist pharmacists in drug stores, hospitals and research institutions. These career opportunities are available to those who are interested in improving the health of Americans, enjoy customer service, compounding medications, anatomy and physiology, aseptic techniques, and pharmaceutical law.

This intensive one-year career diploma program prepares future pharmacy technicians with the basics to be successful in the field. The program includes an interactive classroom and an externship that provides students real-world experience that will assist them in obtaining employment as a Pharmacy Technician.

All PHT core courses require a "C" or better for successful completion.

REQUIREMENTS
72 Credit Hours
Length: 12 months

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

Course	Titles	Credit Hours
AOM 105	Keyboarding Essentials	4
CSC 118	Computer Applications I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Techniques	4
MTH 101	College Mathematics	4
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 110	Introduction to Disease and Patient Care	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 204	Institutional Pharmacy Operations	4
PHT 205	Principles of Customer Service	2
PHT 206	Sterile Compounding	4
PHT 209	Medication Safety	2
PHT 299	Pharmacy Externship	4
Total Credit Hours		**72**

Pharmacy Technician

ASSOCIATE OF SCIENCE (A.S.) DEGREE

Individuals who wish to grow within the pharmacy field will find the Sullivan University Associate of Science in Pharmacy Technician designed especially for them. This program will also enable individuals already in the pharmacy field to seek and gain advancement in their current setting. Some of the advanced roles that this program will prepare individuals for include medication therapy management, head or lead technician, office manager and a scheduling coordinator.

The pharmacy courses and general education courses combined offer individuals that want to advance their career even farther as a potential pharmacist the ability to get a head start on pharmacy basics. This would also allow those individuals wanting to attend pharmacy school an opportunity to complete some of the required prerequisites at Sullivan University.

All PHT core courses require a "C" or better for successful completion.

REQUIREMENTS
92 Credit Hours
Length: 18 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
AOM 105	Keyboarding Essentials	4
CSC 118	Computer Applications I	4
ECO 201	Microeconomics OR	
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
FYE 101	Information Literacy	4
GEN 215	Human Dynamics	4
MSS 104	Medical Terminology	4
MSS 154	Health and Safety Technique	4
MTH 101	College Mathematics	4
PHT 101	Introduction to Pharmacy Technician	4
PHT 105	Pharmaceutical Calculations	4
PHT 110	Introduction to Disease and Patient Care	4
PHT 150	Pharmacotherapeutics I	4
PHT 151	Pharmacotherapeutics II	4
PHT 201	Pharmacy Law and Ethics	4
PHT 203	Community Pharmacy Operations	4
PHT 204	Institutional Pharmacy Operations	4
PHT 205	Principles of Customer Service	2
PHT 206	Sterile Compounding	4
PHT 208	Nutrition for Pharmacy Technicians	4
PHT 209	Medication Safety	2
PHT 299	Pharmacy Externship	4
PSY 214	Introduction to Psychology	4
Total Credit Hours		**92**

Sullivan University Online

The Internet has provided exciting opportunities in the field of education. Sullivan University is at the forefront of the use of this technology and is proud to provide online classes and programs through Sullivan University Online. All online course credits earned through Sullivan University Online that are part of a given program are accepted as part of associate, bachelor's, master's and doctoral degree programs. The programs below can be earned entirely online*, allowing students to complete their education and remain on the job, no matter where in the world they have chosen to live. For additional information regarding online programs, go to sullivan.edu/programs-online.asp.

CERTIFICATES, DIPLOMA AND DEGREE PROGRAMS

- Conflict Management Certificate
- Cyber Security Administration Certificate
- Cyber Security Professional Certificate
- Computer Forensics Diploma
- Medical Coding Diploma
- Network Security Diploma
- Associate of Science Degree in Accounting
- Associate of Science Degree in Business Management
- Associate of Science Degree in Computer Forensics
- Associate of Science Degree in Computer Information Technology
- Associate of Science Degree in Health Information Management
- Associate of Science Degree in Hotel & Restaurant Management
- Associate of Science Degree in Justice and Public Safety Administration
- Associate of Science Degree in Logistics and Transportation Management
- Associate of Science Degree in Marketing and Sales Management
- Associate of Science Degree in Network Security
- Bachelor of Science Degree in Accounting
- Bachelor of Science Degree in Business Administration
    - *Concentrations:*
        - Finance
        - Healthcare Management
        - Management
        - Marketing
        - Logistics and Supply Chain Management
- Bachelor of Science Degree in Computer Forensics
- Bachelor of Science Degree in Health Information Management
- Bachelor of Science Degree in Hospitality Management
- Bachelor of Science Degree in Human Resource Leadership
- Bachelor of Science Degree in Interdisciplinary Business Studies
- Bachelor of Science Degree in Justice and Public Safety Administration

- Bachelor of Science Degree in Network Security
- Bachelor of Science in Nursing: RN to BSN
- Graduate Certificate in Conflict Management
- Master of Business Administration Degree
    - *Concentrations:*
        - Accounting
        - Conflict Management
        - Healthcare Management
        - Hospitality Management
        - Public Management
        - Strategic Human Capital Management
- Master of Science Degree in Conflict Management
- Master of Science in Cyber Security
- Master of Science Degree in Human Resource Leadership
- Master of Science Degree in Management
- *Concentrations:*
    - Conflict Management
    - Strategic Human Capital Management
- Master of Public Management
    - *Concentrations*:
        - Conflict Management
        - Healthcare Management
        - Strategic Human Capital Management
- Master of Science Degree in Managing Information Technology
- Dual Master of Business Administration/Master of Science Degree in Managing Information Technology
- Ph.D. in Management*
    - *Concentrations:*
        - Conflict Management
        - Human Resource Leadership
        - Information Technology Management
        - Strategic Management

*Ph.D. in Management requires a brief on-campus residency during years 1 and 2 of the program. An online residency is currently under development for those who may have difficulty attending an on-campus residency. Check with the graduate school staff for more information.

Financial Information

Tuition and Fees

Current charges for tuition and fees are listed on the student's current enrollment form and on this catalog's Supplement A. If this supplement is missing or additional copies are required, please write, call or email the University.

Contract Enrollment Agreements:
Students enrolled on a contract are obligated for the entire amount of the contract upon completion of the program. Therefore, students who complete their program early and prior to the stated number of terms within the enrollment agreement will be charged the full remaining amount of the contract originally quoted. Any remaining amount will be charged prior to any financial reduction/credit that may be generated by the application of relevant transfer credit. See the Transfer of Credit policy for additional information regarding tuition credit for accepted transfer credit.

Pharm.D. student's tuition is a contracted rate based on the student being enrolled in at least 4 credit hours of coursework. The curriculum listed for the Pharm.D. are the minimum requirements for graduation. Students may be allowed or required due to academic deficiencies, to register for more coursework than is required. This would lead to students graduating with more than the minimum 174 credit hours required for program completion. Hours taken on a voluntary basis may not be used in determining financial aid eligibility.

Financial Planning

Sullivan University is interested in assisting each student who is sincere in the pursuit of an education. It is for this reason that the Office of Financial Planning staff is available to assist students in finding all available student financial aid and to arrange a schedule of payments that will best meet each financial situation with minimal burden on student and/or family. Contact the Office for Financial Planning for an appointment.

Options for Payment

For eligible students, Sullivan offers a quarterly tuition self-payment plan if students need to "pay-as-you-go" using income from a part-time job or from family or personal resources. See a financial planning coordinator for details. A plan that is tailored to meet a student's needs may be arranged by making an appointment with a staff member from the Office of Financial Planning or Business Office. The Career Services Office also maintains a list of part-time positions to help finance a student's education. Pay-as-you-go is not available for students attending on an I-20.

Books and Supplies

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchase through the use of financial aid resources. Most books and supplies needed are available in the University Bookstore, but students may purchase books from any source they choose.

Other Fees

Some courses and programs at the University require additional general or comprehensive fees. These fees are disclosed on the enrollment agreement and in the Tuition and Fees supplement to the catalog. If this supplement is missing or additional copies are needed, please write, call or email the University.

Tuition Reduction Policy

Sullivan University Tuition Reduction Policy – First Quarter Students Only*

In the event a student discontinues attendance from the University during his/her first quarter of study, the University reduces tuition charges on a pro rata basis (less an administrative fee of $100) as follows:

Week 1 - 90% reduction, less the administrative fee of $100
Week 2 - 80% reduction, less the administrative fee of $100
Week 3 - 70% reduction, less the administrative fee of $100
Week 4 - 60% reduction, less the administrative fee of $100
Week 5 - 50% reduction, less the administrative fee of $100
Week 6 - 40% reduction, less the administrative fee of $100
Weeks 7-11 - No reduction
Fort Knox campus only, students are charged on a credit hour basis. Tuition is reduced for each class upon withdrawal and the same 1-6 week rate. The administrative charge is 5%.

Sullivan University Tuition Reduction Policy- All Continuing and Re-entering Students*

In the event of a withdrawal from the University by the student or termination by the University during the second or subsequent quarters of attendance, the student will be subject to the institution's tuition reduction policy stated below.

Weeks 1-3: Tuition reduced 25% of the current quarter's tuition less $100 administrative fee.

Weeks 4-11: No reduction.

Students under a contract billing method who receive a tuition reduction will have the reduced tuition amount reinstated to the end of their remaining contract upon re-entry.

*Ft. Knox's Tuition Reduction policy is on the pro rata basis plus an administration fee of 5% for new and continuing students.

Refund Policy for Title IV Funds

Federal financial aid funds are awarded based on the premise that students "earn" a percentage of the funds they are disbursed with each day of class attendance each term. When a student who has received Title IV funds leaves school before the end of the term, federal law requires Sullivan University to calculate the percentage and amount of "unearned" financial aid funds that must be returned to the federal government. This may require the student to repay funds that have already been disbursed to the student. Students who complete more than 60 percent of the term are considered to have earned 100 percent of their financial aid.

If you did not receive funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, Sullivan University must get your permission before it can disburse them. The school must offer any post-withdrawal disbursement of loan funds within 30 days of the date of determination that the student withdrawal and return any unearned funds and make a post-withdrawal of grant funds within 45 days of that date. You may choose to decline some or all of your loan funds, you have fourteen days to decline the additional loan funds so that you don't incur additional debt. Sullivan University will automatically use all or a portion of your post-withdrawal disbursement (including loan funds if you accept them) for tuition, fees, and room and board charges.

If you receive (or Sullivan University receives on your behalf) excess Title IV program funds that must be returned, Sullivan University must return a portion of the excess equal to the lesser of: 1. Your institutional charges multiplied by the unearned percentage of your funds, or 2. The entire amount of excess funds. Sullivan must return this amount even if it did not keep this amount of your Title IV funds. If Sullivan is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. That is you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. Sullivan will return the unearned grant funds for you, which may cause you to owe a balance.

Return of Title IV Funds does not apply to federal work-study, scholarships, state grants, or institutional awards. Please contact the Financial Planning Office for more information on the consequences of dropping classes if you receive these types of financial aid.

The order of repaying the funds is as follows: (1) Direct Unsubsidized; (2) Direct Subsidized; (3) Direct Plus; (4) Pell Grant; (5) Federal Supplemental Educational Opportunity Grant; (6) other Title IV programs. Please see the Financial Planning Department for complete regulations mandating the policy on returning Title IV funds.

Financial Obligations

It is the policy of Sullivan University that a student's account balance be current at the end of each quarter. Students who fail to meet any of their financial obligations with the University including arrangements for charges for tuition, books and supplies, housing, parking, etc., can be placed on Hold, prohibited from attending class, prevented from continued enrollment or suspended from Sullivan University. No transcript or diploma will be released until all financial obligations are met.

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: 0-46 credit hours
Second-Year (Sophomore) Eligibility: 47-95 credit hours
Third-Year (Junior) Eligibility: 96-142 credit hours plus enrollment in a Baccalaureate program of study
Fourth-Year (Senior) Eligibility: 143 credit hours completed plus enrollment in a Baccalaureate program of study

Master's level students scheduling 8 or more credit hours are classified as full-time.

For the Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

Students are responsible for being aware of their enrollment status and their financial aid package. If a student's enrollment status or class schedule changes, Financial Planning must be notified of the change to ensure packaging changes, if applicable, are completed and balances are covered. Any balance due that cannot be covered by financial aid as a result of changes are the responsibility of the student.

Kentucky Refund Policy

The University will refund state programs administered by KHEAA after Return to Title IV regulations have been satisfied and a credit balance remains on the student's account. KHEAA state programs will be refunded in the following order:

1. CAP Grant
2. KTG
3. Teacher Scholarship
4. KEES
5. National Guard Tuition Assistance Program
6. Early Childhood Development Scholarship

Amounts will be calculated using the same formula in determining the Return to Title IV funds.

Specific Refund Policy for Indiana Residents enrolled in an Onsite Program

Sec. 6.5

(a) The postsecondary educational institution shall pay a refund to the student in the amount calculated under the refund policy specified in this section or as otherwise approved by the Commission/Board. The institution must make the proper refund no later than thirty-one (31) days of the student's request for cancellation or withdrawal.

(b) The following refund policy applies to each resident postsecondary proprietary educational institution, except as noted in section 4.5 of this rule:

(1) A student is entitled to a full refund if one (1) or more of the following criteria are met:

(A) A student cancels the enrollment agreement or enrollment application within six (6) business days after signing.

(B) The student does not meet the postsecondary proprietary educational institution's minimum admissions requirements.

(C) The student's enrollment was procured as a result of a misrepresentation in the written materials utilized by the postsecondary proprietary educational institution.

(D) If the student has not visited the postsecondary educational institution prior to enrollment, and, upon touring the institution or attending the regularly scheduled orientation/classes, the student withdrew from the program within three (3) days.

(2) A student withdrawing from an instructional program, after starting the instructional program at a postsecondary proprietary institution and attending one (1) week or less, is entitled to a refund of ninety percent (90%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(3) A student withdrawing from an instructional program, after attending more than one (1) week but equal to or less than twenty-five (25%) of the duration of the instructional program, is entitled to a refund of seventy-five percent (75%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(4) A student withdrawing from an instructional program, after attending more than twenty-five percent (25%) but equal to or less than fifty percent (50%) of the duration of the instructional program, is entitled to a refund of fifty percent (50%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(5) A student withdrawing from an instructional program, after attending more than fifty percent (50%) but equal to or less than sixty percent (60%) of the duration of the instructional program, is entitled to a refund of forty percent (40%) of the cost of the financial obligation, less an application/enrollment fee of ten percent (10%) of the total tuition, not to exceed one hundred dollars ($100).

(6) A student withdrawing from an instructional program, after attending more than sixty percent (60%) is not entitled to a refund.

(Indiana Commission on Proprietary Education; 570 IAC 1-8-6.5)

Specific Refund Policy for Indiana Residents enrolled in an Online Program

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

(A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.

(B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed $100.00.

(C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.

(D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.

(E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.

(F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.

(G) After completing 75% of assignments, the student is responsible for total tuition.

(H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.

(I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.

(J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

Iowa Student Refund Policy

The below tuition refund policy applies to online students residing in Iowa.

According to Iowa Code 714.23, a refund of ninety percent of the tuition for a terminating student shall be paid to the student based upon the ratio of the remaining number of scheduled school days to the total number of scheduled school days of the school's term or course.

Financial Aid and Academic Progress

Federal regulations mandate that all students make satisfactory, measurable academic progress toward completion of a degree in order to receive federal assistance through Title IV federal grant, work, and loan programs. The academic progress of all financial aid applicants and recipients will be reviewed for qualitative progress (grade point average), quantitative progress (hours earned) and maximum time frame for degree completion. Students must maintain satisfactory progress in all three areas whether or not they have received financial aid in the past. Sullivan University has adopted standards of satisfactory academic progress (SAP) to help promote student success and to comply with requirements of the United States Department of Education. It is the student's responsibility to stay informed of the University's SAP standards and policy. More information on quantitative and qualitative standards may be found under the Satisfactory Academic Progress Requirements section of this catalog.

Maximum Time Frame for Degree Completion

1. Students pursuing an associate, bachelor's, or master's degree are allowed to attempt 150% of the quarter hours required for the program of study.
2. Students pursuing a second associate or bachelor's degree will be monitored on an individual basis to ensure they are taking courses that are applicable toward their degree program.
3. Once the allowed maximum number of hours has been attempted, further aid is denied. For example, for students in programs requiring 108 credits, a maximum of 162 credit hours may be attempted. All previously attempted credits will be counted, including transfer credits, whether or not financial aid was received for the credits earned.
4. If the SAP review makes it clear that a student cannot mathematically finish the program within this time frame, the student becomes ineligible for financial aid. The student may request an appeal. See Appeal Procedures.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states that: (a) a written institutional policy must be established; and, (b) a statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members, individually or collectively, acting in the student's educational interests are allowed access to student educational records. These members include personnel in the Student Services Department, Career Services Department, Accounting, Financial Planning, Admissions, Deans, Directors, Vice-Presidents, and academic personnel within the limitations of their need to know. Faculty members may also have access to records if/when a need-to-know situation arises.

At its discretion, Sullivan University may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Enrollment Services Office in writing within two weeks after the first day of class each quarter.

Requests for nondisclosure and authorization to withhold directory Information must be filed annually in the Enrollment Services Office.

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The right to inspect or receive information regarding students does not extend to parents or others not specified above **unless** the student has given **written** permission. The Enrollment Services Office at Sullivan University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, academic, cooperative education and job placement records.

Students who wish to review their education records must make written requests to the Enrollment Services Office listing the items of interest. Only records covered by the Act will be made available within five working days of the request. Students may have copies made of their records with certain exceptions (e.g. a copy of the academic record for which a financial "hold" exists, or a transcript of an

original or source document, which exists elsewhere.) These copies would be made at the student's expense at prevailing rates. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute. Health records, however, may be reviewed by a physician of the student's choosing.

Students may not inspect or review the following as outlined by the Act:

- Financial information submitted by their parents;
- Confidential letters and recommendations associated with admissions, employment or job placement records, **or**
- Honors to which they have waived their rights of inspection and review, **or**
- Education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student.

The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Sullivan University Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the University's C.E.O. who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the C.E.O.

Decisions of the panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may insert in their education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the University President. Students should know that complaints regarding potential violations may be lodged with the Family Policy Compliance Office, United States Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Revisions and clarifications will be published as experience with the law and Institutional policy warrants.

It is the responsibility of all students to fully understand the regulations and policies listed in this section in order to prevent any misunderstandings that could lead to academic warning or suspension from the University. At any time Sullivan University reserves the right to alter any of these items, wholly or partially, as deemed necessary by the University at any time.

Academic Policy And General Information

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/registrar. No transcript or diploma will be released until all financial obligations are met.

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all postsecondary classes taken prior to attending Sullivan University. These documents should be mailed directly from the institution to the Registrar's Office. Once received, transcripts become the property of Sullivan University and may not be released to the student. A student may be admitted on a provisional basis for one term until the transcript is received.

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

Definition of Credit Hour

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

> • Not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
> • At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

Enrollment Status

Students may enroll as either full-time or part-time students. Undergraduate students scheduling 12 or more credit hours per term are classified as full-time. Those who schedule fewer than 12 hours are classified as part-time. Master's level students scheduling 8 or more credit hours per term are classified as full-time. To schedule more than 9 credit hours at the Master's level, students must have the approval of Dean of the Graduate School.

The University operates on a year-round schedule. Undergraduate students who expect to stay on track and graduate in 18 or 36 months should expect to complete at least 48 credit hours during each 9 month academic year, a few more in some programs. This typically involves three quarters of 16 to 20 credit hours each.

For the Doctor of Philosophy (Ph.D.) and Doctor of Pharmacy (Pharm.D.) programs, 4 quarter hours taken in any one term constitute full-time enrollment for that term; 1-3 quarter hours taken in any one term constitute part-time enrollment for that term.

Class Schedule and Plus Friday

Students may be required to take some courses online, depending on availability of face-to-face courses. Most day classes are conducted Monday through Thursday. Friday is called the "Plus Day" and provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study and practice. While Friday attendance is not normally mandatory, students should leave their Friday mornings open and take advantage of this excellent learning opportunity. Many students use Plus Friday to work on an internship/externship, do research in the University library, or simply study. If a student maintains less than a "C" average during a quarter, should an instructor determine a student's progress in one or more areas to be unsatisfactory or below normal, the instructor may require Friday morning attendance.

Evening and Weekend Classes

Students may choose to complete all or part of most programs by taking one or more evening or weekend classes. Most junior, senior, and graduate classes are offered evenings, weekends or online. Evening or weekend classes normally meet once each week for an eleven-week quarter. Some courses are offered throughout the year on a rotational basis.

Online Classes

Sullivan University provides online classes through Sullivan University Online. All online course credits earned though Sullivan University Online are accepted as part of the associate, bachelor's, master's, and doctoral degree programs. Several programs can be earned entirely online, allowing students to complete their education and remain on the job no matter where in the world they have chosen to live.

Attendance Policy

Sullivan University cares that students attend their courses. Just as showing up for work is critically important to job security and work effectiveness, showing up for class is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted on a job. Every effort should be made to attend and academically engage in every class and/or laboratory session. If it becomes necessary for a student to drop a course or to withdraw from school entirely, an official withdrawal form should be completed in Enrollment Services at the Louisville campus, in Academic Services at the Lexington campus, in the Administrative Office at the Fort Knox campus, and/or for online courses, by contacting the online academic services staff at online@sullivan.edu or completing the withdraw form on the student portal. All students who withdraw or are withdrawn from the University are required to complete a financial aid exit interview with the Financial Planning Department.

Attendance will be recorded for each class meeting and absences that exceed the standards of this policy will result in students being administratively dropped from

the course(s) affected. Attendance is taken and instructors are directed to report student attendance through the University's student records management system as follows:

- Day school attendance should be posted within 12 hours of a class meeting conclusion.

- Evening and weekend courses that meet one time each week should be posted once each week and within 12 hours of a class meeting conclusion.

- Attendance is taken and reported twice each week for online and hybrid courses. Online and hybrid course attendance should be posted on every Monday and Thursday. Faculty will determine whether a student demonstrated academic engagement since the last attendance posting based on the guidance contained within this policy. Attendance for online and hybrid courses require "academic engagement" and/or physical attendance, when appropriate, in hybrid courses.

Within the parameters of the add/drop policy, a student will become active in a course as follows:

- On-campus courses become active when a student physically attends the course and attendance is posted for the first time.

- Online or hybrid courses become active when attendance is first posted based upon physical attendance; evidence of academic engagement; or, participation in an academically-related activity.

At the beginning of each term, if a student does not attend and does not have attendance posted for a course within the parameters of the add/drop policy, the student will have the course removed from their schedule of classes for the term. Once a student is made active in a course through the attendance reporting process, he/she will remain active in the course unless he/she:

- Officially withdraws from the course;

- Is administratively dropped from the course for physical non-attendance

- Is administratively dropped from the course for lack of academic engagement;

- Is administratively withdrawn from the course for other reasons, e.g., disciplinary suspension, etc.

Attendance Standards/Requirements:

- For courses that meet 4 days per week, students will be dropped on the 8th cumulative absence.

- For courses that meet 2 days per week, students will be dropped on the 4th cumulative absence.

- For courses that meet 1 day per week, students will be dropped on the 2nd consecutive absence.

- For online and hybrid courses, students will be dropped on the 3rd consecutive absence.

- For 5 ½ week courses in the College of Information and Computer Technology, students will be dropped on the 2nd consecutive absence.

Students who are dropped for non-attendance or lack of academic engagement will receive an "NF". The "NF" is placed on the student's transcript and is effectively the same as an "F" in calculating grade point average and completion rate. Students dropped from a course for disciplinary or other reasons will receive an "NF". Students who receive all NF's and who become inactive will be considered as having unofficially withdrawn from the University and will need to utilize the University's re-entry process if and when a student is desirous of re-entering. Students who receive one or more NF's but who subsequently complete the official withdrawal process up through the seventh week (or its equivalent for courses that meet less than 11 weeks) will be eligible to receive W's for their course(s).

When evaluating whether a student attends a course, whether live, online or hybrid, the following, as defined with guidance of the U.S. Department of Education, constitutes attendance/academic engagement:

- Attendance at an academically-relevant event (includes physically attending class).

- Submitting an assignment to a drop box for an online or hybrid course.

- Taking an exam or quiz, including a syllabus quiz.

- Participating in an online discussion or "Ask the Instructor" forum in which the student discusses an academic matter directly relevant to the course.

- Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module).

Simply logging into an online course, without engaging in one or more of the above activities, does not qualify as "academic engagement" or "attendance at an academically-related event".

If the University is delayed or closed due to inclement weather or other emergency, courses that do not meet will not be counted against the student. However, the University reserves the right to require a make-up of course time to ensure appropriate instructional time. Failure to attend a scheduled make-up session could be counted as an absence.

Except for Doctor of Pharmacy students (whose attendance policy may be found in the College of Pharmacy Student Handbook), this policy applies to all courses and programs, both undergraduate and graduate.

Instatement following the drop/add period and reinstatement to a course following an administrative drop may only be made for good cause and such requires the approval of the instructor and an authorized academic administrator on the appropriate form or other appropriate documentation which will be kept in the student's academic file. Missed attendance due to late entry will not be excused and will count toward the maximum number of allowable absences.

When a student is dropped from or withdraws from a course, this is reflected in the student's satisfactory academic progress. If the student does not become and remain active in all courses for which he/she is registered, the student's enrollment status will be adjusted which may have an impact on the amount of financial assistance for which the student is eligible. Last dates of attendance in courses determined by this attendance policy will be used in calculating when and to what extent funds must be returned to financial aid funding sources. See the Financial Planning Office for more information, or, refer to the "Financial Information" section of the Sullivan University Catalog for policy details.

Dress Standards

Dress standards for all Sullivan University campus locations are based on two fundamental concepts:

1. Many students have chosen to enter the world of business where more conservative dress is the rule rather than the exception.

2. Radical departures from conventional dress or personal grooming standards are not permitted. Students are expected to conform to the minimum business dress standards that they will follow when they go to work.

A few simple guidelines are to be remembered:

• Clothes should be clean;

• Hats of any kind, including hoods, caps, hats, scarves, do rags etc., cannot be worn while in the building, with the exception of NCHS students utilizing the toque/skull cap. Customary and recognized religious headdress (i.e. a Hijab worn by women) is permissible.

• Pants should not be allowed to sag and/ or expose one's undergarments.

• Shorts should be conservative in length.

• Women's tops should minimize exposure.

Professional Dress Wednesday:
On Wednesdays, students are to dress as if they were going on a job interview. Professional Dress Day is not applicable to evening students.

Dress Standards for Men:
- Dress slacks
- Dress shirt
- Tie
- Dress shoes and socks

Dress Standards for Women:
- Business dress, or
- Dress skirt and blouse, or
- Dress pants and blouse
- Dress shoes

Although these standards may not satisfy everyone's desire for personal dress freedom, we believe appropriate dress is important for the overall professional business image. Because we believe this is a constructive and vital part of your professional development, students are asked to follow these dress standards. Students who are not professionally dressed will not be permitted to attend class.

National Center for Hospitality Studies Professional Dress Standards:
All hotel/restaurant management and event management and tourism students are required to be in the professional dress attire listed below every Wednesday for Professional Dress Day.

Suits: navy suits for travel students and navy suits for hotel/restaurant majors.

Slacks/Skirts: navy slacks or skirt.

Shirt/Blouse: white shirt or blouse, well ironed.

Tie: burgundy ties for travel and hotel/restaurant majors.

Name Tag: to be worn on jacket.

Hose/Socks: hose for women and socks for men must be worn.

Shoes: professional business shoes complete the look, preferably black.

Students enrolled in any Culinary Arts, Baking and Pastry Arts, or Professional Catering program are required to adhere to the complete NCHS 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 and/or the NCHS. Hotel/Restaurant Management students, during the term that they are scheduled in the Basic Culinary Skills and Theory class, are required to adhere to these standards as well.

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.

Neckerchief: A clean white neckerchief for first year students and a clean blue neckerchief for second year and later students will be worn tied as instructed by an NCHS chef instructor. The ends of the neckerchief will be worn tucked neatly on the inside of the chefs' jacket.

Shoes: Will be clean and totally black, including the shoelaces and visible parts of the sole and heel. Absolutely no other color will be visible when the shoe is worn. If the shoe is designed to have shoelaces, the laces will be appropriately tied. The shoes will be designed to be safe for the wearer while working in kitchen environments. The university will issue an initial pair of appropriate shoes and if students purchase subsequent pairs they will adhere to these standards. Clean plain black or plain white socks will be worn with the shoes.

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

NCHS 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, 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 as long as they start the quarter with it. If you don't have a beard you should be shaving daily. A student who comes to class with a day's growth of facial hair will not be allowed entry to class.

Jewelry: Earrings, including any implement or jewelry for any other body piercing, watches, rings, (with the exception of a plain wedding band) and bracelets and/or wrist bands of any kind will not be worn by NCHS 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 NCHS 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 NCHS 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 NCHS 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.

• Or any other condition in a contagious state such as pink eye or a rash of unknown origin.

Grading and the Quarter System

The University operates on a quarter basis (four during the calendar year). Credits are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

Letter Grade	Range	Definition	Quality Points per Credit Hour
A	90-100%*	Excellent	4.0
B	80-89%*	Above Average	3.0
C	70-79%*	Average	2.0
D	60-69%*	Below Average	1.0
F	0-59%*	Failing	0
W	-----	Withdrawal during 1st 7 weeks	not computed
WF	-----	Withdrawal Failing After 7 weeks	0
NF	-----	Failing – Not Actively Engaged	0
I**	-----	Incomplete	0
P	-----	Pass/PLA	0
S	-----	Satisfactory progress	not computed
T	-----	Transfer credit earned	not computed
U	-----	Unsatisfactory progress	not computed
AU	-----	Audit	not computed
X	-----	Waived	not computed

*Ranges may differ in the College of Pharmacy, College of Nursing, and College of Health Sciences.

**Becomes an "F" if not removed by the end of the second week of the following quarter.

A grade of D is not available in certain programmatic courses.

Class Repeat Requirements/Policy

Any Sullivan University student must repeat any course in his or her program in which a grade of "F" or "NF" has been earned/assigned. The earlier grade will remain on the student's transcript, but the previous "F" grade will not be used in computing the student's GPA. The previous insufficient grade will, however, be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the second attempt in any course. In exercising the "D" or "F" repeat option, the student agrees to accept for record the grade earned for the course repeated.

Incomplete Grades

Incomplete ("I") grades are allowed for emergency or unforeseen circumstances that prevent students from being able to complete course requirements. Incompletes are not intended for instances where students fall behind due to time management issues or instances where students have performed poorly on assignments and wish for extra time after the course has ended to raise the final grade. Student attendance/engagement for the course must be current and the instructor evaluates whether it would be possible for the student to earn a passing grade in the course without an "I" grade.

Instructors are not obligated to issue "I" grades and have the right to require written documentation from students to justify the issuing of an incomplete. If an instructor determines that an "I" grade is warranted, the student will receive a written list from the instructor of the requirements that must be completed for a passing grade. The instructor will determine the date by which all required work must

be received—this date shall be no later than Wednesday of Week 2 of the quarter following the issuance of the "I" grade. Change of grade forms should be submitted by the instructor to the Registrar by Friday of week 2. If the student has not met the requirements for a passing grade by the deadline, the grade will be changed automatically from "I" to "F."

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. They will not be allowed to take the next level course until "I" grade in the pre-requisite course is resolved.

Changing Majors (Program of Study)

Students who desire to change their program of study should initiate the change through the Enrollment Services/Academic Services Office. Any student who desires a change of program should do so as soon as possible in order to speed completion of the change. Early notification will assist in more efficient advisement.

Reverse Stair-Step Completion

Students pursuing various credentials may earn other credentials based on coursework completed in other programs. Students may, upon request, be awarded earned credentials when earned should they successfully meet all course requirements of the respective credential. Program requirements in the current catalog year will be applied.

A student must be enrolled at least less than half-time in the higher level credential for a request to be processed. Additionally, a student must be in satisfactory standing, both quantitatively and qualitatively, to request the additional credential.

Students are urged to review their coursework regularly and speak with their Academic Advisor or Enrollment Services to determine if another credential has been earned. A graduation application and/or change of program form will be required to process applicable requests.

Course Add/Drop Policy

A student who wishes to terminate enrollment in one or more courses, but not all courses during the add/drop period, must notify the University and may do so by completing a course withdrawal form. The course withdrawal form is available via the Enrollment Services/Academic Services department, or electronically via the student portal. Single courses charged at the credit hour rate may be dropped during the add/drop period without tuition or fees obligation or penalty, not including books, supplies, etc., that have been charged to a student's account. For credit hour students, there is no reduction for single 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 period for each term is as follows:

On Campus Courses: (On campus courses are those courses offered at a physical campus or learning location requiring the student to physically attend regular class sessions or internship/externship experiences.) Generally, the add period for on campus courses requires both registration **and** attendance by the first scheduled class meeting of the second week of the academic term. However, the university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event necessitating a need to adjust the term's

calendar. Make-up days may be scheduled to ensure the required number of contact hours are achieved.

Online Courses: (Online courses are those courses offered via electronic means with no physical on-campus attendance requirement.) – A student wishing to add an online course may do so until 5:00 p.m. (EST) Thursday of the first week of the academic term. *In addition, the online student must demonstrate active engagement in the course as defined in the Attendance Policy prior to 11:59 p.m. (EST) on Sunday of the first week of the academic term.* The university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event indicating a need to adjust the term's calendar.

Hybrid Courses: Hybrid courses are those courses requiring scheduled on campus attendance and a significant online component.) – A student wishing to add a hybrid course may do so until 5:00 p.m. (EST) Thursday of the first week of the term. *In addition, the hybrid student must demonstrate active engagement in the course as defined in the Attendance Policy prior to 11:59 p.m. (EST) on Sunday of the first week of the academic term.* The university reserves the right to alter the add/drop period due to holidays, weather emergencies, or any other event indicating a need to adjust the term's calendar.

Course Additions: Additions during the add/drop period requires the approval of the student's academic advisor or appropriate Enrollment/Academic Services official to ensure desired classes are available and all academic prerequisites have been met.

The DROP period for each academic term is as follows:

Day, On-campus Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through the first meeting day of Week 2.

Evening and Weekend Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through the end of the second scheduled meeting of the term.

Online and Hybrid Courses: Courses charged at the credit hour rate may be dropped without tuition and fees obligation through 11:59 p.m., Sunday at the end of Week 1 and requests for withdrawal must be received by this date and time.

Students with no record of attendance/academic engagement within the add/drop period described above will be administratively dropped from the course(s). Courses charged at the credit hour rate will not incur tuition and fees obligations as a result.

Students are responsible for verifying continued financial aid eligibility whenever a change is made to one's schedule that alters the projected number of credit hours previously projected to and by Financial Planning.

The add/drop policy at Sullivan University is designed to provide students with the maximum opportunity for success. The add/drop period for day courses extends until the Monday of the second week of classes, for evening courses until the end of the second week of classes. Online/hybrid courses may be added until Thursday at 5:00 p.m. EST and may be dropped until Sunday at 11:59 p.m. EST in the first week of the term.

Single course withdrawal for Fort Knox campus students follows the Tuition Reduction Policy.

Withdrawal Policy (Total)

If a student wishes to withdraw entirely from the University, he/she must complete a University withdrawal form and also complete an exit interview with a staff member in Enrollment Services/Academic Services. See the Tuition Reduction policy for financial implications.

If active engagement has occurred, students who withdraw from class(es) by 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".

Pharm.D. Students - 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.

Bypass Examinations

Sullivan University allows students to challenge a course for which they think they already possess the necessary knowledge or skill. The following conditions apply to any bypass exam attempted:

1. The only information a student may receive to prepare for a bypass exam is the name of the course, course description (both of which may be found in the University Catalog), and the titles of the main textbooks for the class.

2. All bypass exams will be given on a pass/fail basis only; if a student receives a score of 90 or above on a bypass exam, the student will receive a grade of "P" for the course.

3. For students who earn a certificate or diploma, the student may replace the bypassed class with an extra class. If the student does not do a replacement, there is no tuition credit. However, if a student earns an associate degree, the student can replace a class from the associate degree planner for the bypassed class. In the case of a program that is an associate degree only, the student may receive tuition credit during the final quarter.

4. Students should watch the weekly newsletter or consult the appropriate academic department head or Chief Academic Officer for procedures to take bypass exams.

5. There is a $75.00 non-refundable advance fee for each bypass exam attempt. The fee must be paid in the Accounting Office prior to the administration of a bypass exam.

6. Bypass exams for any course can only be attempted once, pass or fail

7. The Prior Learning Assessment (PLA) process may be considered and is often a more appropriate means to earn credit for prior learning.

Auditing Courses

Students may choose to take classes on an audit basis. Courses that are audited are assigned a grade of AU, and no credit is awarded toward graduation. To audit courses, students must indicate their intention at the time of registration. Requests to change 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.

Re-Entering Requirements

A student who wishes to re-enter Sullivan University after a leave of absence must contact Admissions to submit an application. During the re-entry process, student records will be reviewed and a determination made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining classes, though no additional enrollment fee is required, and will return into the most current curriculum plan in affect at the time of re-entry.

Academic Integrity

Cheating and plagiarism are serious offenses against the University's Academic Integrity Policy and are consequently strictly prohibited. All students must familiarize themselves with the University policy on academic integrity.

Regardless of the medium in which they are submitted, the University expects that all assignments, research projects, lab reports, papers, theses, dissertations, examinations and any other work submitted for academic credit will be the result of the student's own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, the cohort's or group's efforts are expected.

Plagiarism can take several forms: generally, it is the practice of taking someone else's work or ideas and passing them off as one's own.[1] This use may be either intentional or unintentional. NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in their papers.

Consequently, unintentional plagiarism is still plagiarism. Students should be aware that all Sullivan University professors have access to anti-plagiarism software. Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.

Cheating and Plagiarism may also manifest itself as:

- failing to cite an author for whose ideas have been incorporated into a student's paper;

- cutting and pasting different internet web site or database text in a paper or using a purchased paper;

- facilitating another student to use your work;

- copying another's work with or without their knowledge;

- using a hand-held device such as a calculator to store notes, formulae, etc. when an instructor does not allow such aid on an exam;

- using notes and/or other aids that are prohibited on an exam;

- submitting the same work to different classes (AKA self-plagiarism);

- and, gaining an unfair advantage by any other method.

Cheating and plagiarism are unfair to all students. They reward those who put forth less than a full effort and penalize those who use only traditional means of preparing for and taking an exam or writing a paper. They do not provide the grader with an accurate representation of the student's knowledge or ability to complete the assignment.

Penalties for students found guilty of plagiarism or cheating may include one or more of the following:

- a failing grade for the assignment or exam;
- a failing grade for the course and a letter of explanation included in the student's permanent academic file;
- expulsion from the University.

[1]Stevenson, A., and Lindberg, C. A. (Eds.). (2010). New Oxford American dictionary (3rd ed.). New York, NY: Oxford University Press.

Satisfactory Academic Progress Policy

All students of Sullivan University must meet the following minimum standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy (SAP) may result in punitive actions up to and including the possible loss of federal Title-IV HEA and/or state financial aid and suspension or termination from the University. This policy applies to all Sullivan University students whether or not they participate in Title IV HEA or Kentucky state financial aid programs. It is important for students to read and understand the University's SAP standards.

GRADE APPLICATION CHART

Grade	Definition	Included in Credits Earned	Included in Credits Attempted	Included in Cumulative GPA Calculation	Quality Points per Credit Hour
A	Excellent	YES	YES	YES	4.0
AU	Audit	NO	NO	NO	NC
B	Above Average	YES	YES	YES	3.0
C	Average	YES	YES	YES	2.0
D	Below Average	YES	YES	YES	1.0
F	Failing	NO	YES	YES	0
I	Incomplete	NO	YES	YES	0
NF	Failing – Lack of Engagement	NO	YES	YES	0
P	Pass/PLA*	YES	YES	NO	0
S	Satisfactory	YES	YES	NO	NC
T	Transfer	YES	YES	NO	NC
U	Unsatisfactory	NO	YES	NO	NC
W	Withdrawal up through week #7	NO	YES	NO	NC
WF	Withdrawal after week #7	NO	YES	YES	0
X	Waived	NO	NO	NO	NC

NC-Not Computed

*Prior Learning Assessment (PLA)

The following criteria are utilized when evaluating student satisfactory academic progress:

- Credits will be applied to the University's Satisfactory Academic Progress Policy as defined in the Grade Application Chart shown in this policy.
- Attempted credits as defined in this policy will be counted in SAP calculations, whether financial aid was received or the credits earned.
- Incompletes (I), instructor drops (NF), and failures (F, WF, NF) are considered as credits attempted and not earned; but are included in cumulative GPA calculations with zero quality points.
- W grades are considered as credits attempted and not earned; but are not included in cumulative GPA calculations.
- Grade changes to previously unsatisfactory grades may be considered in satisfying completion rate and CGPA deficiencies.
- Credits earned with a passing grade in courses attempted on a Pass(S)/Fail(U) basis are considered as both attempted and earned credits; those failed are considered as attempted credits only. Pass(S)/Fail(U) grades are not included in cumulative GPA (CGPA) calculations.
- Credits earned through bypass testing (P) are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Transfer (T) credits, including credit received from consortium study, are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Developmental (remedial) courses are calculated into both the cumulative GPA (qualitative review) and as both attempted and earned credits (quantitative review).
- Courses repeated in an attempt to raise the CGPA are considered as credits attempted when taken and as credits earned when a satisfactory grade is earned. However, only the most recent grade is used in calculating the cumulative GPA.
- Courses audited (AU) for no grade are not included in cumulative GPA calculations and are not considered as attempted or earned credits.
- Waived (X) courses are excluded from the SAP review calculations because no credits are attempted or earned. (NOTE: An alternate course may be required to substitute for a waived course.)
- Upon the change of a student's major, only those credits previously taken that apply to the new program will be calculated into both the cumulative GPA (qualitative review) and completion rate (quantitative review).
- **Satisfactory academic progress (both qualitatively and quantitatively) will be reviewed upon the conclusion of each academic quarter for all students.**

Qualitative Standards – Cumulative Grade Point Average

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed the following minimum CGPA in order to be considered as making qualitative satisfactory academic progress:

- Upon completion of 1 to 23 quarter credit hours attempted: CGPA of 1.5

- Upon completion of 24 to 35 quarter credit hours attempted: CGPA of 1.7

- Upon completion of 36 or more quarter credit hours attempted: CGPA of 2.0

- A CGPA of 2.0 or better is required at the end of the second year for a program that is two academic years or more and each quarter thereafter.

- A CGPA of 2.0 or better is required to graduate from any undergraduate academic program.

- SAP evaluation and processes for graduate students are the same as for all University students with the exceptions of the minimum cumulative GPA required is 3.0 at each quarterly evaluation point and a minimum CGPA of 3.0 is required for graduation.

- SAP evaluation and processes for the Pharm.D. students are the same as for all University students with the exception that Pharm.D. students are required to have a minimum term and cumulative GPA of 2.0 at each quarterly evaluation point. Students are also required to have a minimum CGPA of 2.0 for graduation.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's cumulative grade point average is less than the prescribed minimums listed above.

Quantitative Standards – Completion/Pace Rate

The quantitative measure is defined as the total number of credit hours successfully earned (passed) divided by the total number of credit hours attempted. The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. Students must meet or exceed following minimum quantitative progress measures to be considered as making satisfactory academic progress:

- Upon completion of 1 to 23 credit hours attempted: 25.00% cumulative completion rate

- Upon completion of 24 to 35 credit hours attempted: 50.00% cumulative completion rate

- Upon completion of 36 or more credit hours attempted: 66.67% cumulative completion rate

A student will be considered as not making satisfactory academic progress if at any evaluation point the student's overall quantitative completion rate is less than the prescribed minimums listed above.

Maximum Time Frame

No student will be eligible to receive Title IV HEA or Kentucky state financial aid after attempting more than 150% of the normal credits required for their program of study. As an example, students in an associate degree program which requires 92 credits may attempt a maximum of 138 (92 x 150%) credit hours. Once a SAP review determines that a student cannot mathematically finish the student's program of study within the maximum time frame the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

Student Status Definitions

Active – The student is in good standing with the University with no punitive action status.

Financial Aid Warning – A previous "Active" status student who is receiving Title IV HEA and/or Kentucky state financial aid and is not achieving SAP standards will be placed on "Financial Aid Warning". The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a "Financial Aid Warning" status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

Academic Warning – A previous "Active" status student who is not receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on "Academic Warning" status. The student may continue to attend classes while on "Academic Warning" status for one additional quarter. In addition, an "Academic Warning" status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University.

Financial Aid Probation by Appeal – A previous "Suspension" status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal – A previous "Suspension" status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Suspension – A previous "Warning" or "Probation" status student will be suspended if the student fails to meet SAP standards and/or fulfill the terms of the Academic Recovery Plan (ARP) at the end of the warning or probation term. A suspended student may not continue in school nor receive Title IV HEA and/or Kentucky state financial aid unless reinstated through the SAP appeal process. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

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

Failure to Meet Satisfactory Academic Progress (SAP) Standards

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

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she 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 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 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 to the student at the address on file with the University. The letter will be sent, depending on the student's campus location/division of enrollment, by the Coordinator of Academic Progress (Louisville), the Associate Dean of Academic Affairs (Lexington), the Director of Education (Ft. Knox), the Online Registrar (Online) or other designated school official.

A student who believes he/she has encountered a special circumstance(s) that has impeded his/her 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 has encountered an extenuating and/or special circumstance(s) which has impeded his or her academic progress may submit a written appeal to the appropriate campus 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 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 unsatisfactory academic performance and indicating what has changed in his or her 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 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:

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

2. Specific request for reinstatement of financial aid, if desired;

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

4. 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.

5. 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 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 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 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 Administrative Office (Louisville), Academic Services office (Lexington), the Director of Education (Ft. Knox) or the Online Registrar (Online). Exact dates of appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the University and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at sullivan.edu/appeals.

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

Student Outcomes Assessment

Sullivan University requires all students to participate in a series of student outcome assessment tests, particularly at the beginning of the freshman year and at the end of the sophomore and senior years.

The student must understand that these assessment tests are a required part of the educational experience and will be kept confidential. They will be used along with other students' test scores to identify relative strengths and weaknesses in the educational program so that Sullivan University can continually improve its programs.

Course Evaluations

It is the policy of Sullivan University to involve on campus students in a semi-annual evaluation of their course and faculty.

Sullivan University Sullivan on-Line allows the students a quarterly evaluation of the course and faculty. These evaluations provide a way for the students to voice their opinion about the quality of education and services they are receiving. This information is used to improve instruction and services for future quarters.

Name Change Policy

Students who need to change their name as a result of marriage or other life event must contact the Enrollment/Academic Services office to initiate the change. Evidence of a legal name change will be required and such evidence must clearly state the previous name, the new name, and the governmental authority granting the change. In addition to the legal notification of change, the institution will also require a government-issued photo I.D. bearing the previous or new name contained on the order or approval of change.

Because difficulty with student record continuity can be encountered with a name change during a term, name changes are not usually processed during an active term. Requests for name changes are normally processed at the end of the quarter in which the change is requested. Once notifying the Enrollment/Academic Services office of the change, the student should also speak with their Financial Planning Coordinator to resolve any potential issues that may arise with the eligibility and awarding of financial aid. Students should note that name changes are officially reflected in their student records, however, student I.D. numbers do not normally change subsequent to an official name change.

Student Use of Technology in the Classroom

Sullivan University recognizes the value that technology can bring to the classroom. Students and faculty are encouraged to use technology to improve learning outcomes. With the increasing use of technology, the need for responsible use has also increased. The technology used by students (including but not limited to laptops, tablets, cell phones, etc.) should be directly related to the requirements of the course. Each instructor is responsible for establishing and communicating his or her technology use policy that will define and limit the appropriate use of technology by students in their classroom. In the absence of such policy, the university stipulates that each student is expected to use only technology that is appropriate for the course being taught and not distractive to other students. The use of cell phones or other devices for verbal or written personal conversation during class time is strictly prohibited unless it is required for the course.

The university recognizes that students may have a legitimate reason to be contacted during class time for personal issues that require immediate attention. Instructors should be informed in advance if this situation exists. In those circumstances, the students must set their technology to silent to reduce distraction. The student must leave the classroom to attend to the matter at hand. The instructor, at his or her discretion, may or may not allow work to be made up that is missed during the absence.

Students are reminded that any use of technology in violation of the Sullivan University Academic Integrity policy will not be tolerated. Students using technology in a manner inconsistent with ethical behavior are subject to failure in the course and additional penalties up to and including expulsion from the university. Students who do not adhere to the instructor's directions regarding appropriate use of technology will be asked to leave the classroom. Based on instructor-specific course policies, being asked to leave the classroom could result in a lower grade for the course.

Grievance/Official Complaint Procedure

Any Sullivan University student who wishes to file a formal grievance or official complaint with the University must do so in accordance with this policy. A grievance or official complaint is defined as notification by the student of a perceived hardship or harm to the student arising from a decision or action made by an institutional staff or faculty member the student believes was in violation or misinterpretation of an institutional policy or process, or a local, state or federal regulation or law. The grievance must be filed within 90 days of the date the student became aware, or should have become aware, of the perceived violation. Certainly,

time sensitive issues must be brought forth within a time frame that appropriate resolutions may be implemented; i.e. grade challenges, transfer credit acceptance, etc.

Doctor of Pharmacy students must first follow the College of Pharmacy grievance/complaint policy as published in the College of Pharmacy Student Handbook. Once all avenues have been exhausted through the College of Pharmacy policy, further review may be sought by entering the following policy at Step 2.

To file an official grievance or complaint, the following process must be followed:

Step 1: Students who believe they have a valid grievance as defined above must first address the matter informally by speaking with the individual with whom they have the concern or they believe may have appropriate authority to resolve, unless unique circumstances exist that would render such a discussion impossible. Should the student receive a response he/she believes to be in continued noncompliance with University policy, etc., the student may wish to initiate step two of the University's grievance procedure.

Step 2: To implement step two of the grievance procedure the student should access https://secure.sullivan.edu/forms/grievance, complete and submit the form with all required information, including a summary of their efforts and outcome via step one of the Grievance/Official Complaint Procedure. At this point in the process, the grievance/complaint is considered official. The grievance/complaint will be received and reviewed by either the Executive Director at the location of the student's enrollment, or, if the student is a Louisville campus student, the Provost. The Executive Director or Provost will normally review the grievance within seven calendar days and will assign a relevant administrative or academic authority (typically a department chairperson for academic issues) to review the grievance and to respond to the student. The assigned administrative or academic authority will make reasonable effort to conclude their investigation and respond to the student within ten calendar days of their being assigned to conduct a review/investigation. If additional time for investigation and response preparation is required, the student will be notified of the extension. If the student is not satisfied with the response of the administrator or academic authority assigned to investigate the grievance, the student may wish to implement step three of the grievance procedure.

Step 3: To implement step three of the grievance procedure, the student may request official review by the Executive Director or Provost at the location of the student's enrollment by making such request in writing directly to the official via email or delivery to the official's office. The Executive Director or Provost may take one or more of the following action(s):

> a. Appoint a special committee to review the grievance and provide a recommendation.

> b. Appoint a high-level administrator to individually review the grievance and provide a recommendation (typically a dean for academic issues).

> c. Personally review the matter.

The Executive Director or Provost will render a decision upon conclusion of the review. A decision will normally be available within fourteen calendar days of the student's request for review at this level.

Step 4: If the student is not satisfied with the result of step three of this process, he/she may request official review by the Chief Executive Officer of Sullivan University by mailing or delivering the request to the Administrative Office, Sullivan University, 3101 Bardstown Road, Louisville, KY 40205. The CEO's decision will normally be available within seven calendar days.

Step 5: While the CEO's decision is normally final, allegations of gross errors in judgment after the

CEO's review may be filed with the Office of the President of the Sullivan University System, Inc.,

3101 Bardstown Road, Louisville, KY 40205.

Grievance reviews do not necessarily follow state or federal rules of evidence or due process. Except as may be explicitly allowed by law or regulation, attorneys, parents, friends, advisors, etc., are typically excluded from meetings and hearings that may occur throughout the process. Examples of exceptions include situations that may relate to the Violence Against Women Act and others as appropriate.

For Tennessee residents, if a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293

For Ohio residents, if a complaint is not settled at the institutional level, the student may contact the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215. Telephone: 877-275-4219

For Maryland residents, if a complaint is not settled at the institutional level, the student may contact the Maryland Attorney General, Consumer Protection Division, 200 St. Paul St., Baltimore, MD 21202. Telephone: 410-528-8662 or 888-743-0823 (toll free)

For Missouri residents, if a complaint is not settled at the institutional level, the student may contact the Missouri Department of Higher Education at 573-751-2361.

INTERNATIONAL STUDIES PROGRAM

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

Academic Programs
The Sullivan University Graduate School provides an opportunity for students to participate in Curriculum Practicum Training (CPT). Students are eligible to apply for the Master of Business Administration, Master of Science in Managing Information Technology, Master of Science in Management. Interest in a particular program must be stated on the original application. Students wishing to participate in CPT will be enrolled in a management externship course where they will be required to show correlation between their work experience and their courses with midterm and final essays. Students who do not pass the externship course will not be allowed to continue on CPT.

1. **Non-CPT Track:** International graduate students who do not engage in the CPT program will follow the same rules as applied to all Graduate students as outlined in this catalog and the Sullivan University Student Handbook.

2. **CPT Track:** Students who choose to participate in the CPT program must adhere to Regulation 8 CFR 214.2(f)(10)(i) cited below:

"an F– 1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full-time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I–20 with the DSO endorsement."

After they have completed their first quarter of Graduate School studies, any student who is enrolled in a Graduate School class at the 500 level or higher and interested in CPT must meet all eligibility requirements. Students must apply and be approved for CPT with the International Studies Department DSO, write an additional essay demonstrating the use of course contents at the CPT site, and successful completion will be placed on the student transcript.

Students will be reviewed for CPT eligibility on a quarterly basis and there is no guarantee of employment or ongoing permission to have CPT extended.

Please note: Students working illegally may face immediate termination of status by a university DSO.

3. **OPT Track**

What is Optional Practical Training (OPT)?

OPT is practical work experience in your field of study (typically after completion of a degree) and can last up to one year. Students on OPT are still considered to be F1 students at Sullivan University even if working elsewhere in the U.S. The Employment Authorization Document (EAD) is not a working permit; it is an extension of your F1 status for the purposes of practical training.

Who is Eligible?

An F-1 student is eligible for OPT if they:

- Legally maintain regulatory and academic status;
- Have been enrolled full-time for at least 8 months;
- Will be completing their course of study in the current term; and
- Engage in OPT directly within their course of study.

When should you apply for OPT?

Students can apply for OPT up to 90 days before and 60 days after their program completion date. Program completion is when you have taken all the necessary credits for your program; It does not mean graduation nor does it mean that you can delay your OPT application until fulfilling an incomplete credit.

Your OPT may end no later than 14 months after your program completion date.

Periods of Unemployment

Post-completion OPT is dependent upon employment. Students may not accrue a total of more than 90 days of unemployment during the initial 12-month OPT period. You must report unemployment periods to the International Program Office.

Important OPT Information

- Once your application for OPT has been approved, your Employment Authorization Document (EAD) will be mailed to the address you put on the I-765 form. The post office WILL NOT FORWARD mail from USCIS if you change your address after you apply. USCIS will also not deliver your EAD to a Post Office Box.

- You MUST have your EAD in-hand, and the start date must be valid, in order to begin employment. Although you are allowed to remain in the U.S. while your application is pending, you may not begin working.

- You MUST submit a photocopy of your EAD to International Programs Office upon receipt.

- If you cancel your practical training once you have received your EAD, the time granted on your EAD card will be counted regardless of your actual employment. You will not receive the $380 in return and you are unable to apply again based on that degree.

- Remember, while on OPT you are still a Sullivan University F-1 student.

- While on OPT you may be exempt from Social Security and Medicare Tax (FICA).

- You MUST report all changes of name, address, or employer to IPCS within 10 days.

Rules and Regulations of Status

Attendance

Students are expected to maintain ongoing attendance as outlined in the Attendance Policy within this Catalog. Non-immigrant F-1 students may not be allowed to take more than one online class in any given quarter and are expected to login on a weekly basis to any online class of enrollment. Hybrid classes denoted with a "Z" meet on Saturdays during the term (Students who attend classes outside of Louisville must check their schedule at their local campus). ATTENDANCE IN "Z" CLASSES IS MANDATORY.

Registration

Students are registered by the Enrollment Services Office. Students need to contact their advisor if they wish to change a course. Students who after registering find it necessary or desirable to add courses, change courses or course sections, withdraw from individual courses, or withdraw completely from the University may do so according to University stated procedures in this catalog.

When students register in a course during the late registration period, whether they can make up any missed assignments or class activities is at the instructor's and International Programs Office discretion.

Students who attend a course, even with an instructor's permission, but who do not officially register for the course and who fail to make payment of relevant tuition and other fees by the applicable deadline will not be considered "registered" in the course, regardless whether or not the course is successfully completed.

Registered students are expected to attend and or login into the first class of the quarter. Students who are unable to attend the first class of a course should inform their instructors and the International Programs Office by e-mail of the intended absence before its start. Where this is not possible, notification by e-mail, in person, or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification.

If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of WF will be recorded. Deadline dates are designated in the official University calendar and registration guide.

Once the quarter has started and until the end of the first week of classes, all course changes (adds and drops) are done in the Enrollment Services Office with International Programs Office approval at no additional cost. Beginning with the second week, adding a course will result in a course change fee, unless this change is initiated by Sullivan University.

Students who add a course after the beginning of classes should check with the instructor and International Programs Office to determine whether or not work missed will be able to be made up.

Necessary approval to change a course registration after the first week of the quarter is difficult to obtain. An international student who seeks to add a course after second week must also obtain permission of the International Programs Office. One copy of each change form will be returned to the student for retention as evidence of the transaction which has taken place.

Academic Requirements

International students are expected to adhere to the Satisfactory Academic Progress (SAP) requirements as outlined in this catalog. Students who do not maintain a 3.0 grade point average or better may be ineligible for CPT or an annual vacation since they may also be in jeopardy of failing to meet SAP requirements.

Change of Major

F-1 students are permitted to change their major at any time. They must apply for change through the International Programs Office.

Verification Letters

Students who are initially arriving at Sullivan University will be provided with one support letter documenting that they are an active student. After a student arrives they will work with a university representative to get appropriately registered into classes, provided billing statement sheets and a photo ID, and given a letter of support. The letter of support, in conjunction with a current I-20, and passport will be required for a student to open a bank account. Students will be able to use the same letter of support to apply for a driver's license but must wait a minimum of 30 days before they are eligible to legally drive in the United States.

Social Security Cards

Students are eligible to apply for a Social Security card after they are provided a formal job offer and the university DSO provides an updated I-20 which reflects the CPT start date. The student is required to present to the Social Security Office an updated I-20 reflecting CPT (or OPT), passport, and the job offer letter. Students who are approved will receive a receipt from the Social Security Administration and will receive the actual card typically within 30 days.

Annual Vacations

International students who seek to take an annual vacation must be in good academic status, maintain a 3.0 or higher, and must have been enrolled as a full-time student for at least three consecutive quarters.

Re-entry

Students who have been out of classes for one academic quarter for either an annual vacation or medical reasons must apply for re-entry through the admissions department. This requires an appointment with a re-entry advisor.

Travel Abroad

International students may request to travel abroad. However, the student must be in good academic standing and may not leave during an active quarter or return after the next quarter has begun. Students may apply to travel at any times in the case of emergency.

Change of Address

If an international students moves from their current address, they have 10 days to contact the DSO at the International Programs Office. Students who do not report their change of address may be terminated for failure to maintain status.

Extension of Program

Students may apply for an extension of program and must be based upon legitimate academic or documented medical reasons.

Late Fee Policy

Students must pay their full fees no later than Saturday of week One. 1.) Students who fail to meet this deadline may be assessed a late payment fee of $150 on the first day of week 2.) Sullivan University may also charge a $100 reinstatement fee for every class placed on block status or financial hold. The entire balance of account must be paid in full for a student to regain the privilege to attend class(es), and if necessary, maintain F-1 and CPT eligibility. Attendance violations can, and will, seriously jeopardize a student's F-1 status. All payments being mailed must be received and posted by the Business Office prior to the due date. Accounts that do not meet payment deadlines will be assessed a late payment fee of $150. Please allow 5-7 business days for all mailed payments to be received and posted; payments may be made in person or via telephone and will be updated and reflected on a student's account immediately. Students who do not pay their fees in a timely manner may be blocked from attending and participating in class. Subsequently, students who do not attend classes regularly or maintain good academic standing may be out-of-status and terminated.

Please Note: Sullivan University does not have a pay-as-you-go plan for international students.

Transfer Policy

Students who transfer to Sullivan University from another college or university must submit a complete application package as described in this catalog. Students who arrive from a regionally accredited university will be permitted to have their transcript reviewed and credits awarded accordingly. The DSO will review eligibility requirements including, but not limited to, other CPT experience documented on their past participation at their previous school. Students who are transferring from Sullivan University to another suitable institution must be in good academic status and F-1 status in accordance to federal regulations. By law, the university DSO has thirty days to transfer requested records. However, students who are not in good federal or academic status will be terminated. Students can request their transcript; it will not be provided if there are financial or academic holds on the student's account.

Non-Academic Policy

Activities

Co-curricular campus activities are coordinated by the Department of Student Services and facilitated by the department, faculty, staff, and/or designees appointed by the Student Life Coordinator or Dean of Students.

Although the academic success of every student is the primary goal of the University, participation in co-curricular campus activities is important and makes the college experience more fulfilling. Sullivan University offers a broad range of co-curricular activities, including several diverse and professional student organizations. From Honor societies to social organizations and faith based groups, there is an organization to match most interests. Involvement in campus activities provides opportunities to develop skills and talents, complements classroom learning and prepares students for future professional and civic leadership.

Campus activities are designed to meet the needs and interests of the students. Suggestions for new activities should be discussed with the Student Life Coordinator.

Bookstore

The Sullivan University Bookstore serves the students, faculty and staff of the entire University community. Physical bookstore hours change during finals week and during break times and holidays when the University is not in session.

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchases through the use of financial aid resources. Books and supplies are available through either physical stores, or through the online bookstore located at: www.sullivanbookstore.com. Students may purchase books and supplies from any source or vendor they choose.

General Information and Return Policy

No cash refunds will be made.

A $25.00 Service Charge will be added to student accounts for all returned checks.

Supplies may not be returned or refunded unless damaged at the time of sale.

Course materials must be returned within 21 days of date received or from the start date of class, whichever is later. A copy of the order receipt must be provided with any return. Please follow these guidelines to expedite the returns process and receive a full refund:

• Materials purchased in a physical bookstore must be returned to the physical bookstore.

• New course materials must be returned in new, unopened condition.

• All components of a bundled item must be returned together in the same box.

• All shrink wrapped items must be returned unopened and in the original shrink wrap.

• Damaged materials may be exchanged if they are received damaged and we are notified upon receipt of the damaged materials. If damaged materials are received, please inform the Bookstore (click Contact at top right of the Online Bookstore) prior to returning the materials.

Print On-Demand (POD) Items

PODs are not returnable. Please note, once a POD is purchased, the corresponding eBook becomes non-returnable.

Special Order/ Electronic Items

Special ordered items, electronics and imprinted or branded merchandise are non-returnable.

Clothing

If not satisfied with the size or style purchased, the clothing can be returned for a credit, per the original method of payment, provided that it is in new condition. If you wish to receive another size or style, then please go to the Online Bookstore and place a new order. If purchased in a physical bookstore, clothing must be returned/exchanged in the physical bookstore.

How to Return Shippable Course Materials

If purchased through the Online Bookstore and in compliance with the Returns Policy, please send the materials with the order receipt to the Bookstore Returns Department, 160 Finn Court Farmingdale, NY 11735. Ship the materials via UPS, FedEx, registered mail, or any method which allows you to track the shipment. The appropriate Return Reason Code must be provided on the order receipt for each item being returned:

• DC = Dropped class/course
• N = Item no longer needed
• D = Item received damaged
• M = Item received does not match item on order receipt
• O = Other

If no Return Reason Code is provided, we will conclude the item is no longer needed. Upon receipt of the materials, and the Return Policy requirements are satisfied, the return or exchange will be processed, and if applicable, the refund amount will be credited back to the original method of payment. Other than for damaged or incorrect materials, shipping costs for returned items are non-refundable. If the materials do not satisfy the Returns Policy requirements, no credit or refund will be provided, and the materials will not be sent back.

To use the pre-paid return label service, go to the My Account page and view the details of your prior order. Click the 'Return Items from this Order' button and follow the directions to generate a pre-paid label. This service is only available for returns in the continental United States and may include a service fee.

For items purchased through the Online Bookstore, please contact the Online Bookstore (click Contact at the top right of the Online Bookstore) with any questions.

eBooks

An eBook is returnable up to 14 days from its redemption date. You may return the eBook at the Online Bookstore from the 'My Account' page; eBooks tab. If you purchased a corresponding POD to the eBook, the eBook is non-returnable.

Access Codes and eResources

Access codes and eResources may be returned in certain circumstances. To return an access code or eResource, please contact the Bookstore (click Contact at top right of the Online Bookstore) and request the return. Include the order number and any other relevant information in the request to expedite processing.

Disciplinary Procedures

Disciplinary Conference

Disciplinary procedures may be imposed when a student has committed a violation of University policy. Usually but not always, disciplinary sanctions are imposed by authorized University officials following a conference in which the student has had the opportunity to be heard. Students who receive disciplinary sanctions may utilize the Disciplinary Sanction Appeal Process as described in this section if the student feels inequitable sanctions were issued.

Disciplinary Sanctions

The following sanctions comprise a range of official University actions which may be taken as the result of a policy violation or disciplinary issue.

1. Warning and/or Reprimand: Official notice to a student that their conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.

2. Disciplinary Agreement: Behavior contract between the University and the student whereby the student agrees in writing to correct their inappropriate behavior. This may also take the form of a creative discipline.

3. Restitution: Reimbursement by payment or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other disciplinary action.

4. Suspension: Removal from the University for a period of time, generally from one term to one year.

5. Deferred Suspension: Suspension from the University for a period of time, generally from one term to one year, but a term beyond the current term in which the incident has occurred.

6. Probated Suspension: Suspension from the University for a period of time but suspension being set aside due to mitigating circumstances.

7. Expulsion: Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Dean of Students. Unfavorable decisions regarding re-entry may be appealed to the C.E.O of the University.

8. Wellness Advising: Students may be required to meet with the Director of the Wellness Center for personal wellness advising.

9. In extreme cases of student misconduct, the University reserves the right to suspend, expel or otherwise separate a student from the University without any type of internal due process.

Disciplinary Sanction Appeal Process

Students who feel that inequitable sanctions were issued as an institutional response to a policy violation or inappropriate behavior may utilize the Disciplinary Sanction Appeal Process. To avail oneself of the process, the student must submit their appeal in writing to the Executive Director/Provost of their respective campus stating all facts relating to the situation. The letter should contain a formal request that the student receive an appeal hearing. The letter must be submitted by the student to the Administration within three (3) business days of the notification of a sanction. The decision regarding whether or not the appeal will be heard is made by the Executive Director/ Provost and will be available normally within three (3) business days following submission of the appeal. It is the student's responsibility to contact the Administration within the above time frame to learn of his/her decision.

In the event an appeal hearing is granted, the student will have an opportunity to present his/her position before a committee consisting of a minimum of three professionals that may include faculty members and/or professional staff. Appointments to a disciplinary committee are made by the Executive Director/ Provost or his/her designee. The committee will call for a discussion session during which a question and answer exchange will take place so that committee members may determine if a violation or misconduct has occurred.

Following the hearing, the Committee's options are either to (a) agree and uphold the original decision of the University official or (b) implement an alternative direction due to mitigating circumstances. The Committee may only exercise the two options listed above. The Committee will meet directly following the hearing in private to discuss the hearing and to arrive at a decision regarding the Committee's action. The Committee will advise the official who made the original decision and the committee chair will compose a letter to the student with the results. An audible recording of the committee hearing may be retained by the University.

Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state's rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson.

If the student requesting the appeal fails to appear for the hearing or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student present. The evidence in support of the charges will be presented and considered, and the case will be heard in a manner that is deemed just.

During an appeal process, the student's presence will be allowed on campus unless such constitutes a clear and present danger to the university community or unless the student has been instructed to remain off-campus by an authorized official. Then, all communication must be via phone or in writing. The student will be allowed on campus only for their appeal hearing. Notification of the hearing's result will be made via U.S. Mail. Finally, the sanction initially issued will be and will remain in effect from the time of initial issuance until such time that the sanction/decision is changed by the process described above.

If the student feels the outcome of the appeal process is unfair and/or unwarranted, he/she may submit a request for review to the Chief Executive Officer of Sullivan University within three business days of receiving the appeal committee results. He/she will review the information related to the case and make an executive decision regarding whether to uphold the

committee's decision, overturn it completely, or reduce the sanction(s) based on mitigating circumstances. The decision of the Chief Executive Officer will normally be available within three business days following submission of the request by the student. If the student, following review by the Chief Executive Officer, still feels inequitable sanctions were issued, he/she may submit a request for final review by the President of Sullivan University System within three business days of receiving the Chief Executive Officer's decision. The decision of the President is final.

General Statement of Liability

Sullivan University is not responsible for and does not offer replacement or indemnification for personal belongings that are lost or stolen while on University owned or controlled property. Neither replacement nor indemnification is provided while attending a curricular or extra-curricular event sponsored, co-sponsored or endorsed by Sullivan University. All individuals are responsible for taking the necessary steps to adequately safeguard their own personal belongings. The University is not responsible for loss or damage to one's personal vehicle while parked on property owned or controlled by Sullivan University. This includes vandalism and/or theft from an individual's vehicle as well as damage resulting from the actions of others

Health Services

Sullivan University supports student health and well-being as a vital part of everyday university life. The University has designated two professionals who can provide educational seminars on various issues that may include sexual assault, rape awareness, AIDS awareness, sexually transmitted diseases and drug and alcohol abuse. These professionals are the University's Health Services Coordinator and the Director of The Counseling Connection.

If a student is in need of health-related services, they are encouraged to meet with either of these persons to discuss the need. The University's professional personnel may then refer the student to an appropriate community resource to provide the appropriate level of service.

Housing and Residence Life

Sullivan University provides campus housing for unmarried students under the age of 21. Arrangements for housing should be made well in advance of registration for the University to secure a place in University Housing. Details are available the Admissions office. Students are not required to live in University sponsored housing. Some restrictions and qualifying criteria apply.

Gardiner Point residence hall students are required to participate in a mandatory meal plan.

I.D. Cards

During registration, each student is given a University photo I.D. card which is mandatory and gives entrance to University sponsored activities. In addition, a University I.D. is required to check out library materials and to make bookstore purchases being charged to a financial aid account. The University I.D. is also required for check cashing services and to use the I.D. discount program. Students needing a replacement I.D. should inquire at the Administrative Office. There will be a replacement charge for these cards.

Imminent Danger

The University recognizes the possibility of emergency situations that may give rise to varying levels of imminent danger. In such events, the University affirms the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger.

In the event such behavior or situations arise and University faculty or staff are not able to control the situation, civil authority lies with Administrative officials of the University. This includes members of the Public Safety/Security Staff. In the event an Administrative official is not available, students and staff should contact metropolitan authorities to rectify the situation and/or report the situation. Public Safety should be notified as soon as possible when an incident has occurred. He/she will then take the appropriate action to document and respond to the situation.

Injury/Illness Expense Policy

Sullivan University is committed to operating a safe and secure educational facility. This includes taking precautions to minimize exposure to injury and/or illness on behalf of its faculty, staff, students and guests. However, from time to time, accidents can and do happen and, therefore, this policy and explanation of procedures has been developed to clarify the institution's responsibility and response to occasions of injury or illness.

Students are strongly encouraged to maintain their own private health insurance and to carry with them, at all times, their health insurance identification card. Sullivan University does not act as an insurer and generally does not provide medical coverage for illness or injury sustained while at Sullivan University or while engaged in curricular and/or extra-curricular events. In some instances when a student enrolled in a National Center for Hospitality Studies degree program becomes injured due to an event in a lab, or, in direct relation to their major and the instruction of the program, a secondary policy maintained by the institution may assist with some of the costs for treatment. This policy is limited, however, and will always be secondary to any personal health insurance maintained by or for the presenting individual. In no instance will Sullivan University guarantee payment to any third party provider for any type of medical care.

Emergency medical services provided on-site by University emergency medical staff is offered to faculty, staff, students and guests at no charge. The University's medical staff, when seeing an individual presenting for emergency medical assistance, is required, however, to gather information and complete forms related to one's personal medical insurance. This information may be furnished to other insurance agencies, as required, when the agency is directly involved and/or considering an individual's claim. In addition, this information may be provided to third party healthcare providers who treat an individual referred for further treatment by University emergency medical staff.

The "Health Office Report" that is completed by the University's EMT staff is a form specifically used to document an individual's injury or illness. In addition, it serves as a record of treatment, a statement in support of HIPAA regulations, consent for treatment by EMT staff and a disclosure of the routing of the information contained on the report. Finally, the form contains billing information, continued care

recommendations and a release of liability/refusal for treatment section used only when immediate care by University EMT staff is refused. Individuals wishing to keep the University from having/keeping any and all medical information should, upon a need for treatment, immediately refuse treatment and request an ambulance or make arrangements for other transportation to a medical facility. Unconscious individuals and/or individuals unable to give consent at the time of the assessment will be treated on an emergency basis until an ambulance or other medical authority arrives and assumes care for the infirmed or unless an individual regains consciousness and refuses further medical treatment by University medical staff.

While on Sullivan University System owned or controlled property, or, while attending any event sponsored, co-sponsored or endorsed by the University or its' parent corporation, University officials may summon an ambulance and/or other community emergency resources if an individual is injured or ill and, in the judgment of University staff, medical attention is required. Conscious individuals may subsequently refuse treatment and/or transportation by the ambulance service upon their arrival, however, the staff of the institution want, in each situation so indicated, to meet the requirement of due diligence in safeguarding the health, life and safety of people on University property or at University sponsored events. In no instance will medical charges, as a result of illness or injury, be provided by the Sullivan University System while any student or other participant is engaged in an athletic, exercise, sports activity or other extra-curricular activity regardless of the institution's sponsorship of the activity.

For clarification and/or information regarding the University's policies with regard to insurance and/or medical payments, questions should be directed to the University EMT staff or the Sullivan University System Accounting Department. Information given by faculty members or other employees of the institution outside of these two areas should not be considered current University policy. Faculty, staff, students and visitors may not assume institutional liability for any healthcare related costs, even if so promised or guaranteed by a University official unless that official is so authorized by the University.

Printing/Paper Usage

Sullivan University believes in responsible usage of natural resources. In addition to its recycling program and other initiatives, Sullivan seeks to encourage responsible paper and toner usage through a program known as Paper Cut. Each term, every student's "print account" is credited with $15.00 which equates to 300 black and white printed pages at 5 cents each. In the rare instance color pages are printed, such will accrue against the student's account at 10 cents each. Each time a student prints on campus, they receive an update from the Paper Cut system concerning usage during the term. If a student approaches or reaches their limit, additional print capability may be purchased in the bookstore in $5.00 increments. Balances left on one's account may not carry over to subsequent terms, nor are unused amounts available for refund.

Public Safety/Security

Sullivan University maintains Public Safety/Security staff to patrol the campus and respond to various situations. Public Safety Officers enforce parking regulations, document violations of law, answer calls for emergency services, maintain campus publications relative to campus security, and provide educational seminars associated with individual security as needed. Members of the Public Safety staff are also available to escort individuals to their vehicles as requested. Public Safety Officers may be contacted through the Public Safety Office or the campus receptionist who is located in the guest lobby. Public safety officers have felony arrest authority as described in KRS 431.005 (4). Public Safety representatives are fully empowered with institutional authority to enforce all procedures and policies promulgated by Sullivan University and the Sullivan University System. A directive or request which is in accordance with institutional policy, state and federal law, from any member of the Public Safety staff shall be considered valid and followed unless otherwise belayed or reversed by a senior member of the institution's administration. The Department of Public Safety documents reports of crime and institutional policy violations and produces annual reports in compliance with relative legislation.

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The **Michael Minger Act** is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the **Kentucky Council on Postsecondary Education (KCPE)** to report campus crimes to their employees, students and the public on a timely basis.

The Jeanne Clery, Michael Minger reports and the Crime Statistics Daily Log are available by visiting the Department of Public Safety website at: http://sullivan.edu/public-safety. In addition, a daily crime log is available for review in the public safety office during normal business hours. A "Crime Alert" will be issued to the university community if/when it is determined that such notification may prevent further victimization when a pattern of crime exists. Isolated incidents will not, normally, result in the issuance of a crime alert; such notifications are used when knowledge of a pattern of crime would assist members of the university community in taking precautions to prevent victimization. While due regard will be given to the privacy needs of victims, incidents that do not justify a "Crime Alert" but involve physical assault and/or physical contact of a rude, insolent or angry manner will be shared with the campus community with the goal of heightening safety awareness.

Register to Vote

Students are encouraged to exercise their right to participate in the democratic process. Voting in local, state and national elections is one of the most direct ways of participating in the process. Voter registration information and the application for a voter registration card are available through a website sponsored by the Commonwealth of Kentucky's State Board of Elections. The application and information can be accessed by viewing the State Board of Elections website at: http://www.elect.ky.gov/register.htm

Rights

Each individual Sullivan University student is encouraged to help develop a responsible, intelligent community. The University demands high standards of personal conduct from each student. Students are encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University, the laws of the community, state and nation.

The following statements are the rights afforded every student at Sullivan University:

1) Every student has the right to the services of faculty, administrative officers and counseling referral programs of the institution without regard to race, color, sex, age, sexual orientation, political belief, religious affiliation or ethnic origin.

2) Every student has the right to a fair and impartial academic evaluation.

3) Every student has the right to a campus environment characterized by safety and order.

4) Every student has the right to a campus environment free of discrimination, harassment and/or sexual misconduct.

5) State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.

6) Students involved in University sponsored groups have the right to use campus facilities provided the facilities are used for a stated purpose on behalf of the organization and in accordance with regulations of the institution.

7) Registered student organizations may invite and hear speakers as long as they serve to meet the stated purpose of the group.

Intellectual Property Rights

Intellectual property usually refers to creations of the mind, such as literary works; artistic works; designs; inventions; as well as symbols, names, and images used in commerce; such as trademarks, patents, and copyrights.

The College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. However, by enrolling in the institution, the student gives the institution a "shop right" in any work created in fulfillment of academic requirements. This "shop right" includes a perpetual, non-exclusive, royalty-free license for the university to mark, modify, and retain the work as may be required by the process of instruction and to use it in accreditation efforts, learning outcome evaluations, institutional licensure efforts, and marketing or advertising.

Students Rights(Graduate School Addendum)

Graduate study should be nurturing and empowering; it should not be exploitative and degrading. The purpose of this section is to define the limits of the student-faculty relationship.

Research

Graduate faculty may not assign non-coursework research projects to students without a written agreement between the student and faculty that:

1. Clearly states the expected purposes(s) and scope of the proposed collaboration; and

2. specifies authorship and ownership of the research and/or intellectual property if it is subsequently published or otherwise distributed. This agreement must be approved in advance by the Dean of the Graduate School.

All class exercises, experiments and research must conform to the ethical and procedural standards of the University Institutional Review Board (IRB).

Sexual Offense Policy

Sullivan University System (SUS) seeks a safe and healthy environment for community members. The System will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the University's policy to emphasize that sexual violence/ harassment is specifically prohibited.

Sullivan University System has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The University will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the University community.

For the purposes of this policy, sexual misconduct and/or violence is defined as non-consensual physical contact of a sexual nature against a person's will or where a person is incapable of giving consent. It includes acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, sexual coercion, domestic violence, dating violence, stalking, retaliation and intimidation. Sexual misconduct/violence can be carried out by school employees, other students, or third parties. These acts are strictly prohibited under the provision of the federal civil rights law Title IX.

In addition, sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment whether it be face-to-face or online is strictly prohibited.

In accordance with Title IX provisions, SUS will provide protection to all students and staff, regardless of national origin, immigration status, or citizenship status, and make sure students and staff are aware of their rights under Title IX.

Incidents reported to the appropriate department will be addressed promptly and confidentially in accordance

with the University's disciplinary procedures. A victim's decision to file charges against a member of the University community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the appropriate authority of the University, this individual will be deemed capable of providing culturally competent counseling and are responsible for receiving and responding to complaints of sexual violence.

In accordance with reporting procedures, Sullivan University will inform members of the community when an incident has been reported when, in the judgment of the administration, notification is appropriate and necessary (In extreme cases and consent has been obtained to maintain confidentiality).

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

If assaulted, victims should:

1. Preserve any and all evidence;
2. Call the police if and when warranted;
3. Ask for immediate medical attention;
4. Contact someone you trust

Communicate with University officials as identified.

Investigation should include:

- Conduct interviews of the complainant, perpetrator and any witnesses
- Review any documents submitted
- Review student files and personnel files if applicable
- Allow parties equal opportunity to present their case
- Conduct fact finding hearing where applicable
- Allow lawyers or advisors if necessary
- Allow third party expert testimony
- Allow any appeal process to be applied
- Allow law enforcement intervention and/or investigation

Remedies and outcomes should be dealt with timely and in accordance with the University's disciplinary procedures as well as in accordance with the Title IX obligations.

The University does provide an appeal process with all complaints and decisions and due process is served appropriately.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan University and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by

the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause will be subject to disciplinary action.

SUS reports campus and housing crime statistics to include sexual assaults in the Campus Security and Crime Awareness Annual Report. This publication is available in the Public Safety Department.

SUS through its Human Resources department will provide training to students, faculty and staff on Title IX issues through its Skillsoft tutorials and educational material. These tutorials will include:

- Conducting investigations
- Researching facts
- Determining appropriate sanctions
- Remedies for complaints
- Ensuring policies and procedures are appropriate in the work place

Further educational seminars and presentations will be conducted and offered to all students and staff that will address:

- Sexual Violence in the workplace
- Awareness
- Prevention
- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking
- Intervention
- Etc.

In addition, all the above will be evidence based and :

- Comprehensive in nature
- Well administered
- Socio-culturally relevant
- Include outcome evaluation

Sexual Violence reporting and surveys will be conducted not only in the event of an occurrence or incident but will also be on-going during and after educational presentations, release of public statistics and local news.

Smoking/Tobacco Use Policy
Smoking (including Electronic Cigarettes) and the use of any tobacco products is permitted in designated areas only and is prohibited in all Sullivan University buildings.

Student Behavior and Responsibilities

Sullivan University students assume the responsibility for acting in a manner compatible with the institution's mission. Misconduct for which students are subject to discipline includes, but is not limited to:

Alcohol Beverages and Illegal Drugs: In addition to federal, state and local laws governing the use or possession of alcoholic beverages and illegal drugs, the University prohibits the possession, sale, use or furnishing of drugs and alcohol of any type by all persons while on campus property except as they may be used in a formal teaching environment. The University reserves the right to place a student on probation, suspension, or expulsion status and to exclude them from the campus and all campus functions for illegal sale, use, possession or furnishing of chemical substances, including all forms of illegal drugs and alcohol. The University may also require the student to participate in a substance abuse or rehabilitation program. In addition, the appropriate authorities will be notified and the student will be referred for prosecution. Students on campus who are found to be under the influence of alcohol and/or illegal drugs will also be subject to disciplinary action. This policy extends to any and all University-sponsored activities regardless of time, day or location.

Discrimination: Discrimination based upon sexual orientation, veteran status, race, creed and disability is specifically defined and prohibited in the Sullivan University's Employee Handbook, which governs faculty and staff conduct. The University extends this professional standard to faculty/staff-student and student-student relationships and class decorum.

Dishonesty: Cheating, plagiarism, knowingly furnishing false information, or misrepresenting oneself as an agent of the institution or in any other form with the intent to deceive or defraud.

Disorderly Conduct: Disorderly, lewd, indecent or obscene conduct or expression on University property, on University online networks at sponsored/supervised functions, or toward faculty staff or students.

Firearms: Possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be indentified as weapons are prohibited on University-owned or controlled property except as they may be required for law enforcement and/or duly authorized security personnel.

Freedom of Movement: Obstruction or disruption, which interferes with one's freedom of movement of any type on institutionally-owned or controlled property.

Gambling: The acts of wagering, gambling and gaming for profit are strictly prohibited on University owned or controlled property or on University computer networks. Such acts are also prohibited at any and all school functions.

Harassment/Threats: Harassment of any student, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to: any action, threat, gesture or words directed toward another person which have the purpose to or which tend to incite a breach of peace or cause physical injury or emotional distress to the victim. This includes threats made about a person and/or their property to a third party. Because the feeling of harassment often involves elements of subjective interpretation, the University expects any incident to be communicated to appropriate officials.

Non-Compliance: Refusal by any person while on institutionally owned or controlled property or while attending an event coordinated, sponsored, endorsed or otherwise promoted by University officials, to abide by a request by an executive or other authorized official of the institution. Non-compliance with any policy contained in the Student Handbook, Housing Manual, University Catalog or other publication.

Physical Abuse: Abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

Regulation of Conduct: Any behavior and/or violation of University policy, guideline, campus rule or regulation, or state or federal law which adversely affects the student's suitability to be a member of the University community in the subjective opinion of an authorized university official.

Theft or Damage to Property: Such acts committed against the University or a member of the University community, student or campus visitor

Unauthorized Use of Facilities: Individuals who gain unauthorized access to and/or use of any University owned or controlled facility, building, grounds or computer networks will be found in violation.

Requirements for Graduation

Undergraduate Programs

All undergraduate students must attain a minimum cumulative grade point average (GPA) of 2.0 to qualify for a certificate, diploma or degree. In order to graduate, Associate of Science degree students must complete the assessment of general studies and all students must complete the competency exam for their respective degree program. The Associate of Science degree requires completion of a minimum of 90 credit hours, depending on the degree concentration. Medical Assisting students are required to take a national certification exam.

Dual Associate of Science degrees requires completion of a varying number of credit hours depending on the student's program of study. A minimum of 20 additional hours is required for the second degree.

The Bachelor of Science degree requires a minimum of 180 credit hours, with the exception of the Bachelor of Science in Paralegal Studies degree which requires 182 credit hours.

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

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.

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.

Graduate Programs

Requirements for graduate degrees include:

- Satisfactory completion of the foundation classes or equivalent undergraduate classes.
- Minimum number of graduate credit as specified by the curriculum.
- At least one-third of credits toward a graduate degree are earned in residence through instruction offered by Sullivan University as specified in the curriculum.
- A cumulative grade point average of 3.0 on a 4.0 scale.
- Master's degree work must be completed within five (5) years after being admitted to the graduate program.

Transfer Credit-Graduate Degrees

On approval from the Graduate Admissions Committee, students may transfer up to two thirds of course credit into a graduate program at Sullivan. Classes eligible for transfer must meet with the approval of the committee. Credit will only be awarded for graduate courses in which the student received a "B" grade or higher.

Academic Honors and Achievements

Dean's List certificates are distributed each quarter to all undergraduate full-time students who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. The GPA for these awards is calculated only for the academic program in which the student is currently enrolled. GPA for other academic programs in which the student has been enrolled in are not considered in granting awards. At graduation, qualified students are honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude designations as follows:

Cum Laude	3.30-3.59
Magna Cum Laude	3.60-3.79
Summa Cum Laude	3.80-4.00

Special success and achievement are recognized through the following awards normally presented at the formal graduation ceremony:

A. O. Sullivan Award for Distinguished Service

Graduates who have distinguished themselves through outstanding service to the community, the University, or their fellow students are eligible for this award which is named in honor of the first president of Sullivan University.

President's Award for Academic Achievement

The President's Award is awarded to diploma and degree graduates who maintain a 3.7 or above cumulative grade point average (GPA) while attending Sullivan University. Normally, graduates must participate in a graduation ceremony to receive the award.

Distinguished Alumni Award

The University recognizes outstanding professional achievements by past graduates with this award.

Distinguished Citizen Award

Under special circumstances, the University will recognize a community leader who has made major contributions to the business, education, government or civic sectors of the community.

Undergraduate Course Descriptions

ACT 101 PRINCIPLES OF ACCOUNTING I (4 Credits)
This is an introductory course in accounting that stresses the accounting process as a whole. The course covers the general rules of accounting for service companies, adjusting and closing procedures, cash and accounts receivable. Prerequisite(s): None

ACT 102 PRINCIPLES OF ACCOUNTING II (4 Credits)
This is the second course in introductory accounting. The course covers accounting processes including debits and credits, accounting for assets and liabilities, and accounting procedures for a merchandising enterprise. Prerequisite(s): ACT 101

ACT 103 PRINCIPLES OF ACCOUNTING III (4 Credits)
This is the third introductory course in accounting, covering accounting for liabilities, equity, partnerships and corporations. An in-depth study of financial statements and their analysis culminates this course. Prerequisite(s): ACT 102

ACT 111 COMPUTERIZED ACCOUNTING (4 Credits)
The course is an introduction to the computerized accounting environment including automated journalizing, report preparation, end of cycle procedures, specialized journal, and analysis. Prerequisite(s): ACT 102, 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

ACT 201 INTERMEDIATE ACCOUNTING I (4 Credits)
This course is an in-depth coverage of financial accounting theory and practice relating to financial statement presentation, cash flow analysis and financial ratio analysis. Prerequisite(s): ACT 103

ACT 202 INTERMEDIATE ACCOUNTING II (4 Credits)
This course is an in-depth coverage of financial accounting theory and practice relating to various asset categories including current investments, PE, natural resources, and intangible assets. Prerequisite(s): ACT 201

ACT 203 INTERMEDIATE ACCOUNTING III (4 Credits)
This course covers financial accounting theory and practice relating to liabilities, owner's equity, and special topics within financial accounting. Prerequisite(s): ACT 201

ACT 211 COST ACCOUNTING (4 Credits)
This course covers the principles and techniques of job order, process, and standard cost accounting. A comprehensive costing problem is used as a course material review. Prerequisite(s): ACT 102

ACT 264 FEDERAL TAXATION I (4 Credits)
This course is an introduction to the structure of federal tax laws and their application to individuals. Prerequisite(s): ACT 102

ACT 334 FEDERAL TAXATION II (4 Credits)
This course covers the aspects of federal tax report preparation for partnerships, corporations, estates, trusts, and gifts. Prerequisite(s): ACT 264

ACT 344 NOT-FOR-PROFIT ACCOUNTING (4 Credits)
This course covers accounting theory and practice relating to Not-For-Profit and Governmental Accounting. Prerequisite(s): ACT 202, ACT 203

ACT 394/ACT 395 ACCOUNTING EXTERNSHIP I/ACCOUNTING EXTERNSHIP II (4 Credits)
This course offers credit for students currently holding a job position in which accounting theory and practice are applied under an accounting professional. The student will complete tasks assigned and log work progress. The immediate supervisor will submit a written report to the instructor evaluating student performance. Prerequisite(s): ACT 203, GPA 3.0 or better

ACT 404 MANAGERIAL ACCOUNTING (4 Credits)
This course is a study of the area of accounting that provides relevant information to management for use in planning, organizing, directing, and controlling in the decision making process. Advanced cost accounting topics are reviewed. Prerequisite(s): ACT 211

ACT 405 ADVANCED FINANCIAL ACCOUNTING (4 Credits)
This course covers business combinations, selected topics in long-term investments, translation of foreign currency transactions, translation of foreign currency financial statements, preparation of consolidated statements and accounting topics in joint interests. A practice set for a consolidated business will be used for review. Prerequisite(s): ACT 202, ACT 203

ACT 414 SENIOR ACCOUNTING SEMINAR (4 Credits)
This class is an analysis of GAAP related and managerial accounting concepts with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 211

ACT 424 AUDITING (4 Credits)
This course is an introduction to auditing theory. Emphasis is placed on auditing techniques. With special attention given to the auditor's report and the ethical and legal responsibilities and duties of the auditor. Prerequisite(s): ACT 202, ACT 203

ACT 425 ADVANCED AUDITING (4 Credits)
This course builds on the student's knowledge of auditing and an auditor's responsibilities that was introduced in the prerequisite course. The audit process and methods are stressed through a combination of teamwork and practical assignments. The course will cover terminology of information systems and the practical application of how to audit a computerized accounting system. Prerequisite(s): ACT 424

ACT 430 FINANCIAL ACCOUNTING SEMINAR (4 Credits)
This course is a study of GAAP and IASB related standards with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 203

ACT 001 ACCOUNTING ASSOCIATE COMPETENCY REVIEW (0 Credits)
This non-credit, no cost course is a review component of all accounting materials presented for the Associate of Science Degree in Accounting. This course is a review of all materials that culminates in a comprehensive examination. The course is pass/fail. Prerequisite(s): Last Quarter of AS Degree

ACT 002 ACCOUNTING BACHELOR COMPETENCY REVIEW (0 Credits)
This non-credit, no cost course is a review component of all accounting materials presented for the Bachelors of Science Degree in Business with an specialization in Accounting. The course is a review of all materials that culminates in a comprehensive competency examination. This course is pass/fail. Prerequisite(s): Last Quarter of BS Degree

AOM 105 KEYBOARDING ESSENTIALS (4 Credits)
This course provides an introduction to basic keyboarding and document processing skills. Emphasis is placed on developing correct keying technique, fingering accuracy, and keyboarding speed. Basic word processing skills will be used to create and format business documents. Prerequisite(s): CED 100 or placement

AOM 110 KEYBOARDING SKILL DEVELOPMENT (4 Credits)
This course expands essential keyboarding skills through practice and application of correct keying technique, improved control, and speed building activities. Additional topics include reinforcing and extending vocabulary, grammar, and communication skills. Prerequisite(s): AOM 105

AOM 120 WORD PROCESSING I (4 Credits)
This course covers the functions and commands of a word processing application. Basic topics include editing and formatting text, saving and retrieving files, using writing tools, and printing various documents. Intermediate and specialized topics include templates, styles, tables, mail merges, headers/footers, page numbering, hyphenation, and graphics. Prerequisite(s): CSC 118

AOM 200 ADMINISTRATIVE OFFICE TRANSCRIPTION (4 Credits)
This course provides the student with skills needed to transcribe a variety of documents and to strengthen grammar, punctuation, spelling, vocabulary and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): AOM 120

AOM 206 DESKTOP PUBLISHING (4 Credits)
This course introduces the basic features and functions used in desktop publishing. Effective communication techniques are integrated with design elements such as font faces, font styles, graphics, and page layout to create professional newsletters, brochures, and other business documents. Prerequisite(s): CSC 118

AOM 214 ADMINISTRATIVE SYSTEMS AND PROCEDURES (4 Credits)
This course provides an overview and practical application of the various duties and responsibilities of an office administrative professional. Emphasis is placed on the fundamental skills and workplace competencies necessary in a professional business office. Prerequisite(s): CSC 118

AOM 220 WORD PROCESSING II (4 Credits)
This advanced course builds upon skills learned in Word Processing I. Advanced topics include customizing the document environment, themes, footnotes/endnotes, macros, master documents, fill-in forms, protecting documents, specialized tables, inserting references and indexes, and creating outlines. Prerequisite(s): AOM 120

AOM 250 ADMINISTRATIVE OFFICE PRACTICUM (4 Credits)
This course provides the student with an opportunity to gain practical work experience under the supervision of an office professional. The practicum is designed to match academically qualified student with local business professionals. The student will complete assigned tasks and maintain a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

BFS 104 BASIC CULINARY THEORY (4 Credits)
The student spends class time devoted to the understanding of basic cooking methods and techniques. Students learn the basic methods of recipe reading, costing and converting. Students develop a sound understanding of specific food items including meats, poultry, seafood, vegetables, stocks, sauces and starches. Prerequisite(s): None

BFS 106 BASIC CULINARY SKILLS LABORATORY (6 Credits)
Students spend lab time in hands-on orientation to tools, equipment, recipe production, measurements, knife drills, and cooking procedures. All hands-on activities emphasize safety and skill development. Students break-down and operate kitchen equipment. Students spend time learning and using the following: cookery methods, product identity, soups, stocks and sauce, and functions of the production kitchen. Prerequisite(s): None

BFS 214 GARDE MANGER THEORY (4 Credits)
This course offers instruction in the fundamentals of Garde Manger. In this course the student learns the theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood, and preparing buffet centerpieces from edible foodstuffs. Prerequisite(s): BFS 104, BFS 106

BFS 216 GARDE MANGER LABORATORY (6 Credits)
In this course the student learns the methods and theories related to cold food preparation, hors d'oeuvres, display platters, charcuterie, smoking meats, butchery and seafood and preparing buffet centerpieces from edible foodstuffs. This course allows the students the opportunity to practice the fundamentals of cold food preparation, presentation, and service. Students develop Garde Manger skills and learn various functions as they rotate daily through work assignments and prepare products. Production methods and safe food handling techniques are emphasized. Prerequisite(s): BFS 104, BFS 106

BFS 264 ADVANCED CULINARY TECHNIQUES LABORATORY (4 Credits)

Students learn how to operate efficiently and effectively in a variety of restaurant kitchen stations such as broiler, sauté, roundsman, etc. Special emphasis is placed on presentations and plating of quality food served to the public. In addition, the student learns the essentials of service in a front-of-the-house restaurant operation. Prerequisite(s): BFS 214, BFS 216

BFS 276 RESTAURANT PRACTICUM (6 Credits)

As assigned by the University, the student works in the University's on-campus, fine dining restaurant or another 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

BIO 103 HUMAN ANATOMY AND PHYSIOLOGY (4 Credits)

An introduction to the major concepts of human anatomy and physiology. This course provides an overall account of the interrelationships of structure and function in the human body. Prerequisite(s): None

BIO 103L HUMAN ANATOMY AND PHYSIOLOGY LAB (2 Credits)

The virtual labs are designed to enhance the learning and engage the learner by using the internet based interactive multi-media labs. The labs are divided by organ systems and support the information being studied. Students have the option and are encouraged to take the review quizzes that follow each lab. The labs are also a great study resource. Prerequisite(s): None, Co-requisite: BIO 103

BIO 201 MEDICAL MICROBIOLOGY (4 Credits)

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. Lecture portions of the course will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. The laboratory component of this course will be used reiterate the aforementioned concepts. Prerequisite(s): None, Co-requisite: BIO 201L

BIO 201L MEDICAL MICROBIOLOGY LAB (2 Credits)

Designed for nursing and other allied health students. This course will provide an introduction to the basic concepts and practices of microbiology, with a focus on the effect of microorganisms on health and human disease. The Labs will address basic biology and chemistry of microorganisms, pathogenesis, host defense and immunity and human diseases. Prerequisite(s): None, Co-requisite: BIO 201

BIO 202 ANATOMY AND PHYSIOLOGY I (4 Credits)

This is the first of two introductory courses that will examine the principles and applications of the structure and function of the human body. The systematic approach will cover the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focus will be on the Integumentary, skeletal, muscular, and nervous systems. Prerequisite(s): None

BIO 202L ANATOMY AND PHYSIOLOGY I LAB (2 Credits)

This is the first of two introductory courses that will examine the principles and applications of the structure and function of the human body. The systematic approach will cover the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focus will be on the Integumentary, skeletal, muscular, and nervous systems. Laboratory experiences include virtual dissection and hands -on study of models and organ systems. Prerequisite(s): None, Co-Requisite: BIO 202

BIO 204 ANATOMY AND PHYSIOLOGY II (4 Credits)

This is the second introductory course that will examine the principles and applications of the structure and function of the human body. The systematic approach covers the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focuses will be on the cardio-vascular, respiratory, lymphatic and immune, digestive, urinary, and reproductive systems; water, electrolyte, acid-base balance; and human development and aging. Prerequisite(s): BIO 202

BIO 204L ANATOMY AND PHYSIOLOGY II LAB (2 Credits)

This is the second introductory course that will examine the principles and applications of the structure and function of the human body. The systematic approach covers the microscopic anatomy of the systems, and aspects of physiological function and its mechanism for maintaining homeostasis. Focuses will be on the cardio-vascular, respiratory, lymphatic and immune, digestive, urinary, and reproductive systems; water, electrolyte, acid-base balance; and human development and aging. Prerequisite(s): BIO 202, Co-Requisite: BIO 204

BUS 204 INTRODUCTION TO BUSINESS LAW AND ETHICS (4 Credits)

This course is a survey of the nature and functions of law with emphasis on its application in the field of contracts, including a scan of the legal framework of agency, torts, partnership and corporate relationships. Prerequisite(s): None

BUS 224 PROFESSIONAL DEVELOPMENT (4 Credits)

This course is designed to assist students in obtaining employment and how to become an effective employee. The student gains skills in interviewing techniques, resume writing, networking and communication. Emphasis is placed on values, goals and business ethics. This course is designed to enable the student to develop essential skills and knowledge necessary to reach their full career potential. It is the instructor's intention that this class be as practical and applicable to real life as is possible. The student will gain skills to evaluate his/her capabilities relevant to their profession, prepare a summary of those skills, write a resume, develop a job search plan, interview effectively, adjust to a new job and resign professionally. The student will also obtain skills in effective communication with employers and coworkers. Prerequisite(s): Taken in last or next to last quarter

BUS 405 BUSINESS LAW II (4 Credits)

A study of the law of sales, and consumer protection; personal property and bailments; real property; wills, intestacy, and trusts; negotiable instruments, insurance, secured transactions, and bankruptcy; employment; partnerships, and corporations. Prerequisite(s): BUS 204

BUS 424 INTERNATIONAL BUSINESS (4 Credits)

This class covers such topics as foreign environment for overseas operations; U.S. Government policies and programs for international business; international economic policies; and management decisions and their implementation in international marketing, management and finance. Prerequisite(s): MGT 304

CAM 124 PURCHASING (4 Credits)

This course is an introduction to the selection and procurement system of food and nonfood items utilized in a food service operation. Prerequisite(s): None

CAM 134 FOOD SERVICE SANITATION (4 Credits)

This course provides the student with a background in sanitation as it relates to health, with the ability to recognize proper sanitation techniques, and with the knowledge to implement a sanitation program in a food service operation. Prerequisite(s): None

CAM 174 BASIC NUTRITION (4 Credits)

This course provides the student with an introduction to the science of nutrition. Topics include the major classes of nutrients, energy needs, the importance of a balanced diet based on Dietary Guidelines for Americans, and modes of incorporating these guidelines into everyday life and the commercial food service. Prerequisite(s): None

CAM 252 CULINARY ARTS IN DINING SERVICES (2 Credits)

This course provides the student with knowledge of the essentials of professional food service in various types of dining operations. It addresses both practical skills and managerial considerations. Prerequisite(s): None

CAM 256 INTERNATIONAL CUISINE (6 Credits)

This course reinforces knowledge of tools, equipment, vocabulary and theories learned in other courses along with providing the student with the exposure to cooking methods, procedures and ingredients used in international cuisines. The menus discussed and demonstrated by the instructor have been selected to give the student an introduction to the fundamentals of modern continental cuisine. The menu items are prepared by the students not merely as isolated dishes, but also as examples of the application of methods necessary to the production of the dishes. Prerequisite(s): BSF 214, BSF 216

CAM 260 PERSONAL/PRIVATE CHEF (4 Credits)

This course is designed to give the student a complete understanding of the development and operation of their own personal chef business. The course focuses on sound and established business principles that are applied to a home-based business. The course draws from personal chefs around the country and the American Personal and Private Chef Association to help the novice personal chef start their own business. The course is not designed to teach food production but rather, it deals with the business side of this home-based business. This topic area is of great interest not only to culinary students but also to people who are interested in starting their own personal chef business. Prerequisite(s): None

CAM 284 FOOD AND BEVERAGE CONTROL (4 Credits)

This course places emphasis on learning how to control, purchase and manage the various aspects of a very high volume business. Prerequisite(s): None

CAT 244 SPECIAL EVENTS PLANNING AND STAFF MANAGEMENT (4 Credits)

The purpose of this course is to provide the student with an overview and working knowledge of the event industry. The course is designed to acquaint the student with the new and emerging career opportunities within the event industry and to become familiar with the roles and responsibilities of the position of an event planner. Students are exposed to proposal development, professional presentations, strategic and tactical event planning, subcontractors within the industry, staff development and fiscal responsibility. Prerequisite(s): None

CED 100 COMPUTER BASICS (4 Credits)

This course introduces concepts, terminology and tools of the personal computer, including hardware, software, operating systems and applications. Course emphasis is placed on preparing the student to effectively use computer technology in education and the world of business. Prerequisite(s): None

CHM 201 GENERAL CHEMISTRY I WITH LAB (6 Credits)

This course is designed for pre-professional program students. This course will study the nature of atoms and molecules, stoichiometry, states of matter, solutions, reactions, kinetics, and equilibrium. Topics covered will include the composition of matter, thermodynamics, ideal gas laws, balancing equations, solubility, and concentration. Prerequisite(s): None

CHM 202 GENERAL CHEMISTRY II WITH LAB (6 Credits)

This course is designed for pre-professional program students. This course will study thermodynamics, nuclear chemistry, chemical kinetics, descriptive inorganic chemistry, and acid-base chemistry. Prerequisite(s): CHM 201

CHM 211 INTRODUCTION TO GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY (6 Credits)

This course is designed to introduce chemistry to students who plan science-related careers and to help these students develop an understanding of the physical and chemical properties of molecules. The course will introduce the student to the world of chemistry, with emphasis on the structure of matter. Problem solving, data evaluation, and analysis are stressed. Applications of chemistry to daily life are included. Prerequisite(s): None

CHM 301 ORGANIC CHEMISTRY I (4 +2 Credits)

This course is designed for pre-professional program students. This course will focus on the theory of organic chemistry, i.e., the chemistry of carbon-carbon compounds from the perspective of structure/reactivity relationships. Topics covered will include carbon-carbon bonding, nomenclature, functionality, reactivity, synthesis, and spectroscopy. Prerequisite(s): CHM 201, CHM202

CHM 302 ORGANIC CHEMISTRY II (4 +2 Credits)
This course is designed for pre-professional program students. This course will focus on the theory of organic chemistry, i.e., the chemistry of carbon-carbon compounds from the perspective of structure/reactivity relationships. Topics covered will include reactivity, piece-wise synthesis, molecular modeling, retro-synthesis, advanced spectroscopy, and drug design. Prerequisite(s): CHM 301

CMM 401 PRINCIPLES OF CONFLICT MANAGEMENT (4 Credits)
The purpose of this course is to present communication theories relevant to conflict management and to help managers understand, analyze, and manage conflict. In addition to increasing communication skills, the course will focus on the human and emotional aspects of conflict including the influence of anger, gender, culture, forgiveness, and linguistics. Prerequisite(s): None

CMM 402 MANAGING DIVERSITY (4 Credits)
By applying the principles and techniques learned, students should be able to better understand and work with an increasingly diverse workforce. Students will learn to appreciate diversity among individuals, understand advantages of a well-managed diverse workforce, recognize and manage stereotyping, reduce EEO occurrences, and develop creative solutions for managing diversity issues.   (Same as HRL 303) Prerequisite(s): None

CMM 403 THE MANAGER AS NEGOTIATOR (4 Credits)
By applying the principles and techniques learned, students should be able to better understand the dynamics of effective negotiation. Students will learn to improve their negotiation skills, develop general strategies for successful negotiation, identify factors in the global economy that make negotiation a core competency, understand myths of negotiation, and produce win-win resolutions for all parties. Prerequisite(s): None

CMM 405 RESTORATIVE JUSTICE PHILOSOPHY AND PROCESS (4 Credits)
This course offers a critical review of Restorative Justice (RJ) including a consideration of its definitions, historical roots, theoretical origins, key principles and substantive practices. Students will examine restorative justice from a historical, sociological, criminological, and psychological perspective. Assumptions about justice will be examined by comparing and contrasting retributive and restorative paradigms. This course also provides a critical assessment of the benefits and limitations of restorative justice. Prerequisite(s): None

CNP 330 INTRODUCTION TO CISCO NETWORKS (4 Credits)
This 5-week, instructor-led, hands-on course includes concepts and configuration of both Local Area Networks (LAN) Switching and Wide Area Networking (WAN) Routing technologies. This course is intended for students new to Cisco products but familiar with networking concepts. This course prepares the student for the Cisco CCNA certification. Prerequisite(s): MNE 108

CNP 332 DESIGNING CISCO NETWORKS (4 Credits)
This 5-week, instructor-led, hands-on course enables students to gather customers' internetworking requirements, identify solutions, and design the network infrastructure and elements to ensure the basic functionality of the proposed solution. This course is intended for students seeking the Cisco Certified Design Associate (CCDA) certification. The course is also targeted at pre-and post-sales network engineers involved in network design, planning, and implementation. Prerequisite(s): CNP 330

CNP 340 CISCO SECURITY I (4 Credits)
This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes: Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): CNP 332

CNP 342 CISCO SECURITY II (4 Credits)
The CCNA Security curriculum provides an introduction to the core security concepts and skills needed for the installation, troubleshooting, and monitoring of network devices to maintain integrity, confidentiality, and availability of data and devices. Students will gain associate-level knowledge and skills required to secure Cisco networks. Topics include: AAA Authentication and security, Securing routers and switches, Security on the LAN, Implementing IOS firewalls and intrusion prevention systems (IPS), Implementing virtual private networks (VPN) and Cryptography and encryption. Prerequisite(s): CNP 332

CNP 350 BUILDING SCALABLE CISCO INTERNETWORKS (4 Credits)
This 5-week, instructor-led, hands-on course enables students to design, build, configure, and troubleshoot resilient LAN networks using Cisco products. This course is intended for network administrators, support, or design staff who requires a greater understanding of the advanced features and functions of Cisco switching and routing products. This course prepares the student for the Cisco BCMSN certification exam. Prerequisite(s): CNP 332

CNP 352 BUILDING CISCO MULTI-LAYER SWITCHED NETWORKS (4 Credits)
This 5-week, instructor-led, hands-on course enables students to design, build, select and configure IP routing protocols to enable corporate and Enterprise routing. The course is intended for network administrators, support or design staff who requires a greater understanding of IP routing protocols—the issues, limitations, and implementation of them on Cisco products. This course prepares the student for the Cisco BSCI certification exam. Prerequisite(s): CNP 350

CNP 450 and CNP 452 IMPLEMENTING SECURE CONVERGED WANS/OPTIMIZING CONVERGED CISCO NETWORKS (8 Credits)

This 11-week, instructor-led, hands-on course enables students to design, build, select, and configure and troubleshoot Cisco Remote Access solutions. The course also covers Network Troubleshooting methodologies and how practical implementation resolves real network faults. This course is intended for network administrators, support, or design staff who requires a greater understanding of remote access technology, its implementation and troubleshooting on Cisco products. This course prepares the student for Cisco BCRAN and CIT certification exams. Prerequisite(s): CNP 352

COM 204 INTERPERSONAL COMMUNICATION AND CONFLICT MANAGEMENT (4 Credits)

Communicating successfully depends on the effective use of communication practices and strategies. Our ability to clearly communicate impacts every area of our lives. This course examines the social, psychological and physiological bases of communication: voice, diction, and phonetics in interpersonal communication and group decision-making. In addition, this course evaluates the role of communication in conflict management. Dealing with conflict is a normal part of interpersonal relationships. Conflict is processed, expressed, and managed through communication. Developing strong communication skills will increase our ability to manage unavoidable conflicts and participate in constructive conflict in order to reach a common goal. Prerequisite(s): None

COM 214 PUBLIC SPEAKING (4 Credits)

The major emphasis of this course is on developing the art of public speaking through demonstration and practice. Prerequisite(s): None

CSC 105 INTRODUCTION TO PROGRAMMING (4 Credits)

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

CSC 106 COMPUTER CONCEPTS (4 Credits)

This course provides an overview of the capabilities and limitations of a computing environment. Discussion topics and hands-on activities include input/output devices, disk maintenance, software/hardware installation, data storage, digital communications, careers in the computer field, and the future of computers and technology. Prerequisite(s): CED 100 or Placement

CSC 108 INTRODUCTION TO COMPUTERS (4 Credits)

This course provides the student with hands-on experience in computer hardware and software, and Windows operating systems management. Topics include installation, troubleshooting, and configuration of computer hardware, as well as configuration, installation, upgrading and diagnostics of computer software. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA A+ certification. (Equivalent to MNE 108) Prerequisite(s): CED 100 or Placement

CSC 109 INTRODUCTION TO NETWORKING (4 Credits)

This course provides the student with hands-on with networking and troubleshooting network connectivity. The student will gain a fundamental understanding of networking concepts, topologies, and be able to demonstrate creation of various networks as they pertain to the OSI Reference Model. Topics include installation, troubleshooting, and configuration of networking hardware, as well as configuration, installation, upgrading and diagnostics of networking software. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Network+ certification. (Equivalent to MNE 109) Prerequisite(s): CED 100 or Placement

CSC 118 COMPUTER APPLICATIONS I (4 Credits)

This course introduces the student to the use of microcomputers including features and techniques of graphical user interfaces, word processing, spreadsheets, databases and graphical presentations. Prerequisite(s): CED 100 or Placement

CSC 146 LEGAL ISSUES IN FORENSICS (4 Credits)

This course provides an overview of cybercrime by exploring what it is, how it is investigated, and the regulations and laws around the collection and use of electronic evidence. Students are introduced to the technology involved in computer forensic investigations and the technical and legal difficulties encountered in searching, extracting, maintaining and storing electronic evidence. The legal implications of such investigations and the rules of legal procedure relevant to electronic evidence are reviewed and applied to various types of digital examinations. Prerequisite(s): PSA 102

CSC 147 FORENSICS I (4 Credits)

The growth of the Internet and the worldwide proliferation of computers have increased the need for digital investigations. This course introduces the student to the profession of computer forensics investigation. It provides an overview of the certifications, procedures, tools, and hardware required to acquire and analyze digital evidence for various operating system platforms. Prerequisite(s): CSC 146

CSC 200 PRINCIPLES OF TECHNOLOGY (4 Credits)

This course provides the student with a deeper understanding of computing systems. Topics include number systems, data formats, computer architecture, CPU and memory management, networking and data communications, operating systems, and digital logic. Prerequisite(s): CSC 105, CSC 109 or MNE 109

CSC 209 NETWORK AND SECURITY DESIGN (4 Credits)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include controlling security, access, and the network infrastructure. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Security+ certification. (Equivalent to MNE 213) Prerequisite(s): CSC 200

CSC 210 DATABASE DESIGN (4 Credits)

This course provides the student with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches. Prerequisite(s): CSC 200

CSC 218 COMPUTER APPLICATIONS II (4 Credits)
This course introduces the student to using intermediate and advanced features of common applications for word processing, spreadsheets, databases, and presentation software; integrating applications using object linking and embedding (OLE); and using the personal computer to develop business solutions. Prerequisite(s): CSC 118

CSC 230 WEBSITE DESIGN (4 Credits)
This course provides an introduction to the basic concepts, issues and techniques related to designing, developing and deploying websites. Topics include Internet and Intranet web page design principles using HTML, and the design and implementation of Intranets for use within a corporation. Prerequisite(s): CSC 200

CSC 232 USER SUPPORT SYSTEMS (4 Credits)
This course provides an overview of the many aspects of computer user support, from end user computing to help desk operations. Topics include computer product evaluation, user needs analysis, end user training, troubleshooting strategies, documentation, customer service skills, and information resources. Prerequisite(s): CSC 200

CSC 240 VISUAL PROGRAMMING (4 Credits)
This course introduces computer programming concepts using a visual programming language. Emphasis will be placed on Graphical User Interface design and implementation in an event-driven programming language. Concepts include issues of user interface design, event processing, exception handling, simple screen graphics, input/output operations, control structures, arithmetic operations, arrays, and sequential files. Prerequisite(s): CSC 200

CSC 242 OBJECT ORIENTED PROGRAMMING (4 Credits)
This second course in computer programming builds on previously learned programming concepts and introduces more advanced topics such as implementing abstract data types, creating objects and understanding the relationships among classes of objects. Prerequisite(s): CSC 240

CSC 247 FORENSICS II (4 Credits)
This course continues exploring computer forensics investigation by refining data analysis and reporting. Students learn methods to process email and social media communications, uncover data hiding techniques, and examine other digital resources such as mobile devices, virtual machines, and cloud technologies. Professional skill sets of effective report writing and becoming an expert witness are taught in combination with the strong ethics demanded by this critical task. Prerequisite(s): CSC 146

CSC 248 DIGITAL FORENSICS ANALYSIS (4 Credits)
This course focuses on the volatile nature of computer memory and the application of forensic processes to extract meaningful data from this ephemeral resource. Critical data often exist exclusively in memory, such as disk encryption keys, memory-resident injected code fragments, off-the-record chat messages, unencrypted email messages, and non-cacheable Internet history records. Successful capture and analysis of this data, which is virtually untouchable by the computer user, can yield compelling evidence. Prerequisite(s): CSC 147

CSC 260 LINUX OPERATING SYSTEM (4 Credits)
This course introduces the Linux operating system. The course focuses on running GNU and Unix commands from the command line, installing and configuring Linux, and maintaining and securing the Linux system. By course end, the student will have the knowledge and tools necessary to sit for the CompTIA Linux+ certification. Prerequisite(s): CSC 200

CSC 272 PRINCIPLES OF SYSTEM DESIGN (4 Credits)
This capstone course provides an overview to the systems development life cycle, from the analysis of information requirements to the development of an effective business system. Emphasis is placed on applying the tools of systems analysis and design in a project encompassing programming and application principles studied in prior courses. Prerequisite(s): Last Quarter and Advisor Approval

CSC 280 JAVA PROGRAMMING (4 Credits)
This course introduces experienced programmers to the Java programming language. The course is designed to leverage the students' existing programming skills and to transfer those skills to the Java programming framework as compared to other common programming languages. Topics include fundamental data types, flow control, and standard function libraries, the design of classes and objects, inheritance and polymorphism. The course emphasizes object oriented programming and modular design as well as GUI implementation. Prerequisite(s): CSC 200

CSC 284 COMPUTER WORK EXPERIENCE (4 Credits)
This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology (IT) Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Approval of Externship Program Coordinator

CSC 302 SOCIAL, LEGAL AND ETHICAL ISSUES IN COMPUTING (4 Credits)
This course addresses current legal and ethical aspects of Information Technology as they relate to business and society. Topics include ethical and professional responsibility, privacy, freedom of speech, intellectual property, crime, and evaluating and controlling technology. Prerequisite(s): BUS 204

CSC 303 COMPUTER OPERATING SYSTEMS (4 Credits)
This course examines the hardware and software requirements for a modern operating system. Topics include operating system services, file systems, CPU scheduling, deadlock handling, memory management, virtual memory, and disk scheduling. Prerequisite(s): CSC 240, MTH 305

CSC 306 SYSTEMS ARCHITECTURE (4 Credits)
This course examines digital logic design and introduces the basic operation of a von Neumann machine and the MIPS instruction set architecture. Topics include basic AND/OR/NOT gates, combinational circuits built from the basic gates, and sequential logic and implementation of sequential circuits as well as systems administration task, networking and other issues relating to hardware. Prerequisite(s): CSC 240, MTH 305

CSC 311 FUNDAMENTALS OF E-BUSINESS (4 Credits)

This course is a survey of management issues as they relate to the electronic marketplace. Emphasis is placed on the application of user centered web site engineering methodology and the strategic, design, and technical issues in business to consumer (B2C) and business to business (B2B) Internet commerce. Prerequisite(s): MGT 304

CSC 320 DATA STRUCTURES (4 Credits)

This course examines fundamental data structures such as linked lists, stacks, queues, and trees. Emphasis is placed on implementing these structures to develop advanced programs to handle a variety of common programming tasks. Prerequisite(s): CSC 242

CSC 322 WEB PROGRAMMING (4 Credits)

This course provides an in-depth look at web programming concepts and techniques. Topics include using SQL queries and database middle layers to make Web pages dynamic, and planning and developing prototype web applications using both client-side and server-side technologies. Prerequisite(s): CSC 210, CSC 230

CSC 347 FILE FORENSICS (4 Credits)

The availability of cloud storage services is becoming a popular option for consumers to store data that is accessible via a range of devices, such as personal computers, tablets, and mobile phones. Use of cloud computing by criminals (or their victims) means that data files of interest may be virtualized, geographically distributed, and ephemeral, presenting technical and jurisdictional challenges for identification and seizure by law enforcement and national security agencies. This course is designed to examine the crossroads of file storage and network forensics, so this data can be retrieved and brought to court as evidence. Prerequisite(s): MNE 109 or CSC 109

CSC 348 MOBILE FORENSICS (4 Credits)

Mobile technologies, such as smartphones and tablets, have become integral parts of today's society. Because of their ubiquitous presence, they store valuable contact, communication, activity, photographic, and even emotional data about the device carrier. This course focuses on collection and examination of this very personal data as evidence. Prerequisite(s): CSC 146

CSC 364 SYSTEMS ANALYSIS AND DESIGN (4 Credits)

This course provides an examination of systems theory and various models of analysis and design. Topics include planning and scheduling techniques, charting, interviewing and report writing. Individual and group projects provide the opportunity for practical application of Systems Developmental Life Cycle. Prerequisite(s): MGT 304

CSC 370 MOBILE PROGRAMMING (4 Credits)

This hands-on course begins by explaining how to acquire and install the Android platform, environment and architecture. The course covers GUI development as well as more advanced topics like creating and using Android Services which allow students to quickly become productive in working with the Android platform. Course topics include architecture, application fundamentals, the User Interface and Views. Additional topics include a discussion of how to package and publish an Android Application in the Android Market or on a Web site. Prerequisite(s): CSC 242

CSC 371 ADVANCED MOBILE PROGRAMMING (4 Credits)

This course introduces experienced programmers to mobile programing for multiple platforms. Students will leverage their prior knowledge of various programming languages to create applications that will work on Android, iOS, and Windows Phone platforms. Topics include platform architecture essentials, cross-platform programming and platform conversion, application packaging and publishing, and HTML5/CSS3. Prerequisite(s): CSC 370

CSC 405 ADVANCED TELECOMMUNICATIONS AND NETWORKING (4 Credits)

This course provides in-depth coverage of current industry and regulatory environments surrounding telecommunications. Topics include transmission technology, topology, protocols, communication system components and software, packet switching, network control, common carrier issues, and performance considerations. Prerequisite(s): CSC 209 or MNE 213

CSC 410 ADVANCED DATABASE DESIGN (4 Credits)

This course expands database design concepts with hands-on practice in SQL using a SQL-based DBMS. Emphasis is placed on using relational and object relational databases, and the SQL programming language. Topics include creating and maintaining database objects, and storing, retrieving, and manipulating data. Prerequisite(s): CSC 210

CSC 414 SENIOR SEMINAR IN INFORMATION TECHNOLOGY (4 Credits)

This course provides a broad overview of current and emerging technologies and their influence on local enterprises. Topics include networking, operating systems, security techniques, programming languages, and advanced database systems. Emphasis is placed on determining feasibility of implementing new technologies. Prerequisite(s): Last Quarter or Advisor Approval

CSC 420 IT PROJECT MANAGEMENT (4 Credits)

This course examines the roles, responsibilities, methods, and leadership practices of project managers in an applications development and/or technical support environment. Discussion topics and applied technologies include the IT project management principles and life cycle methodology, with special emphasis on organizing, planning, leading, controlling, and facilitating individual and team efforts. Prerequisite(s): CSC 364, MTH 301

CSC 441 DATABASE ADMINISTRATION (4 Credits)

This course provides in-depth coverage of configuring and administering database management systems. Topics include installing a database management system, configuring database storage, implementing database security, recovering databases, and database performance tuning. Prerequisite(s): CSC 410

CSC 448 FORENSICS ACCOUNTING (4 Credits)

Fraud happens in business, and the ease of manipulating numbers in the digital age has added another layer of concern in the business world. This course introduces the concepts, tools, and methods needed to properly audit simple to complex systems that rely extensively on information technology. Topics include examination techniques ranging from data collection to reporting, misrepresentation of financial statements and assets, money laundering and embezzlement, and auditing methodologies applied to accounting information systems. Prerequisite(s): CSC 146

CSC 450 SOFTWARE ENGINEERING (4 Credits)

This course examines the lifecycle of designing software in a team environment. Topics include problem identification, problem analysis, software testing, and software quality assurance. Prerequisite(s): CSC 320, CSC 364

CSC 484 COMPUTER SCIENCE EXTERNSHIP (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an Information Technology Professional. The externship is designed to match academically qualified students with local business professionals. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Approval of Externship Program Coordinator

ECE COURSES

Course descriptions for Early Childhood Education courses may be found in the 2016 Sullivan University Catalog.

ECO 201 MICROECONOMICS (4 Credits)

This course is a descriptive and analytical study of the allocation of resources from the perspective of individual economic units, primarily households and firms. Topics include scarcity, opportunity cost, comparative advantage, competitive pricing, market structures, and how price and output decisions are made. Prerequisite(s): None

ECO 202 MACROECONOMICS (4 Credits)

This course is a descriptive and analytical study of economic principles related to the economy as a whole. Topics include business cycles, inflation, unemployment, components of gross domestic product, fiscal and monetary policy, and some elements of international trade. Prerequisite(s): ECO 201

ENG 100 INTRODUCTION TO WRITING (4 Credits)

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

ENG 101 COMPOSITION I (4 Credits)

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

ENG 102 COMPOSITION II (4 Credits)

This course is a continuation of English 101, stressing critical thinking and advanced writing strategies. Students continue developing writing processes pertaining to topic selection and development, revision, organization, editing, and collaborative writing. The class places special emphasis on generating longer texts, reading critically, and developing research skills. Prerequisite(s): ENG 101

ENG 204 ADVANCED WRITING (4 Credits)

This course introduces the student to the theory and practice of argument design, analysis and criticism. The student meets these objectives by analyzing and critiquing personal arguments and those of others. The course includes projects in the Toulmin and Rogerian strategies and an extended section on business writing. Prerequisite(s): ENG 102

ENG 244 INTRODUCTION TO LITERATURE (4 Credits)

This elective humanities course is designed to develop the student's reading and critical thinking skills. Selected novels, short stories, poems, and drama are highlighted. Prerequisite(s): ENG 101

FIN 324 FINANCIAL MANAGEMENT (4 Credits)

A study of the techniques which enable firms to efficiently manage their financial resources and maximize the value of their owner's investment. Topics include: financial analysis and planning, markets and institutions, time value of money and bond and stock valuation. Prerequisite(s): ACT 103

FIN 334 INVESTMENTS (4 Credits)

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

FIN 344 ANALYSIS OF FINANCIAL STATEMENTS (4 Credits)

The construction of financial statements for planning and reporting purposes and the analysis and interpretation of financial statements for management and investment purposes is undertaken. Applications include the evaluation of statements of actual businesses. Legal and theoretical concepts as well as financial are considered. Use of the statements in areas such as credit analysis, acquisition, and investment are considered. Prerequisite(s): FIN 324

FIN 354 SECURITY ANALYSIS AND PORTFOLIO MANAGEMENT (4 Credits)

This course is intended to provide an in-depth understanding of security analysis and portfolio management. The course will emphasize both theoretical and applied aspects of portfolio analysis, financial planning and security analysis. Topics include: risk analysis, equity portfolio construction, bond portfolio construction, equity analysis, bond analysis, portfolio performance evaluation, and international diversification. Prerequisite(s): FIN 324, FIN 334

FIN 364 INTERNATIONAL FINANCE (4 Credits)

This course is a study of corporate finance within an international context. Discusses exchange rates, parity conditions, capital flows, country risk analysis, foreign investment, and international banking. Examines the financing strategies and capital budgeting techniques of multinational corporations. Prerequisite(s): FIN 324

FYE 101 INFORMATION LITERACY (4 Credits)

This course is designed to help the students develop skills in critical thinking, study and testing techniques, time and stress management, and library research. Prerequisite(s): None

GEN 215 HUMAN DYNAMICS (4 Credits)
This course focuses on the development of successful human relationships in both personal and work environments. Students engage in experiential learning in order to gain an understanding and mastery of the communication skills required for maximum effectiveness. Prerequisite(s): None

GEO 234 WORLD REGIONAL GEOGRAPHY (4 Credits)
This course surveys the geography of the world and focuses on the physiography, culture and economies of each region. Prerequisite(s): None

GEO 244 NORTH AMERICAN GEOGRAPHY (4 Credits)
This course surveys the geography of the United States and Canada and includes the physiography, culture and economies of the regions. Prerequisite(s): None

GEO 274 GLOBAL ENVIRONMENT (4 Credits)
This course observes the world today from an environmental perspective. Students will learn the foundations of environmental science so that environmental issues across the globe can be discussed. Prerequisite(s): None

HCA 301 PRINCIPLES OF HEALTHCARE MANAGEMENT (4 Credits)
This course is intended to be an introduction to healthcare management in the United States. Healthcare is a complex field with significant state and federal regulations. This course presents an overview of healthcare management organization, supervisorial and management roles and responsibilities, and the managerial skills necessary to become an effective manager in today's healthcare industry. The course will prepare students for managerial opportunities in today's healthcare environment. Prerequisite(s): MGT 304

HCA 302 THE LEGAL ASPECTS AND COMPLIANCE OF HEALTHCARE (4 Credits)
This class is intended to be an introduction to the healthcare legal system in the United States. The legal system in this country is a privilege and so it is the intent to present how we can defend our rights as citizens yet preserve the sanctity of the legal system by abiding by the rules and regulations as required. These include Stark II, Health Insurance Portability and Accountability Act of 1996 (HIPAA), compliance issues, fraud and abuse, and anti-kickback issues. Prerequisite(s): MGT 304

HCA 401 PRINCIPLES OF HEALTHCARE FINANCE (4 Credits)
This class is intended to give students an introduction to the managed care landscape and the third-party payment system of today's healthcare industry. Topics will include managed care, Medicare and Medicaid issues, reimbursement mechanisms, universal healthcare, capitation, per-case or per-diagnosis payment, how these are packaged by third-party payers, and the effects reimbursement types have on health care provider organizations. Prerequisite(s): MGT 304

HCA 402 SENIOR SEMINAR IN HEALTHCARE TOPICS (4 Credits)
This course is designed to allow the student to explore current trends in healthcare and examine how these trends affect the future of healthcare in the United States and in other nations of the world. These topics may include government legislation, genetics, computers in healthcare, human resource needs, and developments in managed care. Prerequisite(s): Senior Status, HCA 301, HCA 302, HCA 401

HFA 201/202 MOCK TRIAL I AND MOCK TRIAL II (2 Credits Each)
These courses teach civil/criminal trial procedures by using American Mock Trial Association materials. Students enhance their communication, listening, and analytical skills as they portray attorneys and witnesses and compete in AMTA trial competitions. Prerequisite(s): None

HIM 001 MEDICAL CODING PRACTICUM AND CCA REVIEW (0 Credits)
The Practicum/CCA Review course provides students with an opportunity to practice coding skills linking those skills to the Medical Coding Diploma Learning Outcomes. Students will submit coded case studies as well as practice examination results in the seven domains in preparation for the CCA exam upon graduation. Prerequisite: To be taken in final quarter

HIM 002 HEALTH INFORMATION TECHNOLOGY REVIEW (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): HIM 220

HIM 101 MEDICAL TERMINOLOGY I (4 Credits)
This course is designed to teach the skills necessary for helping students to understand and properly use medical terminology by presenting a foundation of roots, prefixes, and suffixes. It integrates word building and definitions to body systems, anatomy and physiology, examination, procedures, treatment, and abbreviations used in oral communications, written correspondence, and medical records. Prerequisite(s): None

HIM 110 PATHOPHYSIOLOGY WITH PHARMACOLOGY I (4 Credits)
Introduction to the study of the functions of the body systems, diseases of the body systems and the medications used in treatment of the diseases. The course includes analysis of case studies and application of the knowledge for diagnosis and procedure coding. Prerequisite(s): None

HIM 120 HEALTH INFORMATION TECHNOLOGY I (4 Credits)
This course is an introduction to the practical aspects of health information technology. This includes the key concepts of health information and medical records. It also includes health data structure, content and standards, data monitoring and compliance reporting; National Healthcare Information Infrastructure, and documentation requirements. The course also introduces the types and content of the health record. Prerequisite(s): None

HIM 130 CPT PROCEDURE CODING I (4 Credits)
The focus of this class is learning the coding rules for the CPT coding system and then applying the rules to code patient services. In addition, students become proficient in the use of the Current Procedural Terminology manual. Students assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisite(s): HIM 101

HIM 141 ICD-10-CM DIAGNOSIS 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 130

HIM 150 HEALTHCARE REIMBURSEMENT (4 Credits)
This course provides the students with information about various healthcare reimbursement programs, health insurance plans and the role of health information technologists in reimbursement methodologies. Students apply their knowledge of ICD-9-CM/ICD-10-CM, ICD-10-PCS and CPT coding for billing processes and procedures, healthcare reimbursement programs. The course includes charge master maintenance as well as reimbursement monitoring and reporting. The course uses patient health records and case studies in this practice. Prerequisite(s): None

HIM 160 LEGAL ASPECTS OF HEALTH INFORMATION I (4 Credits)
This course is an introduction to legislative and regulatory processes, legal terminology, health information laws and regulations such as retention, patient rights, advanced directives, privacy. It includes confidentiality and security policies as well as the study of professional and practice-related ethical issues. Prerequisite(s): None

HIM 170 HEALTH INFORMATION MANAGEMENT (4 Credits)
This course provides education on quality assessment and performance improvement in regard to health care information. Topics include utilization management, risk management, case management, regulatory quality monitoring requirements and outcomes measures and monitoring. Prerequisite(s): None

HIM 220 HEALTH INFORMATION TECHNOLOGY II (4 Credits)
This course is a continuation of the study of the practical aspects of health information technology. The course covers key concepts of health information and medical records.. It delves further into health data structure, content and standards, as well as data monitoring and compliance reporting, and National Healthcare Information Infrastructure and documentation requirements. The course also introduces students to the types and content of the health record. Prerequisite(s): HIM 120

HIM 230 CPT PROCEDURE CODING II (Theory 4, Lab 1)
The focus of this class is to continue learning the coding rules for the CPT coding system and then applying the rules to code patient services. In addition, students become proficient in the use of the Current Procedural Terminology manual. Students assign the correct CPT codes to any surgical and/or diagnostic procedure with the application of the correct CPT and/or HCPCS modifier. Prerequisite(s): HIM 130

HIM 241 ICD-10-CM DIAGNOSIS CODING II (Theory 4, Lab 1)
This course provides instruction in clinical classification systems including 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 code selection is the focus of the course. Case studies provide practical experience coding for various medical specialties. Prerequisite(s): HIM 141

HIM 250 HEALTHCARE STATISTICS (4 Credits)
This course instructs students on using statistical software to analyze data for quality, utilization and risk management. Other topics include study of the institutional review board process, national guidelines regarding research, techniques for data reporting and analyzing descriptive and vital statistics. Prerequisite(s): HIM 220 and MTH 101

HIM 260 LEGAL ASPECTS OF HEALTH INFORMATION II (4 Credits)
This course is a continuation of study of legislative and regulatory processes, legal terminology, health information laws and regulations such as retention, patient rights, advanced directives, privacy. The course further elaborates on confidentiality and security policies as well as the study of professional and practice-related ethical issues. Prerequisite(s): HIM 160

HIM 270 ICD-10-PCS CODING (Theory 4, Lab 1)
This course provides instruction in the use of the International Classification of Diseases, 10th Revision, Procedure Coding System, ICD-10-PCS. The students learn how to code procedures using the ICD-10-CM PCS coding system. They also learn to use the ICD-10-PCS Official Guidelines and practice assigning codes for general and multi-specialty procedures. Prerequisite(s): HIM 101

HIM 290 HEALTH INFORMATION PRACTICUM (4 Credits)
This course provides the students with the opportunity to practice their health information technology skills as they complete their professional practice experience (PPE) in local health care facilities and in the virtual lab. This experience allows the students to relate the functional and theoretical components of the curriculum to realistic practice situations. Prerequisite(s): HIM 280

HIM 320 CLINICAL CLASSIFICATION SYSTEMS MANAGEMENT (5 Credits)
This course focuses on management of the applications and processes for clinical classification and coding, including coding audits. Students learn to ensure the accuracy of coded data through maintenance of facility processes, policies and procedures. Clinical data sets included in the study are ICD-10-CM/PCS, CPT, SNOMED-CT, DSM IV. Prerequisite: HIM 230, HIM 241

HIM 330 HEALTHCARE STATISTICS AND RESEARCH (4 Credits)

This course instructs the students on using statistical software to analyze data for quality, utilization and risk management. Other topics include study of the institutional review board process, national guidelines regarding research, techniques for data reporting, analyzing descriptive and vital statistics. Prerequisite: MTH 101

HIM 340 HEALTHCARE REIMBURSEMENT II (4 Credits)

This course involves the aspects of clinical data management for prospective payment and other reimbursement healthcare delivery systems. The students are instructed in revenue cycle processes, chargemaster management, case mix management as well as compliance and reimbursement auditing. Prerequisite: HIM 150

HIM 360 LEGAL ASPECTS OF HEALTHCARE INFORMATION III (4 Credits)

This course covers the implementation of health information requirements, security policies and procedures, compliance with national health information laws and standards such as HIPAA, HITECH, the Joint Commission on Accreditation of Healthcare Organizations, as well as state laws, regulations and standards. Prerequisite: HIM 260

HIM 370 HEALTH INFORMATION MANAGEMENT II (4 Credits)

This course focuses on health data management including data sets such as OASIS and UHDDS. The management processes include study of data capture, archival and retrieval systems, data quality assessment and evaluation of data integrity. Prerequisite: HIM 170

HIM 420 HEALTHCARE INFORMATION SYSTEMS (4 Credits)

This course includes development of health information resources and systems, database architecture, user interface design, project management, study of health information exchanges. Prerequisite: HIM 150

HIM 430 HEALTHCARE INFORMATION TECHNOLOGY IV (4 Credits)

This course provides students with direction on developing health record documentation guidelines, organizational compliance with regulations and standards, accreditation, licensure and certification processes, the design and implementation of clinical documentation improvement incentives. Prerequisite: HIM 280

HIM 440 APPLIED PATHOPHYSIOLOGY AND PHARMACOLOGY (5 Credits)

Applied Pathophysiology and Pharmacology focuses on data management related to the health care documentation and the clinical classification systems such as ICD-10-CM/PCS, CPT, SNOMED-CT, and DSM IV. Students are taught the management of HIPAA Transaction and Code Set Standards, improvement of healthcare documentation, along with coding and billing accuracy. Prerequisite: HIM 110

HIM 450 APPLIED HEALTHCARE MANAGEMENT (4 Credits)

Applied Healthcare Management encompasses the study of information and communication technologies, such as LANS, EANS, WLANS, data interchange standards, internet technologies, system interoperability and database management systems. Prerequisite: HIM 420

HIM 480 HEALTH INFORMATION MANAGEMENT PROJECT (5 Credits)

This course allows the students to choose HIM projects using a virtual lab. The projects are chosen in collaboration with the instructor and focus on aspects of the HIM curriculum that the student is interested in pursuing. This course also directs the students' preparation for the RHIA exam. Prerequisite: HIM370

HIM 490 HEALTH INFORMATION MANAGEMENT PRACTICUM (8 Credits)

This is a capstone course that provides students with experience implementing the knowledge and skills obtained through their entire HIM curriculum. This practicum is completed under the direction of an HIM professional. The focus is on completing management projects as well as participating in the daily activities of the HIM professional. Prerequisite: All HIM BS Courses

HMS 301 HUMAN RESOURCES DEVELOPMENT IN THE HOSPITALITY INDUSTRY (4 Credits)

This course provides a study of management and human resources systems common to the hospitality industry. Case studies, role-plays, and simulations are used to examine management and human resources problems unique to the hospitality industry. Prerequisite(s): HMS 304

HMS 304 PRINCIPLES OF HOSPITALITY MANAGEMENT (4 Credits)

The course provides an analysis of fundamental management principles specific to the hospitality industry along with the concepts of behavioral sciences. Hospitality management processes, resources, and organizational structures are introduced. Prerequisite(s): None

HMS 321 QUALITY SERVICE MANAGEMENT IN THE HOSPITALITY INDUSTRY (4 Credits)

This course provides a study and analysis of service delivery systems for the hospitality industry with emphasis on implementing consumer-driven, top-down, policy-oriented quality service programs. Prerequisite(s): HMS 304

HMS 333 INTERNATIONAL TRAVEL AND TOURISM (4 Credits)

This course provides a study and evaluation of international travel and tourism and the economic and cultural impact on society. It examines the forces which influence international tourism. Component parts of tourism management and interrelationship of meeting planning, travel systems, food and lodging systems, and tourist attractions are reviewed. Prerequisite(s): HMS 304

HMS 401 SENIOR SEMINAR IN HOSPITALITY ADMINISTRATION (4 Credits)

This is an in-depth study of current topics in hospitality administration. Prerequisite(s): HMS 304

HMS 404 MARKETING HOSPITALITY SERVICES (4 Credits)

This course provides an application of strategic market research and product/service positioning in the hospitality industry. Emphasis is placed on competitive marketing strategies including sales, advertising, and promotion. There is discussion of unique features of hospitality industry marketing, market research/analysis, ethics, and quality service delivery. Prerequisite(s): HMS 304

HMS 405 HOSPITALITY INDUSTRY ENTREPRENEURSHIP (4 Credits)

This course provides a study of the activities associated with the creation, assessment, development, and operation of new and emerging ventures. Students will have the opportunity to develop their new venture management skills through a combination of classroom exercises, case analysis, and the development of a business plan to support the initiation of a new venture. Prerequisite(s): HMS 304

HRL 303 DIVERSITY PERSPECTIVES IN THE WORKPLACE (4 Credits)

This course is a study of human diversity and the changing workplace. It addresses the demands and opportunities placed upon the human resource practitioners and how they may become a more effective people managers. It assists the human resource managers in the understanding of diversity issues and helps them deal with the myriad of challenges related to diversity in the workplace. (Same as CMM 402) Prerequisite(s): None

HRL 310 HUMAN RESOURCE PERSPECTIVES IN GUIDANCE AND COUNSELING (4 Credits)

This course is a comprehensive review of the various theories, concepts and approaches of counseling needed in the human resource setting. It enhances the ability of the human resource manager to relate to personal issues relevant to work and familial issues that stifle effectiveness and productivity. It allows the manager to recognize areas where he/she can assist and where referral is more appropriate. It additionally strengthens the competencies of the manager in the area of career counseling. Prerequisite(s): None

HRL 320 ORGANIZATIONAL DEVELOPMENT (4 Credits)

This course addresses the role the human resource manager plays in the examination, implementation and development of organization change. Factors reviewed include individual and organizational resistance, the organizational climate, team-building techniques, feedback initiatives, conflict resolution and how the implementation of quality enhances and improves overall effectiveness. Prerequisite(s): None

HRL 330 INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY FOR HUMAN RESOURCE PROFESSIONALS (4 Credits)

This course explores the tools and applications of industrial/organizational psychology as it relates to the human resource professional. Areas of emphasis include the improvement of selection, development, management and retention of organizational personnel by applying various psychological techniques including tests and measurements, evaluations, analyses, human/organizational behavior concepts, etc. Such topics as pre-employment and personality testing, job analysis, performance appraisals, training and career development, diversity concepts, leadership, job satisfaction, motivation, organizational styles, and working conditions are explored. Prerequisite(s): None

HRL 340 ETHICAL ISSUES IN HUMAN RESOURCE MANAGEMENT (4 Credits)

This course explores and reviews ethical issues in organizations and the role the human resource manager assumes in the overall organizational ethics perspective. Concepts include corporate responsibility, the need for responsible corporate philosophies and leadership. Emphasis is placed upon the application of theoretical perspectives of ethics and how they relate to individuals and corporate behavior. Prerequisite(s): None

HRL 360 EMPLOYEE BENEFIT FUNDAMENTALS (4 Credits)

This course will provide comprehensive knowledge and understanding of the dynamics involved in providing competitive employee benefits in the modern organization. The course provides an overview of the most common types of discretionary benefits, with a focus on how they are selected and administered. Legal requirements, administrative problems, and available options, as well as government-mandated plans such as workers' compensation and Social Security, will also be examined. Policy-related benefits such as sick leave, vacation, jury duty and leave of absence and learn how they are related to organizational culture and policy. Prerequisite(s): None

HRL 404 EMPLOYMENT LAW (4 Credits)

A comprehensive study and review of the applicable laws and legislation that impact the employment environment of today. This course provides the human resource manager a sound understanding and appreciation of concepts of personnel law. Among these are the fundamentals of employment discrimination law, negligent hiring, supervision, retention and training, federal compensation law, parental and family rights and accommodation in the workplace, employee privacy issues, health and safety issues, sexual harassment, wrongful discharge, and other relevant theories. Prerequisite(s): None

HRL 410 CONCEPTS OF RECRUITING (4 Credits)

This course is a review of the relevant techniques, tools and concepts available to the human resource manager. The course addresses both traditional and non-traditional (Internet) recruiting approaches and techniques. It dwells upon marketing and salesmanship methods that enhance the overall organizational recruiting program. Prerequisite(s): None

HRL 411 INDUSTRIAL RELATIONS (4 Credits)

This course deals with the development, legal environment, and current issues related to the labor relations system found in the United States. Emphasis is placed on the historical evolution of both the union movement and the laws that helped shape the system. The industrial relations system is further compared with those systems found abroad to give the student a global perspective, as well as the review of collective bargaining found in the commercial and governmental arenas. Prerequisite(s): None

HRL 431 CORPORATE TRAINING (4 Credits)

This course is a study of the techniques, systems, approaches and issues related to the development, administration, and management of the corporate/organizational training program. Emphasis is placed on determining training needs, the training analysis system, testing and the development of effective training programs for all employees. Prerequisite(s): None

HRL 441 COMPENSATION MANAGEMENT (4 Credits)

This course is a study of compensation theories, policies, systems and practices with emphasis on the design of effective compensation programs. This course reviews the administration, development, and management of effective pay structures, benefit programs and other related issues. Prerequisite(s): None

HRL 451 HUMAN RESOURCE INFORMATION MANAGEMENT (4 Credits)

This course will center on how technology and its applications will help the human resources practitioner and department become more efficient and responsive to the employees' and organization's needs. In addition, various information management techniques such as basic guidelines and laws pertaining to the collection and retention of HR information will also be discussed. Specific technologies and applications available to manage such HR data include Human Resources Information Systems (HRIS), Enterprise Resource Planning (ERP) packages (i.e. Oracle, PeopleSoft, SAP, etc.) Employee and Manager Self Service (ESS and MSS, respectively), distance learning modules, e-selection systems, etc. Prerequisite(s): CSC 118

HRL 465 HEALTH AND SAFETY IN THE WORKPLACE (4 Credits)

This course presents an examination of the principles of health and safety as they apply to the modern workplace. Specific topics discussed include OSHA legislation and standards, worker's compensation, stress related problems, workplace violence, and terrorism threats in the workplace. Prerequisite(s): None

HRL 471 PROJECT IN HUMAN RESOURCE MANAGEMENT (4 Credits)

This course is a culmination of all previous course work and a seminar designed to allow the student to utilize his/her total human resource knowledge. Based on the instructor's guidance, the student develops a project related to the overall human resource environment. Major competencies include training, industrial relations, alternate dispute resolution techniques, human diversity issues, human resource information systems, safety, job analysis, equal opportunity, staffing, recruitment and hiring, as well as the development and utilization of general employment practices. Prerequisite(s): Completion of all HRL courses or approval from the HRL Dean

HRL 475 INTEGRATIVE BSHRL CAPSTONE (4 Credits)

In partnership with SHRM, this course prepares the student to sit for the PHR (or SPHR) exam administered by the Human Resource Certification Institute (HRCI). Six modules covering the HR body of knowledge will be discussed which include Strategic Management, Workforce Planning & Employment, Human Resource Development, Total Rewards, Employee and Labor Relations, and Risk Management. Prerequisite(s): Senior standing or approval of the HRL Dean

HRL 498/499 HRL EXTERNSHIP (4 Credits)

The Human Resource Leadership (HRL) Externship Program provides the student with an opportunity to gain practical work experience under the supervision of a Human Resources Professional. The student must periodically submit written reports to the HRL program coordinator describing the student's experiences during the externship. The student's supervisor must also submit an evaluation of the student's performance in the externship to the HRL program coordinator and verify completion of the required 120 working hours. A maximum of two externships may be completed, each worth 4 credit hours. Prerequisite(s): 3.0 overall GPA and senior standing or approval of HRL Dean

HRM 104 INTRODUCTION TO HOSPITALITY MANAGEMENT (4 Credits)

The purpose of this course is to help the student understand the different segments of the hospitality industry and the career options that each offers. Hospitality industry history is studied to understand the factors which have contributed to the industry's growth and to identify future trends. An overview of each segment also looks at typical organizations, structures, and operational methods. Prerequisite(s): None

HRM 108 LODGING MANAGEMENT (4 Credits)

This course provides an overview of the fundamentals of the 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

HRM 110 CONVERSATIONAL SPANISH FOR HOSPITALITY STUDIES (4 Credits)

This course provides future hospitality managers and supervisors with basic Spanish language skills that can be applied to their daily operations. It is designed to offer material for conversation that can be put into practice immediately, helping managers and supervisors who do not speak Spanish to communicate with their Spanish-speaking employees in hotels, restaurants, and catering operations. Prerequisite(s): None

HRM 115 FOODSERVICE MANAGEMENT BY MENU (4 Credits)

In today's complex makeup of foodservice management, the menu is the controlling document that affects every area of operation in the facility. Proper menu planning and writing is vital in today's society with consumer advocate groups demanding fresh and healthful offerings, corporate boardrooms demanding more sales and profits, and government bureaucracy demanding accurate menu terminology. Foodservice Management by Menu will present the menu as a central theme that controls and influences all foodservice functions, and it will tie the menu in with overall management principles that are essential to operating a profitable foodservice establishment. Prerequisite(s): HRM 104

HRM 164 HOSPITALITY MANAGEMENT AND SUPERVISION (4 Credits)

This course introduces the student to techniques of management. The techniques provided are general rather than specific, but they are fundamental to the understanding of management. These techniques help students solve problems they will encounter in the field. Students are tested through observation and practice. Prerequisite(s): None

HRM 194 CONVENTION DESTINATION MANAGEMENT (1 Credit)
This course will give students firsthand understanding of the activities directly impacting and surrounding Convention Destination Management. This course is designed to maximize student experiential learning through tours & activities at a convention destination. Prerequisite(s): 24-hours toward degree completion with 12-hours of Hotel-Restaurant Management classes, including successful completion of HRM 104.

HRM 198 GLOBAL TOURISM (2 Credits)
This course will give students an understanding of the activities directly impacting and surrounding Leisure and Convention Destination Management. This course is designed to maximize student learning through collaborative and problem based learning related to leisure and convention destinations. Prerequisite(s): None

HRM 204 MANAGING CONVENTION SALES AND SERVICES (4 Credits)
The course will offer practical insight into the different kinds of meetings and conventions, the types of organizations that stage such events, and the people who hold the key to site selection. The course also includes material on how to analyze a hotel property or a free-standing restaurant operation to determine which segments of the market may be sold and serviced successfully and how to organize a sales staff as well as an operations staff to target the desired business. Prerequisite(s): HRM 104

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

HRM 244 WINES AND SPIRITS (4 Credits)
This course provides the student with a hands-on approach to the complete cycle of wine and spirits from manufacturing and production through purchasing, sales, service and accounting. Prerequisite(s): None

HRM 284 HOTEL/RESTAURANT PRACTICUM (4 Credits)
The capstone class places the student in a real world experience either in the University's on-campus, fine dining restaurant or 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 class lasts from 12-14 weeks versus the normal 11-week quarter. Prerequisite(s): Approval of the Hotel/Restaurant Department Head

HRM 292 LEGAL ASPECTS OF HOTEL, MOTEL AND RESTAURANT OPERATION (4 Credits)
An introduction to a multitude of laws, regulations, and codes which govern the daily operation of hotels, motels, and restaurants. A basic understanding of these laws alerts students to a number of potential legal problems and shows how they may be prevented. In addition, other general business legal documents (i.e. contracts) and relations are examined. Prerequisite(s): HRM 104

HST 254 INTRODUCTION TO FILM (4 Credits)
Introduction to Film is an analysis of the impact of historical and societal events on American cinema from the Silent era to Post-Modernism. Prerequisite(s): None

HST 274 AMERICAN GOVERNMENT (4 Credits)
A study of the Constitutional structure and dynamics of the American federal system. Included is an examination of the current structure, organization, powers, and procedures of the American national government. Prerequisite(s): None

LDR 401 ESSENTIALS OF LEADERSHIP (4 Credits)
This course will require the student to investigate and analyze leadership and the role of the leader from three major areas: (1) traditional leadership traits and theories and how they relate to the power of influence; (2) the essentials of how to develop the individual leader (priorities, integrity, change, problem-solving, attitude, people, vision, and self discipline); and (3) staff development—providing a proper learning environment for potential leaders, creating a climate for progress and growth, developing a system for identification of future leaders, nurturing potential leaders, establishing proper team formation, and leaving a legacy of strong leaders. Prerequisite(s): MGT 304

LNG 144 CONVERSATIONAL SPANISH I (4 Credits)
Basic grammatical and conversational Spanish is explored through written and spoken communication. Prerequisite(s): None

LOM 120 LAW, ETHICS, AND LEGAL PRACTICES (4 Credits)
This course provides an orientation to the law and courts systems, ethical practices, and various legal practices. The course emphasizes the function and responsibility of the administrative professional in the legal office environment. Prerequisite(s): None

LOM 134 LEGAL TERMINOLOGY (4 Credits)
This course introduces terminology used in practice and procedure along with various law practices; i.e. criminal, torts, contracts, personal and real property, estates, family, negotiable instruments, and business organization. The pronunciation of legal terms, their spelling, definitions, and correct usage are emphasized. Prerequisite(s): None

LOM 200 LEGAL OFFICE TRANSCRIPTION (4 Credits)
This course provides the student with skills needed to transcribe a variety of legal documents and to strengthen grammar, punctuation, spelling, vocabulary, and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): LOM 134, AOM 120

LOM 210 LEGAL OFFICE PROCEDURES (4 Credits)
The course provides an in-depth overview of administrative duties that are particular to the legal office. Emphasis is placed on the application of business skills necessary for client relations, legal practices, litigation and trial processes, docketing, fling procedures, scheduling, prioritizing, multitasking, telephone usage, and professional appearance and behaviors. Prerequisite(s): LOM 200, AOM 214

LOM 250 LEGAL OFFICE PRACTICUM (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of a law office professional. A major component of the course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

MDB 103 ADVANCED DATABASE ACCESS IN WEB APPLICATIONS (4 Credits)

This course will build upon the foundation concepts that you've learned with .NET 3.5. You will learn advanced techniques and controls for reading, inserting, updating, and deleting data from many data sources-including SQL Server. You will learn the differences and purposes for connected and disconnected data, and how to work with both. In addition you will be introduced to Language Integrated Query (LINQ) and the Entity Framework, both of which are designed to simplify the accessing and use of data in your applications. Prerequisite(s): None

MGT 114 BUSINESS ORGANIZATION AND MANAGEMENT (4 Credits)

This course is a practical treatment of many fields of business activities which include retailing, wholesaling, manufacturing and service. Management functions, accounting, marketing and finance are carefully developed. This course includes practical application of stock and bond investments. Prerequisite(s): None

MGT 274 BASIC SUPERVISION (4 Credits)

This course teaches the interrelationship of office functions, service, facilities, office communications, problem-solving, and successful human relations in office administration, with emphasis on first-line supervisory duties. Prerequisite(s): MGT 114

MGT 284 HUMAN RESOURCE FUNDAMENTALS (4 Credits)

This course presents an examination of the principles of personnel management as they apply to a modern industrial society. Specific topics discussed include the selection, placement, training, and promotion of personnel. A study of major legislation as it applies to various types of discrimination is included. Prerequisite(s): None

MGT 295 SMALL BUSINESS MANAGEMENT (4 Credits)

This course is a study of the challenges involved in starting and operating a successful small business such as location, determining how to borrow money, budgeting, credit, controlling inventory, turnover and purchasing. Capstone class to be taken in the last quarter of the Associate degree. Prerequisite(s): Last Quarter Only with advisor approval

MGT 304 PRINCIPLES OF MANAGEMENT (4 Credits)

This course provides an analysis of fundamental management principles integrated with the concepts of behavioral sciences. Management processes, resources and organizational structure are introduced. Prerequisite(s): None

MGT 324 HUMAN RESOURCE LEADERSHIP (4 Credits)

This course emphasizes the development of the human resource including special topics such as performance appraisal, training, compensation and benefits, workplace quality, and contemporary issues. Case studies are used to illustrate the analytical and ethical framework of human resource development. Prerequisite(s): MGT 304 or HMS 304

MGT 330 INFORMATION SYSTEMS FOR MANAGERS (4 Credits)

This course is designed to prepare managers to make IT investment decisions, take leadership roles in IT implementation projects, and better understand IT service delivery trade-offs. Prerequisite(s): MGT 304 or HMS 304

MGT 340 BUDGET ANALYSIS (4 Credits)

This course is offered as a primer for beginning human resource managers and other beginning and middle managers to provide the basic competencies needed in the development, implementation, and management of their portion of corporate budgets. It provides an introduction to the basic theories and management techniques needed for everyday budgeting situations. A varied and all-inclusive introductory approach is taken to familiarize the student with such budgeting systems as zero-based budgeting, PBS budgeting, and line item budgeting. Prerequisite(s): None

MGT 344 ORGANIZATIONAL BEHAVIOR (4 Credits)

Focuses on the behavior of the organization as a function of individual and interpersonal behavior and group processes within organizations with emphasis on motivation and leadership. The student participates in group processes to develop personal awareness of opportunities and problems of group behavior and decision-making and their implications for management. Prerequisite(s): MGT 304

MGT 364 ANALYSIS OF MANAGEMENT SYSTEMS (4 Credits)

A study of the functions of management and how they can be organized into a system for effective use. An analysis of similarities of organizations, jobs, management styles and techniques is used in solving management problems. Prerequisite(s): MGT 304 or HMS 304

MGT 404 MANAGEMENT DECISION-MAKING (4 Credits)

An understanding of decision-making theories and techniques based on the decision-making process. The factors which influence decisions and the conditions under which they are made are presented. Prerequisite(s): MGT 304

MGT 424 SENIOR SEMINAR IN MANAGEMENT TOPICS (4 Credits)

A special seminar in advanced study consisting of current business topics in the area of the student's concentration. Prerequisite(s): MGT 304

MGT 434 OPERATIONS MANAGEMENT (4 Credits)
Operations management is part of the strategy an organization utilized to produce the goods or products it creates. Applications of mathematics and critical analysis are utilized to help students gain an awareness of the significance of the operations management process by which an organization converts inputs (e.g. labor, materials, knowledge and equipment) into outputs (finished goods and/or services). The course will cover in many aspects concepts relating to or involving Logistics, Total Quality Management (TQM), and other quantitative tools, that help make the conversion process more efficient and profitable. We want to impress upon the student the significance of producing goods and products at a high quality to help increase the opportunities for high profitability. Prerequisite(s): MGT 304, MTH 301

MGT 464 BUSINESS POLICY (4 Credits)
Specific problems involved in the forming of consistent business policies and maintaining an efficient organization are discussed. Actual cases are used for discussions and preparation of reports for executive decision making. Prerequisite(s): Last Quarter or advisor approval

MGT 474 MANAGEMENT EXTERNSHIP (4 Credits)
This course provides real work experience by placing the student with a management professional for 110 hours throughout the quarter. The student is actively involved in various management activities. Only juniors and seniors with a 3.0 GPA in a bachelor's program will be granted this externship. Prerequisite(s): MGT 304

MKT 114 INTRODUCTION TO MARKETING (4 Credits)
This course introduces students to basic concepts in the field of marketing. Beyond definitions, functions and the purpose of marketing, students will be exposed to how marketing interacts with the economy, how the Internet and globalization impact marketing, and career opportunities for those interested in marketing. Prerequisite(s): None

MKT 115 CONSUMER BEHAVIOR (4 Credits)
This course provides marketing students with an understanding of consumer behavior in the marketplace. The course will address the consumer behavior from the individual and group dynamics perspective, consumer's impact on marketing strategies, market ethics and public policy, behavioral learning theories, perceptual positioning, the interrelationship between the individual and their social realities, how the products, services, and consumption activities contribute to the broader social world, and the role the consumer plays in the marketing mix. The course will also address the role that consumer behavior plays toward an organization's marketing strategy. Prerequisite(s): FYE 101, MKT 114

MKT 215 PRINCIPLES OF SALES PRESENTATIONS (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. Prerequisite(s): None

MKT 244 PRINCIPLES OF ADVERTISING (4 Credits)
This is an introductory course covering advertising theory and practice in relation to principles of marketing. Includes such matters as preparation of copy, selection of media, advertising effectiveness, psychographics, along with current advertisements and campaigns. Prerequisite(s): None

MKT 265 PRINCIPLES OF E-MARKETING (4 Credits)
This course will give marketing students practical hands-on applications skills in how the Internet can create value for the customer and profits for the company. The student will learn how to select between the different Web business models, e-marketing and e-branding, product distribution and delivery systems, Internet retailing, and online tracking and research systems. Prerequisite(s): None

MKT 295 MARKETING ESSENTIALS (4 Credits)
This course will have marketing students demonstrate how well they have mastered the material of the classes that comprise the core of the ASMSM program. Students will create a Marketing Plan that includes: an Executive Summary, Current Market Situation Analysis, Marketing Objectives/Issues, Target Market customer analysis and product/business positioning, a Marketing Strategy and Marketing Programs, Financial Plans, and Implementation controls. The student will also be required to create a dynamic multimedia presentation to "sell" the marketing plan to the client. Prerequisite(s): Last Quarter Only with advisor approval

MKT 304 PRINCIPLES OF MARKETING (4 Credits)
This course includes the components of an organization's strategic marketing program which concentrates on the product, price, promotion, and distribution of goods, services, and ideas. Additional topics include market segmentation, pricing strategies, advertising, environmental forces, and portfolio development. A team project is required in this course. Prerequisite(s): None

MKT 324 MARKETING RESEARCH (4 Credits)
A study of research in marketing, the research process, marketing decision-making with emphasis on collection, analysis, and evaluation of data to assist in solving marketing problems. A research project is required. Prerequisite(s): MKT 304

MKT 334 SALES MANAGEMENT (4 Credits)
This course concentrates on hiring, training, assimilating, compensating, and supervising an outside sales force. Ethical behavior is also analyzed. Prerequisite(s): MKT 304

MKT 444 BUILDING A BRAND (4 Credits)
This course addresses the growing need to expose marketing students to the important issues associated with brand management. Specifically, the course will address a variety of theories, models, and other tools related to the brand management and branding decisions. The course also engages students interactively in brand management principles and applications. Finally, the course also focuses on consumer buying behaviors that are important to branding decision making. Prerequisite(s): MKT 304

MKT 465 SENIOR SEMINAR IN MARKETING TOPICS (4 Credits)

This course is designed to provide the students with exposure to various topics pertinent to today's marketing environment. Relevant topics include global marketing, service marketing, physical distribution, non-profit marketing, and ethics in marketing. Prerequisite(s): MKT 304

MKT 474 MARKETING EXTERNSHIP (4 Credits)

This course provides real work experience by placing the student with a marketing professional for 110 hours throughout the quarter. The student is actively involved in various marketing activities. Only juniors and seniors with a 3.0 GPA in a bachelor's program will be granted this externship. Prerequisite(s): MKT 304

MNE 103 IT SKILLS ESSENTIALS (JUMPSTART) (NOT LISTED)

This course is designed to provide an in-depth look at the business skills, soft skills and self-management skills people need to provide effective customer service and support in a technical environment. Designed to be "how to" oriented, the course uses lectures and exercises to provide students specific techniques they can use to acquire and demonstrate business skills, soft skills, and self-management skills. The course also describes the "bigger picture" benefits of acquiring and demonstrating those skills. The course prepares the student for the Help Desk Institute Service Center Analysis certification. Prerequisite(s): None

MNE 108 COMPUTER HARDWARE FUNDAMENTALS (4 Credits)

This course teaches the latest skills needed by today's computer support professionals. The student learns to perform tasks such as installation, configuration, diagnosing, preventive maintenance, basic networking, security, safety, environmental issues, communication and professionalism. This course prepares the student for CompTIA A+ certification. (Equivalent to CSC 108) Prerequisite(s): None

MNE 109 COMPUTER NETWORK FUNDAMENTALS (4 Credits)

This course teaches the knowledge and skills of networking professionals. The student learns to describe the features and functions of networking components and to install, and configure and troubleshoot basic networking hardware, protocols and services. This course prepares the student for CompTIA Network+ certification. (Equivalent to CSC 109) Prerequisite(s): MNE 108 or CSC 108

MNE 111 ADMINISTRATING WINDOWS (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft desktop operating systems in medium to very large business computing environments. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 109 or CSC 109

MNE 112 ADMINISTRATING WINDOWS SERVER (4 Credits)

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

MNE 203 INTRODUCTION TO LINUX (4 Credits)

Upon completion of this course the student will have an understanding of the Linux command tools and software management. The student will be able to configure the BIOS and the hardware basics of Linux; they will learn to troubleshoot, create partitions and file systems, maintain their integrity, install a boot manager and learn how to boot the system. Prerequisite(s): MNE 109 or CSC 109

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

In Linux, the main graphical environment is the X Window System. In this section the student will learn to be able to configure the X Window System, synchronize data with other systems, troubleshoot the server and manage Structured Query Language (SQL) data. Prerequisite(s): MNE 109 or CSC 109

MNE 210 ACTIVE DIRECTORY (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot, and support Microsoft directory services in medium to very large business computing environments. Students learn to implement and manage multiple domains, domain controllers, and network services, and providing directory services to branch offices and individual users in remote locations to the corporate network. The course prepares the student for the Microsoft Certified Technology Specialist (MCTS) and Microsoft Certified IT Professional (MCITP) certifications. Prerequisite(s): MNE 112

MNE 211 NETWORK INFRASTRUCTURE (4 Credits)

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

MNE 212 SECURITY CERTIFIED SPECIALIST (4 Credits)

The Tactical Perimeter Defense focuses on the critical defensive technologies that are the foundations of securing network perimeters such as firewalls, intrusion detection and router security. This course prepares the student to work and implement real world security technology. The student will become familiar with network defense fundamentals, intrusion detection systems, configuring firewalls and security wireless networks. Prerequisite(s): MNE 109 or CSC 109

MNE 213 COMPUTER SECURITY FUNDAMENTALS (4 Credits)

This course prepares students for securing network services, network devices and network traffic. It also prepares students to take the CompTIA Security+ examination. In this course students build on their knowledge and professional experience with computer hardware, operating systems and networks as they acquire the specific skills required to implement basic security services on any type of computer network. (Equivalent to CSC 209) Prerequisite(s): MNE 109 or CSC 109

MNE 241 WINDOWS SERVER 2008 APPLICATION INFRASTRUCTURE (4 Credits)

This course covers Windows Server 2008 Application Infrastructure Configuration for network administration using Windows Server 2008 and mapping to the Microsoft Certified Technology Specialist (MCTS) 70-643 certification exam. Prerequisite(s): MNE 211

MNE 308 VMWARE INFRASTRUCTURE: DESIGNING VSPHERE 5.0 (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware's Virtual vSphere 5.0 in medium to very large business computing environments. The course prepares the student for the VMware Certified Professional Version 4 exam. Prerequisite(s): None

MNE 309 INSTALL, CONFIGURE, MANAGE VSPHERE 5.0 (4 Credits)

This course teaches the knowledge and skills necessary to implement, administer, troubleshoot and support VMware's Virtual vSphere 5.0 in medium to very large business computing environments. Students learn to manage ESX servers, network configuration, and SAN storage options. The course prepares the student for the VMware Certified Professional Version 4 exam. Prerequisite(s): MNE 308

MNE 310 SECURITY CERTIFIED NETWORK PROFESSIONAL (SCNP) (4 Credits)

The Security Certified Network Professional certification gives network administrators the additional hands-on skills needed to protect their network from the inside out. This course teaches prevention techniques and gives an understanding of risk analysis and security policy creation in a blended technology environment. The student will also learn cryptography, ethical hacking techniques and analyzing packets. Prerequisite(s): MNE 213 & (MNE 112 or MNE 204)

MNE 314 DESIGNING SECURITY FOR MICROSOFT NETWORKS (4 Credits)

This course provides the student with the knowledge and skills to design a secure network infrastructure. Topics include assembling the design team, modeling threats analyzing security risks in order to meet business requirements for securing computers in a networked environment. The course encourages decision-making skills through an interactive tool that simulates real-life scenarios that the target audience may encounter. Students are given the task of collecting the information and sorting through the details to resolve the given security requirement. Prerequisite(s): MNE 213

MNE 320 CERTIFIED ETHICAL HACKING (4 Credits)

This course immerses the student in an interactive environment where they will learn how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then practice scanning and attacking their own networks. Students learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation. Upon course completion, students will be prepared to take the EC-Council Certified Ethical Hacker exam. Prerequisite(s): MNE 213 or CSC 209

MNE 340 NETWORK SECURITY ARCHITECTURE (4 Credits)

This course teaches through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced security skills and technologies of building trusted networks. The skills and knowledge learned during this intensive course includes: Law and Legislation issues, Forensics, Wireless Security, Securing Email, Biometrics, Strong Authentication, Digital Certificates and Digital Signatures, PKI Policy and Architecture, and Cryptography. Upon course completion, students will be prepared to take the SCNA certification exam. Prerequisite(s): MNE 320

MNE 347 WINDOWS SERVER 2008 ENTERPRISE ADMINISTRATION (4 Credits)

This course cover Windows Server 2008 Enterprise Administration mapping to the Microsoft Certified Information Technology Professional (MCITP) 70 - 647 certification exam. Prerequisite(s): MNE 241

MNE 360 NETWORK PENETRATION TESTING (4 Credits)

This course teaches, through lectures, discussions, scenarios, demonstrations, and hands-on labs the advanced uses of the Penetration Testing methodologies, tools and techniques required to perform comprehensive information security tests. Students will learn how to design, secure and test networks to protect organizations from the threats hackers and crackers pose. Using current tools and techniques for security and penetration testing, students learn to perform the intensive assessments required to effectively identify and mitigate risks to the security of network infrastructures. Upon course completion, students will be prepared to take the EC-Council Licensed Penetration Tester (LPT) exam. Prerequisite(s): MNE 320

MNE 365 COMPUTER HACKING FORENSIC INVESTIGATOR (4 Credits)

This comprehensive course provides students with the training needed to protect against phishing, bank fraud, unlawful hacking, and other computer crimes. Instruction includes material from recognizing high-tech criminal activity and collecting evidence to presenting it in a way that judges and juries can understand. A range of skills, standards, and step-by-step procedures are discussed to enable one to conduct a criminal investigation in a Windows environment and produce evidence that will stand up in court. Prerequisite(s): MNE 320

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

Students will learn the best practices for selecting and configuring hardware to meet Hyper-V prerequisites for both new and existing environments. Students will learn to spec disk/logical unit number (LUN), memory requirements, correct CPU/BIOS, networking/Network Interface Card (NIC) and overall configuration options for preparing a Windows Server 2008 for Hyper-V installation. Additionally, students will learn Configuring and Optimizing techniquest for optimizing VHD (virtual hard disk) location, snapshot location, Systems Center Virtual Machine Manager (SCVMM), Authorization Manager, release key, performance monitoring of Windows Server 2008. It follows the MOAC for course 6422A; Implementing and Managing Windows Server 2008 Hyper-V and prepares students for Exam 70-652. Prerequisite(s): MNE 109 or CSC 109

MNE 409 IMPLEMENTING AND MANAGING MICROSOFT SERVER VIRTUALIZATION (4 Credits)

Provides students with the knowledge and skills to deploy and manage a server virtualization environment using Microsoft technologies. The course provides details on how to deploy and manage Hyper-V and Remote Desktop Services on Windows 2008 R2. The course also provides details on how to manage a server virtualization environment by using System Center products such as System Center Virtual Machine Manager (VMM) 2008, SCVMM 2008 R2, System Center Operations Manager 2007 R2, System Center Data Protection Manager 2007 R2, and System Center Configuration Manager 2007 R2. Prerequisite(s): MNE 408

MNE 410 VMWARE VSPHERE: MANAGE FOR PERFORMANCE (4 Credits)

This hands-on training course explores the management of performance in a VMWare vSphere™ environment. It provides the knowledge and skills necessary to make fundamental design decisions that enhance performance and to meet performance goals in an already-deployed vSphere installation. The course is based on VMWare® ESX™ 5.0, ESXi 5.0, and vCenter™ Server 5.0. At the end of the course, you should be able to: Explain the performance impact of using different monitor modes; Use vSphere tools to monitor the performance of ESX/ESXi hosts; Diagnose performance problems relating to CPU, memory, network, and storage on an ESX/ESXi host; Discuss how to achieve an optimal virtual machine configuration; and Discuss guidelines for monitoring application performance. Prerequisite(s): MNE 409

MNE 411 VMWARE CERTIFIED DESIGN EXPERT WORKSHOP (4 Credits)

This hands-on training course provides the knowledge and skills necessary to make design decisions that enhance performance and to meet performance goals in a vSphere installation. The course is based on VMWare® ESX™ 5.0, ESXi 5.0, and vCenter™ Server 5.0. At the end of the course, you should understand the functionality in vSphere and be able to strengthen your vSphere implementation by: Saving disk space by thin-provisioning virtual machines; Using Host Profiles to keep ESX/ESXi hosts uniformly configured and manage configuration compliance; Configuring VMWare DRS clusters with non-default options; Configuring VMWare Distributed Power Management; Managing more than one vCenter Server from the same vSphere Client with VMWare vCenter Linked Mode; List the components of business continuity; Describe Microsoft Windows 2003 and 2008 cluster configurations; Configure a VMWare High Availability (HA) cluster using nondefault options; Deploy fault-tolerant virtual machines using VMWare Fault Tolerance (FT); Deploy VMWare vCenter™Server Heartbeat; Create, deploy, and manage virtual machines; Use vCenter Server to monitor virtual machine resource usage; Use VMWare vCenter Update Manager to apply patches to virtual machines; Use VMWare vMotion™ and Storage vMotion to migrate virtual machines; and Troubleshoot problems with virtual machine configuration. Prerequisite(s): MNE 410

MNE 430 SECURITY DESIGN AND COMPLIANCE I (SSCP/CISSP) (4 Credits)

This course teaches, through lectures, discussions, scenarios, demonstrations, and hands-on labs security management practices through the study of access controls; administration, audit, and monitoring; risk, response, and recovery; cryptography; data communications; and malicious code. The focus of the course is built around the SSCP seven domains. Upon course completion, a student will be prepared to take the System Security Certified Practitioner (SSCP) certification exam. Prerequisite(s): MNE 320

MNE 450 SECURITY DESIGN AND COMPLIANCE II (SSCP/CISSP) (4 Credits)

This course is designed for the student who has already completed a bachelor's degree, or is working towards a bachelor's degree. This intensive program of study prepares the student for the (ISC)2 management level CISSP certification exam. The CISSP certification recognizes a mastery of an international standard in Information Security management. Students can become a CISSP upon passing the certificate exam and completing the requirements in industry experience. Prior to accumulating the necessary work experience, an Associate of (ISC)2 designation may be earned. Prerequisite(s): MNE 320

MSD 105 CIW FOUNDATION COURSE (4 Credits)

This course will introduce you to IT business roles, website development and design, and basic networking concepts. You will learn website development and design fundamentals using technologies such as Hypertext Markup Language (HTML) and Extensible HTML (XHTML), Cascading Style Sheets (CSS), graphical user interface (GUI) authoring tools in order to master Web Site Development Essentials, Web Design Elements, Basic Web Technologies, and Internet Security. The course material for this half of the quarter prepares you for the CIW Foundations Exam. Prerequisite(s): None

MSD 106 CIW V5 SITE DESIGNER COURSE (4 Credits)

The second half of this quarter will build on all of the site design concepts that you were introduced to in the first half. This course will include a more in-depth look into Web Site Design concepts with even more hands-on practice with the tools needed to be a successful web site designer. The course material for this half of the quarter prepares you for the CIW Site Designer Exam. Prerequisite(s): None

MSD 107 INTRODUCTION TO C# AND .NET DEVELOPMENT (4 Credits)

This course will give you the knowledge and skills you need to develop C# applications for Microsoft .NET Platform. The course focuses on C# program structure, language syntax, and implementation details. Prerequisite(s): None

MSD 201 INTRODUCTION TO WEB APPLICATION DEVELOPMENT (4 Credits)

During the remainder of the quarter you'll use your new web design and C# language skills to learn how to create robust ASP.NET applications using the Visual Studio integrated development environment and the .NET Framework. You will also learn the key features of the ASP.NET development platform, and be introduced to AJAX, Silverlight, and many more advanced web controls. Prerequisite(s): None

MSD 203 ADVANCED WEB APPLICATION DEVELOPMENT (4 Credits)

This course will prepare you to create dynamic web pages using the ASP.NET Framework. Building on all of the material that you've learned so far, this course will help you develop your skills by using advance techniques and controls for gathering and displaying data and for presenting a dynamic user interface. You will also be introduced to data access with ADO.NET 3.5. You will learn more about the implementation of AJAX for application responsiveness and user experience, and be introduced to Windows Communication Foundation services. Prerequisite(s): MSD 107

MSD 205 CORE FOUNDATIONS OF MICROSOFT .NET FRAMEWORK (4 Credits)

This course will lay the foundation for you to become an expert developer by diving deeper into the core of all Microsoft Internet Development-the >NET Framework. In this course you will learn and implement concepts including system types, managing data using collections, deploying and configuring assemblies, monitoring and debugging applications, reading and writing files, and serializing data. Prerequisite(s): MSD 203

MSD 206 ADVANCED FOUNDATIONS OF MICROSOFT .NET FRAMEWORK (4 Credits)

This course will build on what you learned in the first half of the quarter and introduce more advanced topics of the .NET Framework such as enhancing user interfaces, working with cultures in programing, using regular expressions, encoding, encrypting and hashing data, securing code execution and resources, implementing application interoperability, and more. Prerequisite(s): None

MSS 104 MEDICAL TERMINOLOGY (4 Credits)

This course introduces the skills necessary for understanding and properly using medical terminology by presenting a foundation of roots, prefixes, and suffixes. Word building and definitions are related to the body systems, anatomy and physiology, examinations, procedures, treatment, and abbreviations used in oral communications, written correspondence, and medical records. Prerequisite(s): None

MSS 115 ANATOMY AND PHYSIOLOGY I (4 Credits)

This class will include the introductory study of cells and tissues and the concepts of anatomical position. The integumentary, skeletal, and muscular systems are presented. The disease processes of these systems and their medical treatment are also discussed. Prerequisite(s): None

MSS 124 ANATOMY AND PHYSIOLOGY II (4 Credits)

This course continues the study of the body as a whole begun in MSS 115, with emphasis on the endocrine, circulatory and nervous systems. Presented as well are specific concepts of hematology and of the special senses with particular attention to vision, hearing and equilibrium. Study will include the pathologies and treatments associated with these systems. Prerequisite(s): MSS 115

MSS 134 ANATOMY AND PHYSIOLOGY III (4 Credits)

This course begins with the presentation of the body's defense systems and continues with the respiratory, gastrointestinal and urogenital systems. Special emphasis is given to reproductive concepts, pathologies and treatments. Prerequisite(s): MSS 124

MSS 144 MEDICAL LABORATORY PROCEDURES I (4 Credits)

This is a lecture and laboratory class designed to introduce the student to the clinical aspects of their profession. Some areas covered are: obtaining vital signs, concepts of medical asepsis, sterile technique, use of autoclave, preparing and assisting with physical examinations and performing such minor procedures as eye and ear insolations and irrigations. Prerequisite(s): MSS 124

MSS 154 HEALTH AND SAFETY TECHNIQUES (4 Credits)

The student becomes CPR/AED certified in this class and also learns First Aid guidelines for the community. Emergency Preparedness is discussed in detail to include natural and man-made disasters and the effect on ambulatory healthcare. Prerequisite(s): MSS 104, MSS 124

MSS 200 MEDICAL OFFICE TRANSCRIPTION (4 Credits)

This course provides the student with skills needed to transcribe a variety of medical documents and to strengthen grammar, punctuation, spelling, vocabulary, and proofreading skills. Emphasis is placed on creating professional and mailable documents. Prerequisite(s): MSS 104, AOM 120

MSS 204 MEDICAL ETHICS (4 Credits)

This course explores the definition and importance of medical ethics, as well as the differentiation of ethics and law as applied to the practice of medicine and the medical office personnel. Prerequisite(s): None

MSS 214 MEDICAL SOFTWARE APPLICATIONS (4 Credits)

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

MSS 234 MEDICAL LABORATORY PROCEDURES II (4 Credits)

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include those concerning the care and use of the microscope, methods of specimen collection (i.e. urinalysis), blood counts and differential smears and blood chemistries. Prerequisite(s): MSS 134, MSS 144, MSS 154 This course should be taken in the same quarter as MSS 244.

MSS 244 MEDICAL LABORATORY PROCEDURES III (4 Credits)

This course continues instruction in basic clinical procedures. Covered areas include: specimen collections other than blood (e.g. urine, stool and throat cultures), serology, microbiology, and specialty procedures, such as performing electrocardiograms. Prerequisite(s): MSS 134, MSS 144, MSS 154 This course should be taken in the same quarter as MSS 234.

MSS 250 MEDICAL OFFICE PRACTICUM (4 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of a medical office professional. A major component of ths course is a journal documenting the progress of the work being performed. The supervisor will periodically evaluate the student's performance during the practicum period. Prerequisite(s): Advisor Approval

MSS 254 PHARMACOLOGY (4 Credits)

This course discusses the principles of pharmacy, drug action, and therapy based on body systems and disease. Also included are the classification of drugs and routes of administration, as well as regulatory standards, calculations and practice of drug administration. Prerequisite(s): MSS 134, MSS 144, MSS 154

MSS 274 MEDICAL OFFICE PROCEDURES (4 Credits)

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): AOM 214

MSS 275 CLINICAL ASSISTING EXTERNSHIP (4 Credits)

The student is assigned to a specific location to serve a minimum of 160 hours practicing clinical procedures. The location may be in a physician's office, hospital, clinic or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. Prerequisite(s): MSS 134, MSS 204, MSS 244, MSS 254

MSS 276 MEDICAL ASSISTING EXTERNSHIP (4 Credits)

Each student is assigned to a specific location to serve a minimum of 160 hours practicing the clinical and administrative duties of a Medical Assistant. The location may be in a physician's office, hospital, clinic or allied health agency. Students receive valuable work experience, but are not allowed to receive remuneration for their efforts. Prerequisite(s): MSS 134, MSS 204, MSS 214, MSS 234, MSS 244, MSS 254, MSS 274

MTH 100 BASIC MATHEMATICS (4 Credits)

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

MTH 101 COLLEGE MATHEMATICS (4 Credits)

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

MTH 115 PRINCIPLES OF MATHEMATICS (4 Credits)

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

MTH 201 COLLEGE ALGEBRA (4 Credits)

This algebra course includes the following concepts: Simplifying rational expressions and equations. Solving systems of equations, and solving quadratic equations. Working with exponential and radical expressions, as well as learning properties and applications of exponential and logarithmic functions. Prerequisite(s): MTH 101

MTH 202 INTRODUCTION TO STATISTICS (4 Credits)

This course is designed to introduce the student to issues including data collection, analysis, hypothesis testing, correlation and regression. Prerequisite(s): MTH 201

MTH 300 CALCULUS I (4 Credits)

This course is intended to give a broad overview of calculus for business students as well as those of other majors. It includes differentiation of algebraic, exponential, and logarithmic functions and applications in business and economics. Prerequisite(s): MTH 201

MTH 301 QUANTITATIVE METHODS (4 Credits)

This course is a study of the application of deterministic and stochastic methods such as Linear Programming and probability to model and solve problems from business and industry. Prerequisite(s): MTH 202

MTH 305 DISCRETE MATHEMATICS (4 Credits)

This course examines topics involving discrete sets of objects, including number systems, sets, Boolean algebra, algorithms, proof techniques, propositional logic, and relations and functions. Prerequisite(s): MTH 201

MTH 400 CALCULUS II (4 Credits)

This course includes graphs and the derivative, relative and absolute extrema, integration, and multivariable calculus. It also includes differentiation and integration applications in business and economics. Prerequisite(s): MTH 300

NTA 154 TRAVEL REFERENCE SKILLS (4 Credits)

This course gives the student an in-depth look at principles of the travel industry other than airlines. Emphasis is on cruises, lodging, rail (domestic and foreign), and car rentals, as the student develops skills in industry research/resources. Prerequisite(s): None

NTA 215 TOURISM/EVENT PLANNING PRACTICUM (2 Credits)

The capstone class places the student in a real world experiential environment. This course provides the student with the knowledge and hands-on experience of actual industry operation to include event planning, hospitality, or tourism procedures. The student will be placed in an appropriate hotel, event or tourism related facility where the student has opportunities to participate in service and/or management level activities to provide actual situation to their educational experience. Prerequisite(s): Approval of the Event Management/Tourism Department Head

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

NUR 300 INTRODUCTION TO ONLINE AND ACCELERATED LEARNING IN NURSING (3 Credits)

This is an introductory course to online learning and accelerated study in nursing. Focus is on an overview to mission, philosophy, and program of study and on collaborative learning and teaching strategies utilized in accelerated courses. In addition, the course is designed to prepare the student with knowledge and skills to use computer programs effectively for online learning and to locate library resources essential to nursing and health care. The student will explore and evaluate professional writings including APA writing style. Prerequisite(s): Admitted in RN to BSN Program or Permission of RN to BSN Program

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

This course is designed to facilitate the RN to BSN student to transition to the role of baccalaureate nursing. Focus will be on philosophy, values, and roles of professional nursing in contemporary and future nursing practice and issues in nursing. Personal and professional expectations and goals are explored to foster educational and professional growth, Nursing conceptual models and theories, roles, concepts, and issues are explored in the context of the healthcare system. Prerequisite(s): None Corequisite NUR 300

NUR 304 HOLISTIC NURSING AND COMPLEMENTARY AND ALTERNATIVE THERAPIES (3 Credits)

This course is an introduction to holistic nursing and complementary and alternative therapies (CAT) to advance the knowledge, research, and evidence-based practice in the discipline. Consideration is given to the role of the professional nurse in holistic health care as a transformational leader in CAT and the cultural aspects of care. Emphasis is on the role of self as healer and integrating complementary and alternative therapies into nursing practice. Prerequisite(s): NUR 303 or Permission of the RN to BSN Program

NUR 305 GENETICS IN HEALTHCARE (3 Credits)

This is an introductory genetics course to provide the baccalaureate nurse with basic concepts, principles, and application of human genetics including inheritance, genetic disorders, genetic technology, and gene therapy. Ethical and legal issues will be explored with focus on the role of professional nurse. Prerequisite(s): Anatomy and Physiology, Microbiology or Permission of the RN to BSN Program

NUR 306 PATHOPHYSIOLOGY (6 Credits)

This course is designed to enhance the knowledge of basic principles and mechanisms of the disease process to provide and understanding of the pathogenesis and clinical manifestations of diseases. Emphasis is placed in the contrast between normal and abnormal states of cells, tissues and organ-systems and how they relate to the disease state. Emphasis is on gaining an understanding of the development of pathophysiological signs and symptoms. Students shall apply their knowledge through the use of scenarios for identification, analysis, and treatment of diseases. Prerequisite(s): NUR 305 or Permission of the RN to BSN Program

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

This course is designed to enhance the baccalaureate nurse's knowledge and skills necessary for communication, interviewing, data collection, and documentation for the health history and physical assessment required throughout the lifespan and the health-illness continuum. The foundation to enhance assessment is grounded in the social and physical sciences. Prerequisite(s): NUR 306 or Permission of the RN to BSN Program

NUR 309 DIVERSITY IN HEALTHCARE (3 Credits)

Diversity in this course is an all-inclusive concept, including, but not limited to, differences in race, color, ethnicity, national origin or immigration status, religion, age, gender, sexual orientation, and vulnerability Key elements essential to provide culturally competent care in partnership with interprofessional and intraprofessional teams are: social and cultural factors, relevant data sources and best evidence, safe and quality outcomes of care, advocacy for social justice and participation in culture competence development. Various theories and models of care will be reviewed to enhance the quality of nursing and healthcare. Care is Whole Patient Assessment: disease history, physical symptoms, psychological symptoms, decision-making capacity, information sharing, social circumstances, spiritual need, practical needs, and anticipatory planning for death. Prerequisite(s): None

NUR 318 EVIDENCE BASED NURSING PRACTICE AND STATISTICS (9 Credits)

This is an introductory nursing theory and nursing research course that focuses on preparing the baccalaureate registered nurse to become a knowledgeable consumer of nursing, medical, and healthcare research. The course is designed to enhance the registered nurse skill in evaluating exiting research findings as the basis for providing evidence based professional nursing practice. To assist in understanding and interpreting research basic concepts of statistics are explored to facilitate interpretation of science research. Prerequisite(s): None

NUR 401 COMMUNITY THEORY AND FAMILY THEORY (3 Credits)

This introductory course explores community theory and family theory to provide a foundation for the practice of community and public health nursing. Community theory is on the idea and theory of association, social capital, and the notion of community in relation to contemporary concerns i.e. globalization, and community development. Family theory explores the family as a unit. Three family theories (Family Developmental Theory, System Theory, and Family Stress and Coping Theory) are utilized in the process of assessment, identifying strengths and needs, and developing a plan of care. Prerequisite(s): None

NUR 402 END OF LIFE ISSUES ACROSS THE LIFE SPAN (3 Credits)

The focus of this course is to promote understanding of the complexities associated with care of patients and families at end-of-life, across the lifespan, and for the care provider. Emphasis is on exploring nursing care and management of individuals and families. Exploration of the whole patient assessment is an overriding concept in nursing care of individuals and families facing end-of-life care and decisions. The Palliative Care Model of Care is explored to improve the quality of life across the spectrum of illness. The influences of using a team approach in care are also explored. Evidence-based practice is utilized as the professional decision-making framework which conforms to the AACN/ELNEC Model of Care and is the bases of study. Prerequisite(s): None

NUR 403 HEALTHCARE INFORMATICS AND TECHNOLOGY (3 Credits)

This course is designed to enhance knowledge and understanding of computer applications, technology, and Internet tools necessary for utilization in the healthcare. Focus is the history and current status of cyber technology and selected computer applications including healthcare informatics in context for data management including information systems and telecommunications in nursing administration, education, practice, security, and benefits. In addition, exploration of telemedicine and the delivery of nursing care in the future are explored. Prerequisite(s): None

NUR 405 QUALITY CARE AND PATIENT SAFETY (3 Credits)

This course will focus on Quality Improvement (QI) concepts, processes, outcome measure to enable the baccalaureate nurse to assist and initiate basic quality and safety investigations, assist in development of quality improve action plans , assist in monitoring the result within the clinical Microsystems. The student will explore principle of patent safety, QI, Continuous Quality Improvement (CQI) models, Quality Assurance (QA) vs. QI; and QI process techniques including benchmarks, basic statistic, root cause analyses, and Failure Mode Effects Analysis (FEA). Prerequisite(s): None

NUR 406 COMMUNITY AND PUBLIC HEALTH NURSING (6 Credits)

This course combines theory and experiential practice based community theory and family theory utilizing the research process and nursing process to establish evidence-based practice to meet the healthcare needs of the individual, family, community, and/or population. The student is introduced to concepts of epidemiology, environment, diversity, and social-economic conditions. The student focuses on health promotion, health maintenance, education, disease prevention, and coordination of care. The student learns the application of community and family health principles through experiential learning activities. A variety of community healthcare settings will be explored to assess the role of the baccalaureate nurse including the role of the community health nurse as a healthcare provider, and advocate for public policy, and a promoter and protector of public health. Links between health policy and clinical practice will be explored. Prerequisite(s): NUR 401 and NUR 405 or permission of the RN to BSN Program.

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

This course focuses on the baccalaureate prepared professional nurse's role in applying the concepts, theories, principles, and strategies of management and leadership within the structure of the healthcare system and organizations across the continuum of care. Emphasis is placed on the roles and responsibilities of a professional nurse leader. Critical thinking, problem solving, legal, ethical, and moral principles are incorporated into the roles. Emerging roles for nurse entrepreneurs and professional practitioners are explored including emphasizes on efficient patient care management in complex healthcare settings. Utilizing experiential clinical situations enables the application of knowledge and analytical thinking in management and leadership roles. Prerequisite(s): NUR 406, Corequisite NUR 414 or permission of the RN to BSN Program.

NUR 408 SENIOR EXPERIENTIAL PRACTICUM AND SEMINAR (6 Credits)

This synthesis course is designed to integrate the baccalaureate nursing program of study concepts in experiential learning experiences in a variety of health settings and environments. The student in collaboration with the faculty develops an individualized experiential practicum experience with objectives, critique of the literature, plan for implementation and outcomes based on career goals. Prerequisite(s): Completion of all General Education and Upper Division Nursing Courses.

NUR 414 HEALTHCARE MANAGEMENT, ECONOMICS, AND SEMINAR (4 Credits)

This course focuses on leadership and management theories and models in healthcare, basic economic and financial theories, as it relates and impacts nursing; including resource allocation and management, understanding the strategic market dynamics, healthcare systems, and driving and restraining forces in healthcare change, and contemporary issues in the workplace. Prerequisite(s): NUR 403 or Permission of the RN to BSN Program.

PBA 124 BAKING SCIENCE (4 Credits)

This course incorporates the foundation of knowledge to be successful in a baking and pastry career. Topics include the identification, use and functions of vital baking ingredients and equipment, mixing methods applicable to those ingredients and the interaction of ingredients to produce products in the baking and pastry profession. Prerequisite(s): None

PBA 126 BAKING FUNDAMENTALS (6 Credits)
The understanding and application of skills learned in Baking Science. Students will produce foundation items that will be built on in later lab and lecture classes. This course covers the makeup of various baked goods how different ingredients relate to and effect each other and why baking is considered to be such a science. Prerequisite(s): None

PBA 134 ARTISAN THEORY (4 Credits)
In this course, students are instructed in methods and theory related to advanced techniques in bread including the principles of artisan production, lamination and enriched dough's and the intricacies of design utilizing lightly yeasted and non-yeasted dough's. Prerequisite(s): BSF 104

PBA 136 ADVANCED TECHNIQUES IN BREAD (6 Credits)
In this course, students are given the opportunity to practice the methods, skills and theories related to artisan theory. This student acquires and practices skills involved in the production of lean and hearth artisan breads, laminated and enriched breads and bread design. Prerequisite(s): PBA 124

PBA 216 MODERN PASTRY TECHNIQUES (6 Credits)
The Chocolatier – The chocolatier encompasses foundational principles in chocolate utilizing an array of chocolate varieties. Students will learn the fundamentals of chocolate and apply them through the preparation of various chocolate candies, bonbons, garnishes, decorations and other preparations including a chocolate showpiece. Torte and Petit Four – A blend of classical and contemporary techniques will be integrated in the preparation of various tortes and petit fours including the use of various glazes, mousses, textures and garnishing techniques. Dessert Presentation – Plating and presentation of dessert varieties including a blend of both classical and contemporary methods will be demonstrated within the class offering students the opportunity to apply real world skills in a learning environment. Prerequisite(s): None

PBA 244 BAKING & PASTRY ENTREPRENEURSHIP (4 Credits)
This course provides the students with knowledge and hands-on experience of an actual Bakery operation to include front of the house /retail bakery merchandising procedures. Over the period of the quarter, students will prepare a business plan. Prerequisite(s): None

PBA 246 GLOBAL PASTRY ARTS & DESIGN (6 Credits)
The student develops the skills required to produce goods and pastries from the global market. Each students will gain knowledge in preparing and designing various showpieces, made from sugar, marzipan, tallow/fat and chocolate. Prerequisite(s): None

PBA 266 BAKING PRACTICUM (6 Credits)
This course provides the student with the knowledge and hands on experience of an actual restaurant/retail bakery operation to include front of the house and retail bakery merchandising procedures. Students train in all areas of bakeshop production. Prerequisite(s): PBA 124, PBA 126

PHL 224 INTRODUCTION TO PHILOSOPHY (4 Credits)
This course takes the straightforward approach of studying and discussing the thought and influence of major western philosophers as they cross the stage of history. Prerequisite(s): None

PHL 244 INTRODUCTION TO RELIGION (4 Credits)
This course offers the students the opportunity to survey and discuss the major religions of the world with the aim of learning their roots, their major characteristics and their present day significance. Prerequisite(s): None

PHL 344 BIOETHICS (4 Credits)
This course will examine the applied ethical subspecialty of bioethics, particularly as related to healthcare and human services. By learning about the birth of bioethics and from exposure to primary sources from which bioethical principles and guidelines have originated, students will gain an appreciation of the role of bioethical deliberation in contemporary issues from genetics to public health to end-of-life. Students will become proficient as spokespersons on opposing sides of bioethical issues including the protection of human subjects in research, genetic engineering, abortion, euthanasia, stem cell research, and allocation and distribution of healthcare resources. Review of landmark bioethics cases and legal judgments will enhance students' understanding of the complexity of society's response to bioethical dilemmas such as late term abortion and physician assisted suicide. Prerequisite(s): None

PHL 464 ETHICS (4 Credits)
This course discusses concrete and objective principles available to individuals interested in doing the "right thing" with a focus on the critical theory and value systems that underlie the process. Prerequisite(s): None

PHT 101 INTRODUCTION TO PHARMACY TECHNICIAN (4 Credits)
This course examines the evolution of the practice of pharmacy. The course analyzes the role of professional pharmacy organizations in improving the practice of pharmacy and the role of the pharmacy personnel, including national certification. The student will be exposed to the various skill sets required to be a pharmacy technician, including metric conversions and calculations, dosing and prescription processing. Throughout the course the student will be introduced to the various roles played by pharmacy technician in a variety of work settings. Prerequisite(s): Pharmacy Technician Students Only

PHT 105 PHARMACEUTICAL CALCULATIONS (4 Credits)
This course is a mathematics review with calculations encountered in pharmacy practice, to include converting between measurement systems, interpreting, dosage calculation methods, routes of administration, various dosage calculations, and calculations in special care areas. Prerequisite(s): MTH 101, PHT 101

PHT 110 INTRODUCTION TO DISEASE & PATIENT CARE (4 Credits)

This course focuses on the fundamental principles relating to etiology, nature, prevention, and control of both communicable and non-communicable diseases in human populations. A special emphasis will be placed on disease prevention and health promotion with regards to high-risk diseases of modern society. Lastly, vaccinations and public health genomics will be included. Prerequisite(s): PHT 101

PHT 150 PHARMACOTHERAPEUTICS I (4 Credits)

This course will introduce the concept of Pharmacotherapeutics applied to different disease states. It will be organized by organ systems. Pharmacotherapeutics I will discuss therapeutics related to the central nervous system, cardiovascular system, respiratory system, and gastrointestinal organ system. Prerequisite(s): PHT 101, MSS 104

PHT 151 PHARMACOTHERAPEUTICS II (4 Credits)

This course will introduce the concept of Pharmacotherapeutics applied to different disease states. It will be organized by organ systems. Pharmacotherapeutics II will discuss the genito-urinary system, the kidney system, bloodline disease, and infection. Prerequisite(s): PHT 150

PHT 201 PHARMACY LAW AND ETHICS (4 Credits)

This course is designed to introduce students to federal and state laws governing the practice of pharmacy. Special emphasis is given to areas of state laws regulating activities of pharmacy technicians. This course will also explore commonly encountered ethical dilemmas from pharmacy practice. On completion of this course, students will have attained skills that will enable them to identify unethical behaviors, identify possible solutions, and analyze solutions for appropriateness using ethical decision-making models. Prerequisite(s): PHT 101

PHT 203 COMMUNITY PHARMACY OPERATIONS (4 Credits)

This course is a hands-on guide through the day to day practice of community pharmacy. The course reviews the skills sets required to work in a community pharmacy, including interpreting, entering, filling, and billing prescription orders. Students will receive instruction on communications and interactions with community pharmacy customers. Students will learn about various types of automated dispensing systems employed by community pharmacies in the drug distribution process. Students will perform exercises simulating medication dispensing, including controlled substance dispensing, brand-generic dispensing, and OTC dispensing. Lab applications will also focus on the use of references, performing pharmaceutical calculations, and writing clear instructions for patients. Finally, students will learn pharmacy office operations such as inventory control, basic office management and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

PHT 204 INSTITUTIONAL PHARMACY OPERATIONS (4 Credits)

This course is a hands-on guide through the day to day practice of institutional pharmacy. The course reviews the skills sets required to work in an institutional pharmacy, including entering and filling medication orders, stocking automated dispensing cabinets, making hospital runs, and problem solving in an institutional environment. Students will learn about various types of automated dispensing systems. Students will familiarize themselves with inventory control and formulary procedures. Students will perform tasks simulating controlled substance dispensing, repackaging of medications, STAT deliveries, and responding to Codes. Lab applications will also focus on the use of references, extemporaneous compounding and performing pharmaceutical calculations. Students will learn best practices related to punching capsules, compounding suspensions, creams and suppositories. Finally, students will learn basic pharmacy operations such as scheduling staff, performing quality checks on timesheets, record keeping, and the creation and application of pharmacy reports. Prerequisite(s): PHT 101, PHT 105

PHT 205 PRINCIPLES OF CUSTOMER SERVICE FOR PHARMACY TECHNICIANS (2 Credits)

This course is designed to integrate all aspects of providing quality customer service for pharmacy technicians. Telephone skills, problem solving, teamwork, handling difficult customers and cash handling are some of the topics covered. Prerequisite(s): PHT 101

PHT 206 STERILE COMPOUNDING (4 Credits)

This course is a hands-on guide through the best pharmacy practices related to sterile compounding of medications. The course reviews the compounding skills sets required to work in an institutional pharmacy. Students will learn how to interpret compounding sheets and master batch formulas. Students will receive instruction on aseptic technique, sterile IV compounding with special attention given to USP 797. Students will learn about various types of automated compounding devices (ACD). Students will receive hands-on practice simulating chemotherapy compounding and hazardous drug handling related to NIOSH and OSHA. Finally, students will be exposed to MSDS sheets, and hazardous drug cleanup. Prerequisite(s): PHT 105, PHT 150, Last term before externship

PHT 208 NUTRITION FOR PHARMACY TECHNICIANS (4 Credits)

This course is an elementary study of the principles of human nutrition. Students will focus on over the counter supplements and special nutritional needs groups. This course will also look at enteral and parenteral nutrition calculations and how they relate to medication error prevention and better compounding skills. Prerequisite(s): PHT 110, PHT 151

PHT 209 MEDICATION SAFETY (2 Credits)

This course examines the mechanisms of medication errors and their consequences on patients and health care in general. Students will work to promote medication safety. Coursework will focus on health literacy, cultural competency, and promoting medication safety and error prevention. Prerequisite(s): PHT 101

PHT 299 PHARMACY EXTERNSHIP (4 Credits)
The pharmacy technician externship is designed to enable students to obtain hands-on experience in the pharmacy setting. The primary objective of externship is to be sure the student gains practical experience, knowledge, skills, and insight into the various aspects of the pharmacy technician job. Students will review all program materials to take the Pharmacy Technician Certification Exam (PTCE) at the end of their externship experience. The externship includes 100 hours at an institutional-based pharmacy and 100 hours at a community-based pharmacy. Prerequisite(s): PHT 101, PHT 103, PHT 105, PHT 150, PHT 151, PHT 201, PHT 203, PHT 204, PHT 206, Last Term

PLA 301 PRIOR LEARNING ASSESSMENT (4 Credits)
This course is designed to allow students to engage in self-reflection and to learn techniques to identify and document college-level prior learning experiences. Students will define learning and career goals and provide evidence of both applied and theoretical knowledge of college-level content which may be assessed for possible award of credit. Prerequisite(s): None

PLS 114 INTRODUCTION TO LAW AND THE LEGAL SYSTEM (4 Credits)
This course provides a general overview of the legal system and exposes the student to the operating structures and terminology of law. The student is introduced to the various functions and roles the paralegal may perform in the legal system. Consideration is given to the ethical issues which may be encountered by the paralegal professional. Prerequisite(s): None

PLS 134 LEGAL RESEARCH (4 Credits)
In this course, the student gains a working familiarity with the major resource books found in a law library. The student is taught the practical approach to finding and interpreting constitutional provisions, administrative regulations and statutes, as well as researching and analyzing case law. The student is given hands-on experience in using case reporters, digests, citators, statutory codes, encyclopedias, hornbooks and other legal materials. Prerequisite(s): PLS 114

PLS 144 LEGAL WRITING (4 Credits)
This course focuses on the enhancement of legal writing skills and advanced legal research. Emphasis is given to preparation of appellate briefs, pleadings, interoffice memoranda and other formal documents. Prerequisite(s): PLS 114, PLS 134

PLS 154 TORT LAW (4 Credits)
This course is designed to give the student general knowledge and understanding of the legal principles of tort law such as negligence, strict liability, intentional torts and the various forms of damages. Prerequisite(s): Corequisite: PLS 114

PLS 184 BUSINESS ORGANIZATIONS AND COMMERCIAL PRACTICE (4 Credits)
This course provides a descriptive overview of business organizations and entities such as corporations, partnerships and sole proprietorships. Laws and concepts relating to these entities are explained and students are exposed to and required to prepare documents and forms utilized by these entities. This course further provides an overview of commercial practice including an introduction to contracts, sales, commercial paper, and secured transactions. Prerequisite(s): PLS 114

PLS 204 CRIMINAL LAW (4 Credits)
This course provides the student with an introduction to the criminal justice system, including an analysis of the requisite statutory elements of crimes, the investigatory process, arrest and search procedures, and the essential steps in criminal adjudication. The student learns to prepare the necessary pleadings and other documents in order to assist and participate in the criminal justice system. Prerequisite(s): PLS 114

PLS 214 ESTATE PLANNING AND ADMINISTRATION (4 Credits)
This course is designed to make the student aware of the most common forms of wills, trusts and intestacy. The student is instructed in drafting of wills, trusts, probate documents, and estate forms. The course includes an analysis of estate administrative and fiduciary accounting, as well as a study of the organization and jurisdiction of the probate court. Prerequisite(s): PLS 114

PLS 224 LITIGATION (4 Credits)
This course offers an introduction to litigation and trial processes. The student learns the basic principles of pleading, discovery, motions, interrogatories and court orders. Additionally students are instructed in the investigatory process, settlement of lawsuits, judgments and post-trial considerations. Drafting of documents in these areas is emphasized. Prerequisite(s): PLS 114

PLS 234 REAL ESTATE LAW (4 Credits)
This course provides the basic concepts of the law of real property enabling the student to perform connected duties in a law office. The student learns to prepare documents relating to real estate transactions such as purchase contracts, closing statements and deeds. Prerequisite(s): PLS 114

PLS 244 DOMESTIC RELATIONS/ FAMILY LAW (4 Credits)
This course is designed to teach the student to handle client interviews, to draft necessary pleadings and supporting documents, and to perform research relative to the practice of family law and domestic relations matters. The student develops an understanding of laws relating to marriage, divorce, annulment, custody and support, adoption, name change, guardianship and paternity. Prerequisite(s): PLS 114

PLS 262 BASIC LEGAL ETHICS (2 Credits)
This course introduces the student to basic legal ethical standards and requirements of professional responsibility. These precepts range from the ABA Code and Rules of Professional Conduct, which provide the framework for most ethical codes applying to attorneys, to various paralegal standards, including the NALA Model Standards and the NFPA Affirmation of Professional Responsibility. Prerequisite(s): PLS 114

PLS 272 PARALEGAL EXTERNSHIP/ RESEARCH PROJECT (2 Credits)

This course provides the student with an opportunity to gain practical work experience under the supervision of an attorney, paralegal or other legal professional. The student must periodically submit written reports to the Dean/Director of Legal Studies describing the student's experiences during the 110–hour externship. The student is evaluated by his or her supervisor at the conclusion of the externship. In limited circumstances, a student may substitute a research project for the externship experience. The project must receive prior approval of the Dean/Director of Legal Studies. The student is also required to compile and maintain a notebook of legal documents drafted by the student throughout the student's course of study. The notebook must be formally submitted to the Dean/Director of Legal Studies for review and approval. Prerequisite(s): PLS 114 and approval by the Dean/Director of Legal Studies

PLS 284 COMPUTERS IN THE LAW OFFICE (4 Credits)

This course provides a practical introduction to: 1) the use of computers in the legal environment, with concentration on various computer applications for the legal professional and 2) legal research utilizing the Internet and the Westlaw® and Lexis/Nexis® computer research systems. This course emphasizes the development of basic skills and knowledge needed by the paralegal to utilize computer hardware and software in the law office. Prerequisite(s): PLS 114, AOM 120

PLS 302 APPLIED LEGAL ETHICS (2 Credits)

This course gives the student the opportunity to apply ethical standards and other requirements of professional responsibility in scenarios based on real life situations that can occur in the legal environment. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 304 ADMINISTRATIVE LAW (4 Credits)

This course covers Administrative Law with a focus on public benefits and those areas of practice in which non-lawyer direct representation of clients is possible - such as Social Security Disability and Unemployment Compensation. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 314 ADVANCED LEGAL WRITING WITH COMPUTER APPLICATIONS (4 Credits)

In this course, the student's legal writing skills are refined through intensive writing assignments requiring accurate identification, analysis, and communication of legal theories and concepts. The preparation and completion of these assignments, utilizing computer applications, provides an added dimension to this course. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 404 ADVANCED LITIGATION AND APPELLATE PRACTICE (4 Credits)

An advanced study of civil trial and appellate practice, this course enhances the student's ability, through document production exercises, to assist in the litigation process from trial preparation through appellate proceedings. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 414 ADVANCED REAL ESTATE LAW (4 Credits)

The student in this course is exposed to some of the more complex dimensions of Real Estate Law and learns through practical document drafting assignments and projects the detailed approach to handling such matters as commercial property transactions and the impact of environmental issues in the real estate field. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PLS 434 COMTEMPORARY LEGAL TOPICS (4 Credits)

This course is designed to introduce the student to various areas of law not covered by the other legal specialty courses. Topics may include but are not limited to the following; Alternative Dispute Resolution/ Mediation, Bankruptcy, Workers' Compensation, Income Tax, Employee Benefits, Constitutional Law, and Law Office Management. The topic selected is based on the perceived need in the local legal community and interest expressed by students. (Must be enrolled in the BSPS Program). Prerequisite(s): None

PSA 101 CRIME IN THE UNITED STATES (4 Credits)

A survey course to provide an understanding of the nature and extent of crime in the United States. The course covers types of crime from conventional crime to white collar and occupational crime as well as terrorism and other criminal events. The course also provides a brief overview of the components of the criminal and juvenile justice systems as well as other public safety agencies. This course must be taken during the first quarter of the program. Prerequisite(s): None

PSA 102 INTRODUCTION TO LEGAL SYSTEMS (4 Credits)

A general overview of the legal and criminal justice system is reviewed. Students are introduced to the operating structures and terminology of the legal system and courts in America. Prerequisite(s): None

PSA 154 THEORY OF CRIME CAUSATION (4 Credits)

An overview of theory from the classical, biological, psychological and sociological perspectives; and from the behavior of the criminal law perspective including conflict and related theories. This course also includes a consideration of the relevance of each theoretical perspective and how theory helps in understanding criminal behavior. Prerequisite(s): None

PSA 160 INTRODUCTION TO LAW ENFORCEMENT (4 Credits)

A survey of law enforcement history as well as practices and issues facing the field in the 21st century. Emphasis is placed on current "Best Practices" such as community policing and the use of mapping techniques as well as current practices in administration and leadership. Prerequisite(s): None

PSA 164 CORRECTIONS, PROBATION AND PAROLE (4 Credits)

A survey of corrections, probation and parole history, practices and issues facing the field in the 21st century. Emphasis is placed on "Best Practices" in the field with a particular focus on community corrections, new approaches to inmate management and recent developments in probation and parole. Prerequisite(s): None

PSA 165 JUVENILE DELINQUENCY AND JUVENILE JUSTICE (4 Credits)

A review of theories which focus on improved understanding of the nature and extent of juvenile delinquency and systems of social control which relate to responding to juvenile delinquency. The course focuses on the roles of police, juvenile and family court as well as correctional practices and issues in working with juveniles. Prerequisite(s): None

PSA 230 EMERGENCY MANAGEMENT (4 Credits)

This course focuses on the processes related to emergency management and the interagency cooperation required with police, fire, emergency medical services and others involved in emergency response and management. Emergency plans developed by large cities and or companies are reviewed to improve understanding of typical requirements for an effective emergency response plan. Prerequisite(s): None

PSA 248 CRIME PREVENTION (4 Credits)

A study of the criminological and environmental theories and methods of crime reduction, with a focus on policing and community best practices in the 21st century. Topics include the history of crime prevention efforts followed by a consideration of pertinent case studies and applied research in crime prevention. Prerequisite(s): None

PSA 255 ETHICS FOR PUBLIC SAFETY PROFESSIONALS (4 Credits)

This is a study of the need for ethics in public safety occupations. The focus of the course is to assist the student in understanding ethical perspectives and theories as they relate to professional conduct and organizational expectations. A particular emphasis is placed on the role of leadership in developing a culture of ethical behavior in the public safety organization. Prerequisite(s): None

PSA 260 SPANISH FOR PUBLIC SAFETY PROFESSIONALS (4 Credits)

This course provides students the opportunity to learn basic reading, written and speaking Spanish language skills. The focus of the course is to prepare public safety professionals for communicating effectively with the ever increasing Hispanic population in the region. Prerequisite(s): None

PSA 270 MENTAL ILLNESS, SUBSTANCE ABUSE AND CRIME (4 Credits)

This course will provide an overview of the interface between mental illness and the criminal justice system as well as the relationship between substance abuse and criminal offending. The student will be exposed to the historical and contemporary criminal justice system responses to illegal substances and how the issue of mental illness influences behavior. The course will also provide the student with the ability to determine whether someone is suffering from mental illness or are under the influence of substances. Particular emphasis will be placed on dispelling the many myths and misconceptions that surround this topic in contemporary culture and replacing them with sound empirical information. Prerequisite(s): None

PSA 271 SEX CRIMES AND SEX OFFENDERS (4 Credits)

This course will provide the student with an introductory look at the various aspects of crimes involving sexual conduct and the offenders who commit them. The student will be introduced to the topic from a legal, psychological and sociological perspective. Particular emphasis will be placed on dispelling the many myths and misconceptions that surround this topic in contemporary culture and replacing them with sound empirical information. Prerequisite(s): None

PSA 280 CRIMINAL LAW FOR PUBLIC SAFETY PROFESSIONALS (4 Credits)

This course is designed to give the student content knowledge of state and federal laws. The student will also learn how to apply these state and federal laws in real-world settings. Prerequisite(s): None

PSA 301 INTRODUCTION TO SYSTEMS OF SOCIAL CONTROL (4 Credits)

This course provides an overview of the various systems of social control, including law enforcement, the courts, corrections, probation and parole, schools, churches, families, government and related participants. The interrelated and interdependence as well as the particular role each plays in the overall system of social control is the focus of this course. Prerequisite(s): PSA 101, PSA 160, PSA 164, PSA 165

PSA 303 OCCUPATIONAL AND WHITE COLLAR CRIME (4 Credits)

A study of white collar and occupational crime. This course focuses on theories to improve understanding of the reasons for this crime type and "best practices' in efforts to respond by the public safety professionals. The emphasis is also placed on understanding various types of white collar and occupational crime in the public and private sectors. Prerequisite(s): PSA 301

PSA 304 CURRENT ISSUES IN TERRORISM (4 Credits)

An investigation of domestic and international terrorism and terrorist organizations, with a focus on causes, organization, funding, threats and the future of terrorism. Topics include a consideration of chemical, biological, nuclear and cyberspace dimensions. The impact of the media and the use of technology in counter terrorism are considered. The role and responsibility of various public safety functions responding to this issue are considered. Prerequisite(s): PSA 301

PSA 305 RACE, CRIME AND JUSTICE (4 Credits)

An investigation of the social dynamics that underlie race, crime and justice. Topics include an in depth look at possible discrimination within the criminal justice system as well as the racial breakdown of offenders. Emphasis is placed on the ability to understand criminal offenders by stepping outside of themselves and looking at the strange in the familiar, the general in the specific, and to depersonalize the personal. Prerequisite(s): PSA 301

PSA 310 CRIMINOLOGY (4 Credits)

An advanced examination of the theory, research and findings of the classical school, positivist school, and behavior of the criminal law. Various topics include: the history of criminal theories; social reactions to crime; deviant subcultures; and criminal organizations and institutions in society. Particular attention will be given to how the various criminological theories are practiced in the field of justice and public safety. Prerequisite(s): PSA 301

PSA 398 RESEARCH METHODS FOR PUBLIC SAFETY PROFESSIONAL (4 Credits)
A study of the principals, data sources, and methods appropriate for careers in justice and public safety. Course topics will include quantitative and qualitative research methods. Attention will be given to research design, sampling, scaling, questionnaire construction, survey research, interviewing, and participant observation. Prerequisite(s): PSA 301

PSA 401 CRIMINALISTICS (4 Credits)
This course is designed to give the student a broad understanding of how science is used to aid criminal investigations. The student will learn principles of crime scene evidence collection and rudimentary evidence analysis. Prerequisite(s): PSA 301

PSA 402 CURRENT ISSUES IN PUBLIC SAFETY ADMINISTRATION (4 Credits)
This course will develop the student's administration abilities by applying them directly to public safety administration issues. Administration content knowledge will be applied to current issues in public safety administration. Prerequisite(s): PSA 301

PSA 404 SENIOR SEMINAR IN JUSTICE AND PUBLIC SAFETY ADMINISTRATION (4 Credits)
This is a capstone course designed to complete the student's understanding of administration in public safety. The course will be both content-driven and student project-driven. These will culminate in a final project that will present the student's entire body of work in the degree program. Prerequisite(s): PSA 301

PSA 498 EXTERNSHIP IN JUSTICE AND PUBLIC SAFETY ADMINISTRATION (4 Credits)
This class will place students in the agency of their choice. They should choose an agency in which they have an interest of possible employment in the future. The student will also spend some direct time with the faculty member supervising the internship to ensure the student is maintaining satisfactory process as well as guide the student in applying his/her education in their internship. Prerequisite(s): PSA 301

PSA 499 PRACTICAL AND TACTICAL (4 Credits)
This course will place students in real-life situations that they may encounter in their careers. This includes physical fitness, defensive tactics, firearms training, felony traffic stops, and building searches. The class has a limited size of 10 at a time due to the high level of supervision required during the applied portions of the course. Prerequisite(s): None

PSY 214 INTRODUCTION TO PSYCHOLOGY (4 Credits)
A broad overview of the major individuals and their particular contributions to the field of psychology are presented. Basic physiological information and its relevance to the study of psychology are presented. Major divisions of psychology and their unique contributions to the understanding of human mental and behavioral processes constitute the major portion of this course. Prerequisite(s): None

PSY 264 PSYCHOLOGY OF MODERN LIFESTYLES (4 Credits)
This course applies psychological knowledge to understanding of self, and communication and relationships with others in one's personal life and in the workplace. Prerequisite(s): None

PSY 274 DEVELOPMENTAL PSYCHOLOGY (4 Credits)
A study of the principles of growth and development covering the life span from infancy to late adulthood. The course focuses on the physical, social, and intellectual development of the individual. Prerequisite(s): None

PSY 284 PSYCHOLOGY OF ADJUSTMENT (4 Credits)
This course explores how an individual adapts to social pressures through the different stages of his/her life. Prerequisite(s): None

PSY 299 ABNORMAL PSYCHOLOGY (4 Credits)
This course focuses on psychological disorders as identified in the Diagnostic & Statistical Manual of Mental Disorders – Fifth Edition (DSM-5), published by the American Psychiatric Association. Prevalence and incidence, symptoms, diagnostic criteria are presented, as well as methods of treatment. Prerequisite(s): None

SCI 224 INTRODUCTION TO ANATOMY AND PHYSIOLOGY (4 Credits)
This course examines the basic systems of the body and the functions of each. Prerequisite(s): None

SCM 101 THE HISTORY AND EVOLUTION OF LOGISTICS AND SUPPLY CHAIN (4 Credits)
This course will familiarize students with the problems and time frames of firms addressing logistics problems over the years. The problems of transportation, warehousing, inventory and manufacturing over the years have challenged the minds of industry to adjust and develop means to deal with them. Reorganization and dealing with mindsets to overcome these issues over time is a great insight to the current environment and will provide the student with ideas for the future of the logistics and distribution processes. Prerequisite(s): None

SCM 102 THE LOGISTICS/SUPPLY CHAIN PROCESSES (4 Credits)
This course will examine the day-to-day operating details of a Logistics Department. It will describe specific positions with their responsibilities. The flow of decisions through the department will be described. Students will become familiar with the functions as they interface with each other. The course will describe problems and opportunities in each channel and the potential options to solve these problems. Prerequisite(s): None

SCM 201 CUSTOMER SERVICE STRATEGIES IN LOGISTICS MANAGEMENT (4 Credits)
This course is to provide students with the sensitivity to, and familiarity with, customer needs and requirements and means of dealing with them. This means planning and anticipating these needs and establishing internal resources to meet these needs. Phone work and survey means will be introduced to identify customers' needs as well as the best practices of the better firms in the industry. Prerequisite(s): None

SCM 203 LOGISTICS ORDER PROCESSING AND INFORMATION SYSTEMS (4 Credits)

To examine the elements of Logistics Customer Service from order acquisition through delivery to the customer and to use various information processing techniques and systems to maximize operational efficiency of the logistics function. Included in the course will be a software package to be used for forecasting; facilities location; and inventory, warehouse, and routing activities. Projects on EDI and RFID will be prepared. Prerequisite(s): None

SCM 295 ADMINISTRATION OF TRANSPORTATION (4 Credits)

The objective of the course is to integrate knowledge from all previous courses in the Associate of Science Degree in Logistics and Transportation Management program into a real-world business deliverable. The course will serve to further broaden the student's knowledge of Transportation Logistics as well as Transportation Management, Rate Negotiation, and essential Contract elements. The overall goal of the course is for the student to develop and articulate a real-world transportation management plan that will be useful to a private company or to a government entity. Prerequisite(s): Last Quarter Only with advisor approval

SCM 301 INTRODUCTION TO LOGISTICS AND SYSTEMS SUPPORT (4 Credits)

The first part of this course prepares students to understand the elements of Logistics and to assist them in the entrepreneurial activity of understanding and designing a Logistics Operation that meets both company and customer objectives. Several systems are introduced to assist students in supporting decisions in Warehousing, Transportation, and Inventory Control, all important elements of the Logistics concept. Prerequisite(s): MGT 304

SCM 302 OVERVIEW OF PROCUREMENT PRACTICES (4 Credits)

The objective of the course is to introduce the student to ethics, best practices, and legal regulations as they apply in today's purchasing/procurement environment. The course is intended to give the student a manager's perspective of the procurement process in order to make more effective decisions and to help avoid making costly mistakes. The course is not intended to make the student a qualified contracting or purchasing agent, but rather to give an overall understanding so that the future manager can have a more rounded knowledge, including how purchasing and/or procurement fits into a well-devised Enterprise Resource Planning model for a company. Prerequisite(s): SCM 301

SCM 401 MANAGING WAREHOUSE OPERATIONS (4 Credits)

This course exposes students to all aspects of distribution center receiving, storage selection, and shipping. In addition, there are exercises in distribution center locating, sizing, and construction. Prerequisite(s): SCM 301

SCM 402 SUPPLY CHAIN INVENTORY PLANNING (4 Credits)

This course addresses the significance of material requirements, planning and distribution requirements, planning process in inventory. Planning is addressed and the consequences of decisions in each of these environments is explained. Exercises in various aspects of planning and replenishment are reviewed and discussed. Prerequisite(s): SCM 301

SCM 403 LOGISTICS AND DISTRIBUTION MANAGEMENT EXTERNSHIP (4 Credits)

This course is a practical experience of these concepts in actual operations of a logistics and distribution company. The client company evaluates and grades the performance of each candidate and reports it to Sullivan University. This is included in the final grade. Prerequisite(s): SCM 302, SCM 401, SCM 402

SOC 214 INTRODUCTION TO SOCIOLOGY (4 Credits)

This course provides a broad overview of sociology and how it applies to everyday life. The overall goal of the course is to introduce perspective in order to ask and answer questions about our social world. Major theoretical perspectives and basic concepts are presented including the sociological imagination, culture, deviance, inequality, social change and social structure. Students will also explore the influence of social class and social institutions, such as the economy and work, religion, and the family as well as the impact of race, ethnicity, gender, and age. Prerequisite(s): None

TGE 214 TOURISM GEOGRAPHY (4 Credits)

This course involves a study of the geography of the top international tourism markets, including gateway cities, resorts and tourist attractions. Differences of cultures and lifestyles are discussed, as well as points of interest to world travelers. Prerequisite(s): NTA 154

TRV 194 LEISURE DESTINATION MANAGEMENT (1 Credit)

This course will give students firsthand understanding of the activities directly impacting and surrounding Leisure Destination Management. This course is designed to maximize student experiential learning through tours & activities at a leisure destination. Prerequisite(s): None

TRV 205 MEETING AND EVENT PLANNING (4 Credits)

This course gives the student an in-depth look at the logistics of meeting planning. It acquaints the student with the myriad tasks required to plan a successful meeting. It emphasizes the various types of groups who require the services of a meeting planner. Prerequisite(s): HRM 104

TRV 244 TRAVEL MANAGEMENT (4 Credits)

This course covers many hospitality industry specific sales and marketing strategies and tools that can be used to effectively plan and implement them. Prerequisite(s): NTA 154

TRV 250 BEST PRACTICES IN EVENT MANAGEMENT (4 Credits)

This course covers a variety of case studies from event management organizations which expand and develop the knowledge of the student in this area. Prerequisite(s): TRV 252

TRV 252 EVENT COORDINATION AND MARKETING (4 Credits)

The students are involved in planning several detailed functions and plan a marketing strategy for each of these event situations. Prerequisite(s): CAT 244

Graduate Course Descriptions

For students participating in the International CPT Program, please refer to the section "International Studies CPT Program" for more information on additional requirements.

ACT 510 ACCOUNTING THEORY FOR MANAGEMENT DECISIONS (4 Credits)
This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): MGT 510, QNT 550

ACT 511 ACCOUNTING THEORY FOR BUSINESS ENVIRONMENTS (4 Credits)
This course addresses managerial accounting and highlights accounting information for planning, organizing, directing and controlling organizational decision making processes for student concentrating in accounting. Managerial accounting topics include, but are not necessarily limited to: (1) cost behavior, (2) cost-volume profit (3) budgeting set-up and analysis, and (4) computer applications in managerial accounting. This course uses various computer applications and requires students to critically analyze various managerial accounting issues. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 560 INTERNATIONAL ACCOUNTING AND REPORTING (4 Credits)
An in-depth review and analysis of various global accounting standards and current implementation processes multi-national enterprises faces. This course compares and contrasts historical development of various geographic regional accounting standards development, current accounting standards and explores multi-national enterprises' accounting and reporting strategies for operating on a global scale. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 610 CONTEMPORARY FINANCIAL AUDITING AND ATTESTATION (4 Credits)
This course focuses on various interpretations of areas of generally accepted accounting procedures and their application to multi-national enterprises. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

ACT 640 CORPORATE GOVERNANCE AND REGULATION (4 Credits)
An in-depth review and analysis of theories of corporate governance, their theoretical foundations, and current best practices for public, private and not-for-profit organizations. This course explores the development of agency theory and its reliance on corporate governance for stewardship and stakeholder communication and development. The course also explores reporting standards and compliance with Sarbanes-Oxley as well as other convergence issues and initiatives. Prerequisite(s): MGT 510, QNT 550; For MBA - Accounting students only

CMM 510 INTERPERSONAL AND INTERGROUP CONFLICT ANALYSIS (4 Credits)
This course is designed to introduce students to the basic concepts of conflict and conflict management. It begins with a paradigmatic shift from conflict is negative to conflict happens; it is the way it is managed that determines if it is positive or negative. All conflicts have elements of interpersonal conflict because they involve people and human interactions. This course will describe factors, such as avoidance and escalation, which lead to destructive conflict. It will explain how communication and perceptions may inhibit positive management, and present concepts and models that help students uncover underlying interests, analyze conflict situations, and know when to bring in a neutral third party to resolve the conflict. (This is the first course students in the MSCM or Graduate Certificate in CM program will take) Prerequisite(s): MGT 510 or concurrent

CMM 515 CONFLICT THEORIES (4 Credits)
This course provides students with an interdisciplinary perspective on conflict. It presents micro theories about the nature of conflict and approaches to conflict management. This course allows students to step outside their normal employment applications to broaden their contextual thinking abilities. Theories presented include cooperation, competition, justice, power, trust, communication, gender, emotions, personality, change, aggression, culture, group, and organizational. Prerequisite(s): MGT 510

CMM 521 MANAGING ORGANIZATIONAL CONFLICTS (4 Credits)
This course is designed to help students understand how unmanaged conflict can divert a manager's attention and prevent the organization from accomplishing its stated vision and mission. Strong emphasis is placed on 1) how unmanaged conflict can sabotage the organizational vision, 2) why effective managers need to develop strong conflict management skills, and 3) what managers can do to develop not only their own conflict management skills, but also help others in the organization develop effective skills. (Same course as MGT 521) Prerequisite(s): MGT 510

CMM 530 CONFLICT AND MEDIATION (4 Credits)
This elective course introduces the theory and practice of mediation by surveying a broad spectrum of conflicts that affect organizations. Topics include mediator objectivity, neutrality, bias, confidentiality, the role of interest-based applications, ethical considerations, communication with legal representatives, and cooperation with the courts. Students will develop and practice mediation skills by engaging in role-plays where they will act as both the mediator and the party in conflict. Prerequisite(s): MGT 510

CMM 540 CONFLICT AND CULTURE (4 Credits)
This course presents cultural theories relevant to the field of conflict management. It examines the nature and meaning of conflict and the assessment of conflict situations from a cross-cultural point of view. Culture plays an integral part in human interaction, and the role of culture presents unique challenges for conflict management specialists in today's ever-changing world. Often people in conflict situations assume everyone shares the same reality, and that expectation exacerbates their differences. Understanding and appreciating cultural differences, at individual, sociological, and organizational levels can facilitate enhanced communication and problem-solving. Prerequisite(s): MGT 510

CMM 542 CONFLICT COACHING FOR LEADERS (4 Credits)
This elective course presents theories associated with conflict coaching, discusses appropriate uses and models of coaching strategies, employs a needs assessment for conflict coaching, and applies a conflict model of coaching. Conflict coaching is one tool leaders and managers can use to help the parties understand that engaging in the management process will help them, as well as the organization. Conflict coaching helps the parties analyze conflict situations, determine a conflict management strategy, and develop skills to employ the strategy. Prerequisite(s): MGT 510

CMM 550 NEGOTIATION IN CONFLICT MANAGEMENT (4 Credits)
This course will explore techniques employed in negotiation, studying processes and skills associated with successful negotiation, ethical issues, the use of power, and the role of persuasion in negotiation. Students will be able to describe the role of effective negotiation in conflict management skills as they apply to the workplace and to conflict management processes. Prerequisite(s): MGT 510

CMM 557 FACILITATION THEORY AND PRACTICE (4 Credits)
This course will help students learn to facilitate the unique dynamics of group problem-solving. It will explore obstacles to communication, examine the role of the facilitator in group problem-settings, and identify desirable facilitator skills and styles. Students will review current research on facilitation methods and approaches, with an emphasis on skills, methods, and approaches for problem-solving and consensus building. Prerequisite(s): MGT 510

CMM 561 ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (4 Credits)
This is a survey course covering the sources of conflict, philosophic frameworks for understanding conflict, its effects on individuals and groups, conflict assessment tools and approaches to the systems design and conflict management in organizations. Students will be able to describe the historical antecedents for organizational conflicts, evaluate conflict scenarios in groups, apply assessment tools for measuring and evaluating organizational management, and design an effective organizational strategy for managing conflict. (Same course as MGT 561) Prerequisite(s): MGT 510

CMM 691 CONFLICT MANAGEMENT PRACTICUM (4 Credits)
Students may elect to take a practicum. This course provides guided learning, mentored experiences, and on-the job knowledge and skills. Prerequisite(s): (1) Submission of a completed Practicum Plan; (2) Completion of all core courses; (3) petition and approval of the Dean of Conflict Management programs; (4) satisfactory completion of prior coursework.

CMM 695 INTEGRATED MANAGEMENT CAPSTONE (4 Credits)
This capstone course is designed to give students an opportunity to integrate theoretical concepts and practical application to demonstrate mastery of the core MSCM or MSM courses. This course will review the myriad of areas of study, including interpersonal, organizational, and societal concepts. It takes a critical analysis and problem-solving approach as it incorporates self-awareness, communication, negotiation, group dynamics, and cultural aspects for MSCM students and organizational effectiveness, strategic human resource management, ethical considerations, and marketing for MSM students. (Same as MGT 695) Prerequisite(s): Last quarter course

CSC 520 FUNDAMENTALS OF CYBER SECURITY (4 Credits)
This course provides an essential understanding of the need to protect information and the basic concepts, models, controls, and designs for secure systems that protect that data. Prerequisite(s): MGT 510 or concurrent

CSC 540 FUNDAMENTALS OF INFORMATION SECURITY (4 Credits)
This course exposes various facets of the process for implanting and maintaining practical cyber information security program designed to protect key information assets of an organization. Topics covered include using logical and physical controls to integrate information confidentiality, integrity, and availability (CIA) into an organization's information security program, assessing and planning for business needs using various survey and risk assessment methodologies, and creating recommendations based upon analyses. The alignment of information security systems and organizational strategy will also be discussed. Prerequisite(s): MGT 510 or concurrent

CSC 550 DATA MINING (4 Credits)
This course provides students with the key concepts and tools to turn raw data into useful intelligence. A broad spectrum of business situations will be considered for which the tools of classical statistics and modern data mining have proven their usefulness. The course covers data mining techniques, their application and their usage. Data mining software is used extensively in this course. (same as MPM671) Prerequisite(s): MGT 510 or concurrent

CSC 560 ELECTRONIC COMMERCE AND INTRANET DEVELOPMENT (4 Credits)
A problem-set case study and journal driven course that examines the modern aspects of conducting commercial activities through electronic means. Topics include traditional means of conducting commerce using electronic technology, Internet, intranets, public databases, semi-private networks, and other telecommunications vehicles. Commercial Web page design and implementation are featured. Prerequisite(s): MGT 510 or concurrent

CSC 565 E-COMMERCE WEB APPLICATION DEVELOPMENT (4 Credits)

This course introduces concepts in programming web application servers. Students study the fundamental architectural elements of programming and executing high performance, high reliability, shared applications with hands–on experience in developing these applications. Lectures are accompanied by programming assignments using Java and an advanced application development/execution environment. Students explore core technologies such as : Request/Response Protocols (HTTP/HTML), Partitioning, Data and Functional, Caching, Replication, Load Balancing, Failure Detection; Timeout and Sequence Number, Specification of Applications, Transactions (Synchronization, Recovery, Communication, Distributed), Threads, and Performance Evaluation. Specific programming technologies used include: HTML/HTTP Perl/cgi-bin, IDE (Integrated Development Environments), JavaBeans, Servlets, JSP, EJB, JDBC, and JMS. Prerequisite(s): MGT 510 or concurrent

CSC 570 B2B AND B2C ELECTRONIC COMMERCE (4 Credits)

This course concentrates on content and solutions necessary to design, develop, and conduct business-to-business (B2B) and business-to-consumer (B2C) transactions in information, goods, services and/or funds. The course provides the foundation of theoretical and practical skill sets used in understanding and developing electronic strategies and concepts for managing and delivering business solutions over the web, specifically Internets, intranets, and extranets. Presentations and case studies are used to develop critical-thinking skills. Prerequisite(s): MGT 510

CSC 610 INFORMATION SYSTEMS DEVELOPMENT (4 Credits)

Today computers are creating major impacts on how managers make decisions on how companies compete successfully in the market place. In this course, students learn about the IS development process in a step-by-step manner. First students learn to identify areas of problems or opportunities for IS development. Based on the life cycle concept of IS development, students learn to evaluate the feasibility of proposed IS projects, and then proceed to determine the information required to make more effective decisions. Using a set of tools, students learn to model an existing system and then create an improved system and also study the use and development of decision support systems for chief executive officers. A mixture of lectures and case discussions are used to discuss project-management concepts in the context of IS development. Oral and written communication skills are emphasized in course assignments. Prerequisite(s): MGT 510

CSC 621 BUSINESS DATA COMMUNICATIONS AND NETWORKING (4 Credits)

This course introduces data communications and networking. Topics include transmission media, analog and digital signals, communication standards, LANs, contention strategies for shared transmission media, error detection and correction, multiplexing, flow control, network topologies and security, among other topics. Applications of data communications and networking to business strategy and operations are also stressed through the course. Prerequisite(s): MGT 510

CSC 622 EVALUATING EMERGING INFORMATION SECURITY TECHNOLOGIES (4 Credits)

The course surveys leading and emerging technologies in the cyber security field. The objective for students is to research, evaluate and recommend emerging cyber/information security technologies. Students will also determine security system implementation strategies for best-fit solutions for the organization. Topics covered in this course include evolutionary technology development and adoption in organizations. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 623 BUSINESS CONTINUITY & DISASTER RESPONSE PROCESSES AND STRATEGIES (4 Credits)

This course involves a hands-on technical examination of cyber security mechanisms used to provide cost-effective solutions to mitigate threats and vulnerabilities, and reduce organizational risk relevant to information assets. The objective is to identify and analyze security threats and vulnerabilities, identify appropriate security mechanisms for mitigation of these threats, and perform a cost/benefit analysis to identify appropriate mitigation options (technology, policies, and procedures). Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 624 CYBER AND INFORMATION SECURITY POLICY ANALYSIS (4 Credits)

This course examines various aspects of information assurance and cyber security policy planning in an organizational context. The aim is to examine key analysis procedures, such as security requirements analysis and risk assessments, to determine their roles in policy formation. Topics studied in this course include the impact of current legislation, judicial decisions, and government regulations directing the focus of policy formulation. Prerequisite(s): MGT 510 or concurrent

CSC 625 APPLIED DIGITAL FORENSICS (4 Credits)

This course focuses on forensic practices of federal, state, and local law enforcement. Publicly-available forensic tools are used in conjunction with hands-on experience using these tools. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 626 CYBER WARFARE AND ESPIONAGE (4 Credits)

Tools and Techniques for the Cyber Security Professional: This course addresses key issues in corporate and global cyber warfare and espionage. Tools and techniques used in digital conflict, whether in the nation-state or corporate arenas, are explored in detail. Prerequisite(s): MGT 510 or concurrent, CSC 550

CSC 630 DECISION SUPPORT AND EXPERT SYSTEMS (4 Credits)

This course introduces the planning, design, and implementation of decision support systems (DSS) and expert systems (ES). Problem sets, case studies, and journal articles are used to examine topics such as end-user computing, the evaluation and selection of DSS generators and ES shells, group support systems, and neural network. Students gain hands-on experience using DSS generators, prototyping languages and ES shells. Prerequisite(s): MGT 510

CSC 635 COMPUTER SECURITY AND LEGAL ISSUES (4 Credits)

The basis of electronic commerce is an infrastructure for providing reliable transactions in which payments and products are directed properly without risk of interception or tampering. This course is an overview of methods that management must utilize to assure genuine, secure and confidential transmissions of information across networks. It includes principles of digital cryptography and public-key cryptosystems, cryptographic standards, DES government security policy, digital signatures, digital escrow certification, secure communications, secure hardware, intrusion detection and countermeasures, pass-word attacks, virus detection and removal, copy and counterfeit detection, digital watermarks, electronic notaries, privacy, and anonymity. These security devices have no value standing alone. There are elements of a larger security system that delivers reliable, authentic, and confidential transactions. This course focuses on the appreciation of how a secure system needs to be set up and maintained both within the host computer and across the Internet. Prerequisite(s): MGT 510 or concurrent

CSC 680 INTEGRATIVE MSMIT CAPSTONE (4 Credits)

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. In terms of specifics, topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture. (Same as MGT 680) Prerequisite(s): Last quarter course

CSC 681 IT CAPSTONE PROJECT (4 Credits)

The course provides an opportunity to conduct a project or complete research on a specific topic in information technology. The project or research should make an original contribution to the body of knowledge in the student's area of study and/or be completed in conjunction with a public sector, private sector, or non-profit organization. Prerequisite(s): Last quarter of MSCS or MSMIT programs (Note: Does not fulfill MSMIT capstone requirement.)

ECO 510 MANAGERIAL ECONOMICS (4 Credits)

In this course we will apply economic theory to managerial decision-making. We will employ many of the traditional tools of microeconomics and see how they can be used to analyze practical business problems. We will pay particular attention to the strategy of firms in the marketplace. Prerequisite(s): MGT 510, QNT 550

FIN 540 MANAGERIAL FINANCE (4 Credits)

This course focuses on the basis for financial decision making in terms of the underlying principles of economics. The emphasis is placed on capital budgeting decisions, financial structure, dividend policy, analysis of financial statements, cost of capital, and capital budgeting. In-class activities include financial case studies of business firms, problem solving, and group interaction. Prerequisite(s): MGT 510, QNT 550 or CSC 550

HCA 510 HEALTHCARE SYSTEMS MANAGEMENT (4 Credits)

Examines status and changes in the healthcare industry, including the forces and policies shaping it's performance. Students will examine the complex organizational dynamics and structures of healthcare systems, the role of public policy in healthcare, and the changing relationship among payers, providers, and suppliers. Prerequisite(s): MGT 510

HCA 535 HEALTHCARE INFORMATION SYSTEMS (4 Credits)

Examines health care information systems with specific focus on electronic medical records and the role of health information technology in supporting business decisions. Focus is placed on planning, designing and implementing decision support systems (DSS) and expert systems (ES) in a healthcare environment as well as with systems designed to secure health-related information. Prerequisite(s): MGT 510

HCA 545 HEALTHCARE FINANCE (4 Credits)

Provides students with both a macro overview of the principle financial mechanisms in place across the U.S. and specific insights into the critical financial issues the industry currently faces. Emphasizes the practical financial analysis skills to use for immediate application in the healthcare industry. Prerequisite(s): MGT 510, QNT 550; FIN 540 recommended

HMS 510 EVENT AND TOURISM MANAGEMENT (4 Credits)

This course identifies and analyzes the fundamental issues that arise in managing meetings, conferences, and conventions. Emphasis is placed on developing skills needed for planning and developing programs and events, identifying criteria and requirements for site selection, managing exhibits, volunteers and budgets, and planning event and tourism projects from the inception to the execution stages. Prerequisite(s): MGT 510

HMS 545 REVENUE MANAGEMENT IN HOSPITALITY (4 Credits)

This course deals revenue and cost management issues and problems in the hospitality industry. Topics covered include yield management, revenue maximization, and cost drivers in the context of hospitality industry. Emphasis is placed upon current issues/trends in revenue management systems and on identifying, analyzing, and minimizing cost drivers specific to the hospitality industries. Prerequisite(s): MGT 510

HMS 575 RESTAURANT BRAND DEVELOPMENT AND MANAGEMENT (4 Credits)

This course examines how leading restaurants and restaurant chains apply marketing principles to develop branding strategies, create and retain customers, and manage strong brands. Special attention is given to the packaging, pricing, channels of distribution, advertising, and selling functions of high-end restaurants and restaurant chains. Prerequisite(s): MGT 510

HRL 520 WORKFORCE PLANNING AND STAFFING (4 Credits)

This course will explore the strategic staffing needs of the organization. Key topics include talent assessment, developing staffing forecasts, sourcing tactics, selection issues, succession planning, retention, metrics, and integrating staffing activities with diversity and equal employment opportunity. Prerequisite(s): MGT 510 or concurrent

HRL 530 HUMAN RESOURCE DEVELOPMENT (4 Credits)

This course is designed to examine the practical strategies for developing human resources and improving performance at the individual and organizational levels. The emphasis in this course is on learning theory and techniques, employee development and performance improvement strategies and systems. Prerequisite(s): MGT 510 or concurrent

HRL 540 COMPENSATION, BENEFITS AND SECURITY (4 Credits)

The primary focus of this course is on the total reward system to retain a company's human capital and successfully compete with other employers in the ongoing war for talent. In addition, health, safety, and security will be discussed. Students completing this course will have a practical, comprehensive understanding of compensation, benefits and safety/security programs, as well as the knowledge to successfully execute such programs in the workplace. Prerequisite(s): MGT 510 or concurrent

HRL 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)

The focus of Strategic Human Resource Management is organizational capacity, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations) inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): MGT 510 or concurrent

HRL 611 ESSENTIAL FINANCIAL SKILLS FOR HR PROFESSIONALS (4 Credits)

This course is designed to build basic business skills (e.g. understanding income statements and balance sheets, why cash matters, calculation of ratios and ROI, the basics of Sarbanes-Oxley, etc.) Business literacy terms and concepts will be examined via numerous examples applicable to the HR role. Students will be exposed to the multiple financial ramifications of what they do within the organization. Specifically, HR departmental decisions and day-to-day operations will be related to the financial statements and other financial decisions made by management. Prerequisite(s): MGT 510, MGT/HRL 580, LAW 545 or concurrent

HRL 621 HR ANALYTICS AND TECHNOLOGY (4 Credits)

Using an evidence-based approach to managing the human capital function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, and related topics such as metrics, workforce analytics and strategic HR measurement. In addition, specific topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, employment discrimination, training, and compensation. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 630 DIVERSITY AND INCLUSION (4 Credits)

This course explores dimensions of diversity as it pertains to the workplace. It focuses upon the role the human resources professional plays in leading diversity initiatives, managing diversity-related programs, applying inclusive approaches, and ensuring best practices with regard to selection, development, teamwork and leadership for a healthy and collaborative workplace. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 660 ORGANIZATIONAL EFFECTIVENESS (4 Credits)

This course examines the various tools, interventions and techniques to improve an organization's ability to achieve results. Topics include, but are not limited to, organizational design and development, technology innovations, human resource metrics, change management, knowledge management, employee involvement, leadership development and process improvement techniques. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 680 GLOBAL HUMAN RESOURCE MANAGEMENT (4 Credits)

This course links the global marketplace with human capital strategies. Major topics include: outsourcing/off-shoring, staff planning, preparing and training employees that will be working overseas, expatriate issues for employees and their families, international implications of compensation and benefits strategies, differences in labor laws, cultures and governance. Prerequisite(s): MGT 510, MGT/HRL 580

HRL 690 INTEGRATIVE MSHRL CAPSTONE (4 Credits)

The capstone is the culmination of all the knowledge and skills acquired throughout the MSHRL program. In partnership with SHRM, this course will incorporate the SHRM Learning System's HR body of knowledge for human resource professionals and will integrate case studies and real-world HR applications. Prerequisite(s): Last quarter course

LAW 545 EMPLOYMENT LAW (4 Credits)

Examines the implications that analysis of seminal statutory and case law hold for present and future human resource practices, policies, liabilities, and procedures. Analysis of leading-edge developments in employment laws and their applications are discussed. Prerequisite(s): MGT 510 or concurrent

MGT 510 MANAGERIAL COMMUNICATION SKILLS (4 Credits)

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

MGT 511 MANAGERIAL ETHICS (4 Credits)

This course helps students recognize and respond to ethical issues which occur in managerial settings. Case studies will be used to simulate reflection on individual and societal moral values and to help students identify recurring problems of values arising in their managerial settings. The course focuses also on how ethical issues arise in the practice of management and how the use of ethical theory can be employed to clarify these issues. Prerequisite(s): MGT 510

MGT 521 MANAGING ORGANIZATIONAL CONFLICT (4 Credits)

This course is designed to help students understand how unmanaged conflict can divert a manager's attention and prevent the organization from accomplishing its stated vision and mission. Strong emphasis is placed on 1) how unmanaged conflict can sabotage the organizational vision, 2) why effective managers need to develop strong conflict management skills, and 3) what managers can do to develop not only their own conflict management skills, but also help others in the organization develop effective skills. (Same course as CMM 521) Prerequisite(s): MGT 510

MGT 545 LEADERSHIP AND TEAM DEVELOPMENT (4 Credits)

This class will be a study of the many facets and aspects of leadership theory with application for individual skill, team dynamic and strategic organization development. The class covers such topics as the evolutions of leadership theory, why leadership is important, and the important differences between management and leadership. Information and materials will include sources of leader power, communication, conflict and networking methods, and transformational change processes. Prerequisite(s): MGT 510

MGT 561 ORGANIZATIONAL SYSTEMS ANALYSIS AND DESIGN (4 Credits)

This is a survey course covering the sources of conflict, philosophic frameworks for understanding conflict, its effects on individuals and groups, conflict assessment tools and approaches to the systems design and conflict management in organizations. Students will be able to describe the historical antecedents for organizational conflicts, evaluate conflict scenarios in groups, apply assessment tools for measuring and evaluating organizational management, and design an effective organizational strategy for managing conflict. (Same course as CMM 561) Prerequisite(s): MGT 510

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

This course explores the role of capital markets and corporate financial policies in shaping a firm's future competitiveness in global markets, the identification of appropriate boundaries for a firm including strategic alliances and the degree of diversification. Prerequisite(s): MGT 510

MGT 580 STRATEGIC HUMAN RESOURCE MANAGEMENT (4 Credits)

The focus of Strategic Human Resource Management is organizational capacity building, i.e. the company's infrastructural and extra structural resources, which is fundamental to developing and sustaining the company's competitive advantage. Students examine, model, and play with the central elements of 21st century SHRM: organizational design (e.g. flexible organizations, boundary less organizations), inter-organizational cooperation (e.g. networks, strategic alliances, outsourcing), and organizational development (e.g. knowledge organizations, organizational change). Prerequisite(s): MGT 510 or concurrent

MGT 590 PROJECT MANAGEMENT (4 Credits)

This course is a multi-disciplinary examination of practices of planning and implementing major projects in work organizations. Concepts and practices are drawn from telecommunications, marketing, operations management, and MIS. Prerequisite(s): MGT 510

MGT 596/MGT 597/MGT 696/MGT 697 GRADUATE MANAGEMENT EXPERIENTIALS 1, 2, 3, and 4 (1 Credit Hour each)

The Graduate Management Experiential courses provide students with the opportunity to link Graduate School courses' Learning Outcomes to their work experiences. In this academic course students' link work performed in their related management field by submitting two written reports (APA Format) tying Graduate School Courses' Learning Outcomes to activities performed. Students must be enrolled in at least one other Graduate School course required of their degree and maintain a 3.0 GPA. Only one Experiential Course can be taken in any one academic period. Prerequisite(s): None

MGT 620 OPERATIONS STRATEGY (4 Credits)

This course introduces students to the available techniques used to evaluate operating efficiency and effectiveness which emphasizes the service sector. The course covers key service business principles. Students gain an understanding of how to successfully manage operations through a series of case studies on various industries and covering applications in yield management, inventory control, waiting line management, project management, site selection, performance evaluation and scoring systems. Public sector and private sector contexts of service operations management are covered in the course. Prerequisite(s): MGT 510, QNT 550

MGT 650 ORGANIZATIONAL EFFECTIVENESS (4 Credits)

This course examines the various tools, interventions and techniques to improve an organization's ability to achieve results. Topics include, but are not limited to, organizational design and development, technology innovations, human resource metrics, change management, knowledge management, employee involvement, leadership development and process improvement techniques. (Same as HRL 660) Prerequisite(s): MGT 510, MGT/HRL 580

MGT 680 INTEGRATIVE MBA CAPSTONE (4 Credits)

The goal of this course is to develop the student's management skills by giving an integrated perspective of the entire business operation. Topics will include: develop strategic planning and execution skills within a rapidly changing environment; crystallize the linkages between business decisions and financial performance; instill a bottom line focus and the simultaneous need to deliver customer value; internalize how important it is to use market data and competitive signals to adjust the strategic plan and more tightly focus business tactics; and experience the challenges and rewards of the entrepreneur by starting up and running a new business venture (equivalent to CSC 680). Prerequisite(s): Last quarter course

MGT 695 INTEGRATED MANAGEMENT CAPSTONE (4 Credits)

This capstone course is designed to give students an opportunity to integrate theoretical concepts and practical application to demonstrate mastery of the core MSCM or MSM courses. This course will review the myriad of areas of study, including interpersonal, organizational, and societal concepts. It takes a critical analysis and problem-solving approach as it incorporates self-awareness, communication, negotiation, group dynamics, and cultural aspects for MSCM students and organizational effectiveness, strategic human resource management, ethical considerations, and marketing for MSM students. (Same as CMM 695) Prerequisite(s): Last quarter course

MKT 570 MARKETING STRATEGY AND IMPLEMENTATION (4 Credits)

This course is designed to develop a comprehensible integrated knowledge of a broad field of marketing. It synthesizes material presented in basic marketing classes; however, the major emphasis is on the systematic, analytical problem solving and the dynamics of decision making as faced by marketing managers. Using case analysis and group projects, students solve complex marketing problems. Prerequisite(s): MGT 510

MKT 580 GLOBAL MARKETING MANAGEMENT (4 Credits)

This course studies the recent phenomenon and theories of global markets and opportunities, globalization drivers, global brands and services, global consumer cultures, global marketing strategies and tactics, and global market shares. Case analysis of major global companies in the industrial and consumer goods sectors are undertaken. Specific global marketing strategies addressed include: global strategic alliances; globalization versus localization; standardization versus customization of products and services. Prerequisite(s): MGT 510

MKT 610 STRATEGIC MARKETING (4 Credits)

The course allows students to develop skills in dealing with strategic marketing problems found in both profit and nonprofit settings. The focus is on a developing a framework for strategic marketing plans with emphasis on consumer and environmental analysis. Market segmentation, product positioning, marketing responsiveness, and competitive reaction will be explored. Exercises and case studies of firms' activities involving various aspects of marketing such as pricing, outsourcing, and promotion will also be used throughout the course. Prerequisite(s): MGT 510

MKT 620 BRAND MANAGEMENT (4 Credits)

This course examines the broad topic of brand equity and brand management, both critical to an effective marketing strategy and building relationships with stakeholders such as customers, suppliers, and partners. This course explores the importance of brands, what they mean to consumers, and, most importantly how they should be managed to the greatest benefit of the organization, whether that be a consumer business, B2B, or not-for-profit. Prerequisite(s): MGT 510

MPM 510 THE PUBLIC POLICY PROCESS (4 Credits)

This course examines the development of legislative and regulatory policies and the role of public administrators as active participants in the policymaking process by studying problem identification, agenda setting, policy proposal and adoption. Students develop the breadth, skill and knowledge, as well as the understanding of our diverse society, needed for comprehensive analyses of public programs. Prerequisite(s): MGT 510

MPM 545 PUBLIC SECTOR FINANCIAL MANAGEMENT (4 Credits)

This course gives students a solid grounding in the concepts, terminology and techniques in the art and science of public sector budgeting and financial administration. Students use real world examples to analyze various approaches to public budgeting and revenue planning, evaluate and problem solve fiscal activities in governmental units, and gain "hands-on" budget preparation and presentation experience. Prerequisite(s): MGT 510, QNT 550

MPM 550 PUBLIC POLICY ECONOMIC ANALYSIS (4 Credits)

This course examines concepts of microeconomic behavior of producers, consumers, and government agencies are applied to specific policy areas. The effects of policy alternatives are assessed by such criteria as efficiency and equity of resource allocation, impact on income distribution, and effectiveness in achieving public policy goals. Prerequisite(s): MGT 510, QNT 550

MPM 680 PROGRAM AND POLICY EVALUATION - MPM CAPSTONE(4 Credits)

This course focuses exclusively on strategies for successful implementation of policy solutions in a competitive policy environment and on mechanisms for evaluating program success. This course, taken near the conclusion of the MPM program, requires students to evaluate a public program or public policy to include managerial, economic, and social consequences of a public policy and/or program evaluation. Prerequisite(s): Last quarter course

PA 510, 520, 530, and 540 PRINCIPLES OF PA PRACTICE I, II, III, and IV (1.5 Credits each)

Principles of PA Practice I – IV is a four-quarter series of courses, which focuses on the physician assistant profession, provides instruction in necessary aspects of patient care, as well as covers many elements of professional practice which combine to make the physician assistant profession unique. Topics include, but are not limited to, the origins and history of the profession, PA licensure, credentialing, laws and regulations regarding professional practice, patient communication, cultural competency, medical ethics, the health care system, and an overview of public health.

PA 511, 521, 531, and 541 CLINICAL MEDICINE I, II, III, and IV (Credits vary depending on term)

This is a four-quarter series of courses which explore the intricacies of human disease. The courses divide into individual modules of the various medical disciplines, including, but not limited to: Dermatology, Otolaryngology, Infectious Disease, Hematology/Oncology, Cardiology, Pulmonology, Gastroenterology, Renal Medicine, Geriatrics and Rheumatology. In each quarter, Clinical Medicine's content is coordinated and integrated with the content in Physiology and Pathophysiology, and Pharmacology and Pharmacotherapeutics.

PA 512, 522, 532, and 542 PHARMACOLOGY AND PHARMACOTHERAPEUTICS I, II, III, and IV (Credits vary depending on term)

Pharmacology and Pharmacotherapeutics is a four-quarter series of courses intended to orient students to the basic concepts of pharmacology. The courses are tailored to the needs of the physician assistant profession while presenting information basic to clinical practice. Students will become familiar with the mechanisms of action of drugs, their adverse effects, and clinical indications, which will allow students to better understand the effects of drugs on living tissues. The course topics integrate with the units being taught in Physiology and Pathophysiology and Clinical Medicine. This integrated teaching method allows students to better understand and correlate the therapeutic actions of drugs with their clinical applications.

PA 514 MEDICAL MICROBIOLOGY (1.5 Credits)

Medical Microbiology is intended to orient students to the clinical applications of microbiology and is tailored to meet the needs of the physician assistant profession, presenting information basic to clinical practice. Students will become familiar with the role of microorganisms in human diseases. The interactions of microorganisms with humans will be highlighted, as well as the physical and chemical control of microorganisms.

PA 515 GENETICS AND DISEASE (1.5 Credits)

Genetics and Disease is designed to assist physician assistant students in understanding the genetic basis of disease. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with basic genetics and the basic principles of Mendelian genetics. The course will explore the etiology, inheritance pattern, and treatment of various genetic disorders, which are commonly encountered in clinical practice. Information on modern diagnostic tools and the techniques used in medical genetics will be presented. The course will also investigate teratogens and their underlying principles. Students will appreciate the basic principles of gene therapy, as well as the ethical, legal, and social issues associated with genetic testing.

PA 516 GROSS HUMAN ANATOMY (4 Credits)

Clinical Gross Anatomy is an online, directed-independent, and group study course, in which didactic modules and discussions provide the student with the knowledge necessary for successful sequential discovery of the human body. The knowledge gained from this experience will lead the student to develop a fine appreciation for not only the structure of the human body, but also the interrelation of its parts, and exposure to clinical medicine from the anatomical perspective. Clinical correlation workshops with cases are included within the modules and discussion sections of this course to provide a clinical context for the learning of gross anatomy. Computer software is used to facilitate learning of anatomic structures and relationships.

Students' independent and group study experience will be enhanced with fresh tissue dissection encounters at the University of Louisville Department of Anatomical Sciences and Neurobiology

Throughout this course, instructional emphasis is placed on structure/function relationships and the clinical applications of such knowledge. The course relies on many independent and group study activities adapted for the goal of helping each member of the class to become a life-long learner. An additional goal of this format is the physician assistant-patient relationship, as students begin to develop the behaviors and attitudes of a medical professional.

PA 517, 527, 537, and 547 PHYSIOLOGY AND PATHOPHYSIOLOGY I, II, III, IV (Credits vary depending on term)

Physiology and Pathophysiology I, II, III, and IV is a four-quarter course intended to orient students to the clinical applications of physiology and pathologic states of diseases. The course is tailored to the needs of the physician assistant profession, while presenting information basic to clinical practice. Students will become familiar with the pathophysiologic basis of signs and symptoms of various diseases. The course emphasis is mainly on pathophysiologic mechanisms related to several common disorders of various body systems, and will parallel lecture topics in Clinical Medicine and Pharmacology and Pharmacotherapeutics. Integration of lectures, visual aids, and case studies will aid students to learn the concepts of pathophysiology and their clinical application.

PA 523, 533 and 549 PATIENT HISTORY AND PHYSICAL EXAMINATION I, II, AND III (4 Credits each)

This is a two-quarter sequence of courses in which the student will learn how to do a complete (comprehensive) history and physical examination, a directed (focused) history and physical examination, as well as the history and physical examinations relating specifically to the pregnant patient, the pediatric patient, and the geriatric patient. Students will also be introduced to critical thinking and problem solving with a case-based learning lab exercise every week.

PA 524 PSYCHOSOCIAL MEDICINE (3 Credits)

Psychosocial Medicine is intended to orient students to the practical aspects of recognizing, evaluating, and comparing normal and abnormal behavior. The course is tailored to the needs of the physician assistant profession, while presenting information pertaining to both inpatient and outpatient settings. Students will be able to assess the various aspects of human behavior in health and illness. Students will also learn the importance of the interrelationships among biology, behavior, cognition, environment, society, and culture. The course content involves the essential aspects of growth and development across the life cycle. In Psychosocial Medicine, students will learn the mind-body interaction involving mood, sleep and anxiety disorders, psychoses, somatoform, and other psychiatric disorders. Students will strengthen their interpersonal and communication skills, flexibility, and equally important, develop cross-cultural tolerance in clinical medicine.

PA 525 CLINICAL LABORATORY MEDICINE AND APPLICATION (3 Credits)

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

PA 534, 544 CLINICAL PROBLEM SOLVING I and II (1 Credit each)

The focus of this two-quarter series is to help the student to synthesize and practice the theoretical and practical aspects of critical thinking involved in the process of clinical problem solving, and to prepare them for clinical rotations and clinical practice as a physician assistant. These courses use a small group format and problem-based learning theory to develop critical thinking and problem solving skills in the individual student. These groups will apply the knowledge, skills, and attitudes learned from the curriculum to work through individual patient cases, from chief complaint through therapeutic plan, including patient education and lifestyle changes. Through integration of clinical reasoning and utilizing all the knowledge and skills already obtained in the previous two quarters, students will continue to solve problems that are frequently encountered in the day-to-day practice of medicine.

PA 535 PEDIATRICS AND WOMEN'S HEALTH (4 Credits)

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

PA 543 APPLIED CLINICAL SKILLS (3.5 Credits)

This course provides the student with lectures and practical experience in the performance of the clinical skills necessary to function as a physician assistant. The course consists of lecture, demonstration, and clinical practice labs, and builds the skills needed to negotiate the clinical year. Skills include, but are not limited to, BLS/ACLS, universal precautions, sterile technique, suturing and wound care, venipuncture, IV line placement, obtaining arterial blood gases, and casting and splinting.

PA 545 RESEARCH METHODS AND EVIDENCE BASED MEDICINE (1 Credit)

Research Methods and Evidence Based Medicine is intended to orient students to the basic concepts of the research process. The course is tailored to the needs of the Physician Assistant profession, presenting information vital to the improvements in public health practice. Students will become familiar with research design, formulating a problem statement and hypothesis, as well as searching, interpreting, and critically evaluating medical literature. Throughout this course, students will be asked to go to the medical literature to solve problems, and to apply their knowledge of new medical findings to individualized patient care. As a result, students will emerge with the tools needed to become effective health care providers through their use of evidence-based medicine.

PA 546 PRINCIPLES OF SURGERY (2.5 Credits)

This course is designed to prepare the PA student for both the General Surgery rotation, as well as practice as a surgical physician assistant. General surgical concepts needed for the PA to function in the general surgical environment, as well as surgical specialties, are presented. The course emphasizes the recognition of surgical problems in general practice. Pre-, intra-, and post-operative care are taught, as well as the various modalities of anesthesia. Evidence-based medicine practice is weaved through the above areas where available and appropriate.

PA 548 PRINCIPLES OF EMERGENCY MEDICINE (2 Credits)

The goal of Principles of Emergency Medicine is to provide the physician assistant student with the knowledge base to diagnosis and manage common emergency conditions. Topics include, but are not limited to, multiple trauma, chest trauma, abdominal pain, burns, shock, and cardiac emergencies.

PA 601, 602, 603, 604, 605, 606, 607, 608 CLINICAL ROTATIONS (8 Credits each)

The clinical phase of the program is 12 months in length and students must complete seven required and one elective six-week clinical rotation. The required clinical rotations are:
• 601 Behavioral and Mental Health
• 602 Emergency Medicine
• 603 Family Medicine
• 604 General Surgery
• 605 Internal Medicine
• 606 Obstetrics/Gynecology
• 607 Pediatrics

Students return to campus the last two days of each rotation cycle for End of Rotation Meetings. These meetings consist of end of rotation examinations and other professional activities. Note: Students are also required to complete appropriate logging and evaluation forms as delineated in each syllabus and complete written assignments as assigned. Finally, clinical phase students will take a program-administered PACKRAT examination approximately 3 months before graduation. This examination is an indicator of knowledge strengths and weaknesses, and better assists the student in preparation for the Physician Assistant National Certifying Examination (PANCE). Students are also required to successfully pass a comprehensive written examination of the program's design, as well as an Objective Standardized Clinical Experience (OSCE) or other practical examination, prior to graduation in order to successfully complete the program.

PA 614, 615 CAPSTONE PROJECTS
I and II (3 Credits each)
Evidence-based practice has emerged as the standard by which established and future providers will be expected to execute the delivery of medical care. The "Capstone Project" is a scholarly integrative project that culminates in a Grand Rounds presentation and submission of a publishable review article and clinical case analysis. This two-quarter course builds on the concepts presented in PA 530's Introduction to Evidence Based Medicine module, PA 545 Research Methods and Evidence Based Medicine, as well as evidence-based practice presented throughout the curriculum. Students are required to develop a capstone research paper of publishable quality, based on an actual case with which the student has been involved. Students will work closely with their faculty advisors in developing the paper, from the initial proposal question to the final Grand Rounds Presentation. The final Grand Rounds Presentation is an in-depth presentation and demonstrates the evidence-based process that led to the final diagnosis, treatment plan, prognosis, and patient counseling of the selected patient case. The oral Grand Rounds Presentation to students and faculty of the Sullivan University College of Health Sciences is a summative evaluation tool that will be used to measure cognitive, motor, and effective domains at the completion of the program.

QNT 550 ADVANCED QUANTITATIVE METHODS (4 Credits)
Reintroduces statistical methods for improving decision making under uncertainty. Topics include introduction to probability, random variables, probability distributions, statistical inferences, correlation, regression, time series analysis, and forecasting techniques. Prerequisite(s): MGT 510 or concurrent

Ph.D. in Management Course Index

For students participating in the International CPT Program, please refer to the section "International Studies Ph.D. CPT Program" for more information on additional requirements.

MANAGEMENT CORE (20 CREDITS)

MGT 711 ORGANIZATIONS AND EXTERNAL ENVIRONMENTS (4 Credits)

This course analyzes the behavior of organizations and how they adapt to and make strategic choices in their external environments. The course draws upon cross-institutional theories and empirical studies and focuses on the ecology of organizations, how internal characteristics condition external relations, and how environments influence internal processes. Prerequisite(s): None

MGT 712 SEMINAR IN STRATEGIC MANAGEMENT (4 Credits)

This course explores the development of strategic management theory. Topics include the historical development of the foundational literature of strategy, theory development, and empirical research in strategy. Prerequisite(s): None

MGT 713 INDIVIDUAL AND GROUP BEHAVIOR IN ORGANIZATIONS (4 Credits)

This course focuses on individual and small group behavior in organizational settings. Topics include social influence, group composition and group performance, goals, structure, roles, power, authority, decision making, and leadership. Prerequisite(s): None

MGT 714 SEMINAR IN HUMAN CAPITAL MANAGEMENT (4 Credits)

This course provides a detailed examination of the theory and practice of strategically managing human capital within an organization. Topics covered will include strategic people management, workforce planning and employment, employee development and retention, total rewards, employee and labor relations, risk management, and the creation and use of HR metrics to drive results. Prerequisite(s): None

MGT 715 MANAGING INNOVATION AND CHANGE IN ORGANIZATIONS (4 Credits)

This course adopts a capabilities-based view of the firm, drawing from industrial organization economics, organizational theory, and strategy perspectives. The goal of the course is to identify the sources of innovative success and failure inside corporations, and how companies can develop and sustain a capability to innovate. Prerequisite(s): None

RESEARCH CORE (24 CREDITS)

GRAD 710 RESEARCH DESIGN AND ANALYSIS (4 Credits)

This course provides an introduction to systematic inquiry and the designs, methods, and statistics used to investigate various kinds of research problems and issues. Prerequisite(s): None

GRAD 712 QUANTITATIVE RESEARCH AND ANALYSIS (4 Credits)

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate quantitative research studies. Prerequisite(s): GRAD 710

GRAD 716 QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)

This course provides an opportunity to develop skill in the methods and statistics used to conduct and evaluate qualitative research studies. Prerequisite(s): GRAD 710

GRAD 717 ADVANCED QUALITATIVE RESEARCH AND ANALYSIS (4 Credits)

This is an intensive and applied course designed to provide advanced doctoral students with the opportunity to design and complete a small-scale applied pilot study in order to prepare them to conduct their actual dissertation research. The emphasis of this course is on the collection, management, analysis, and interpretation of qualitative data. Readings and class discussion focus on ways to improve the design, rigor, and reporting of advanced qualitative research studies. Prerequisite(s): GRAD 710, GRAD 716

GRAD 718 ADVANCED QUANTITATIVE RESEARCH (4 Credits)

This course prepares students for dissertations and other research projects requiring the design, collection, analysis and reporting of quantitative data. Prerequisite(s): GRAD 710, GRAD 712

GRAD 719 MIXED METHODS RESEARCH AND ANALYSIS (4 Credits)

This course prepares students to conduct research which incorporates both quantitative and qualitative design elements. The course focuses on the design, collection, analysis, integration, and reporting of mixed methodology research. Prerequisite(s): GRAD 710, GRAD 712, GRAD 716

COMPREHENSIVE EXAM, DISSERTATION AND RESIDENCIES

MGT/CMM/CSC/HRL 797 PH.D. PROGRAM RESIDENCY (0 Credits)

The Ph.D. program requires students to attend the annual residence conference held annually at the Sullivan University, Louisville campus and scheduled in conjunction with the Sullivan University faculty retreat. All students who take Ph.D.-level courses at Sullivan University are required to attend residencies for the first two years of their enrollments. Prerequisite(s): None

MGT/CMM/CSC/HRL 798 COMPREHENSIVE DOCTORAL EXAM (2 Credits)

Students demonstrate mastery of the concepts learned in their course work. The comprehensive exam is taken at the conclusion of Ph.D. coursework and is graded on a pass/fail basis. Prerequisite(s): Last quarter

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

Students synthesize the knowledge that they have received in their doctoral studies into an original research-based project that advances the knowledge base of their area or discipline. Prerequisite(s): Passing of Comprehensive Exam

CONFLICT MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

CMM 721 PHILOSOPHICAL AND SOCIAL ISSUES IN CONFLICT MANAGEMENT (4 Credits)

Students will study philosophical and social issues that will help them understand and practice conflict management. Topics include how paradigms of peace, collaboration, justice, objectivity, power, violence, and ethics influence conflict management. Prerequisite(s): None

CMM 724 ORGANIZATIONAL CONFLICT MANAGEMENT ANALYSIS AND INTERVENTION (4 Credits)

Students will study dynamic nature of conflict within organizations and their relevance for preventing, managing, and resolving conflicts in the workplace. Topics include theories of interpersonal and intergroup conflict, emotional intelligence theories, gender, cultural, and generational theories, and theories of emotional and physical violence. The course will also explore risk analysis and intervention settings. Prerequisite(s): Second year of full-time course work or equivalent

CMM 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

HUMAN RESOURCE LEADERSHIP CONCENTRATION COURSES (12 CREDITS)

HRL 721 HIGH-PERFORMANCE HUMAN RESOURCE LEADERSHIP (4 Credits)

This course will explore the skills and competencies required to lead individuals and teams, manage change, build consensus, align and motivate staff, and elicit support from key senior managers and leaders with the primary goal of creating and sustaining a high-performing organization. This course examines five key challenges for HR and other key leaders: (1) Choosing and producing results: How can HR leaders determine the results they will produce and develop effective strategies for delivering them? (2) Seizing and creating opportunities: How can HR leaders recognize or shape events and attitudes to foster the desire and capability to improve performance? (3) Measuring performance: How can HR leaders measure their company's results and use such measures to learn how to improve performance? (4) Motivating individuals and energizing teams: How can HR leaders inspire people in a variety of organizational arrangements to pursue organizational purposes creatively? (5) Capitalizing on success: How can HR leaders use initial results to create an environment for accomplishing more? Other topics which will be discussed include concepts of leadership, how leaders are different from managers, leadership style and why it is important, the tools required to influence people, when to be a sponsor versus an agent of change, the management of conflict, and strategies for leading and communicating with bosses, colleagues, and subordinates. Prerequisite(s): None

HRL 724 WORKFORCE ANALYTICS AND TECHNOLOGY (4 Credits)

This course focuses on the interface of an organization's human resource function with computer technology. Specifically, the course will examine the use of computers and software as tools to analyze and assist in decision-making with respect to the effective utilization of the human capital in an organization. Using an evidence-based approach to managing the function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, Web 2.0 applications, and related topics such as metrics, workforce analytics and strategic HR. In addition, specific human resource topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, selection, employment discrimination, training, and compensation. Prerequisite(s): None

HRL 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

INFORMATION TECHNOLOGY MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

CSC 722 DATA MINING AND BUSINESS INTELLIGENCE (4 Credits)

Corporations today are said to be data rich but information poor. Data mining techniques can help companies discover knowledge and acquire business intelligence from these massive data sets. This course will cover data mining for business intelligence. Data mining refers to extracting or "mining" knowledge from large amounts of data. It consists of several techniques that aim at discovering rich and interesting patterns that can bring value or "business intelligence" to organizations. Examples of such patterns include fraud detection, consumer behavior, and credit approval. The course will cover the most important data mining techniques - classification, clustering, association rule mining, visualization, prediction - through a hands-on approach. Prerequisite(s): None

CSC 724 KNOWLEDGE MANAGEMENT (4 Credits)

Knowledge management (KM) can be defined as a strategy for improving organizational performance through a set of processes, tools, and incentives designed to help people to create, share, and integrate knowledge. Information systems that support KM efforts are collectively known as Knowledge Management Systems (KMS). To understand the purpose and functioning of KMS within organizations requires a solid understanding of KM from both operational and strategic standpoints. This course thus builds a foundation for understanding KMS by establishing an awareness of the core underlying issues that must be addressed in any KM initiative. With a firm grounding in KM, students can develop an integrated perspective of how technology can help (or hinder) organizational performance. The objectives of this course are 1) to understand what KM is and how it can enhance organizational performance; 2) to outline various types of IT solutions to KM problems; and 3) to explore the challenges associated with deploying these solutions and identify strategies and tactics for addressing these challenges. Prerequisite(s): None

CSC 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

STRATEGIC MANAGEMENT CONCENTRATION COURSES (12 CREDITS)

MGT 721 INDUSTRY STRUCTURE AND COMPETITIVE STRATEGY (4 Credits)

This course approaches the topic of competitive strategy using an industrial organizational economics framework. Topics include strategy formulation and execution, market structure and competition, entry and exit strategies, strategic groups, buyer and supplier power, and methods for assessing the strength of competition. The course draws primarily on empirical studies drawn from the industrial organizational economics and strategy literatures. Prerequisite(s): None

MGT 726 SEMINAR IN STRATEGY AND PUBLIC POLICY (4 Credits)

This course explores the roles of business organizations as pertaining to the external political and social environments and the implications for business managers including market failures, political failures, equity and social issues, and the effects of public policy on business activities. Special emphasis will be given to the formulation of strategy with consideration of the political environment of business. Prerequisite(s): None

MGT 795 PROPOSAL DEVELOPMENT (4 Credits)

This course requires the student to identify a research problem, conduct a review of the relevant literature, select a research design and complete a proposal for an original research project. Prerequisite(s): Last term of doctoral classes

Doctor of Pharmacy Course Index

FIRST PROFESSIONAL YEAR

PHR 5000 INTRODUCTION/INITIATION TO THE PRACTICE OF PHARMACY (1 Credit)

This course will cover the history of pharmacy, the patient-centered care concept, various pharmacy organizations, professionalism, and teamwork. The delivery of patient-centered care will be examined from different types of services in various settings. This will help to introduce a variety of pharmacy practices to the students.

PHR 5001 INTRODUCTION TO HEALTH CARE SYSTEM (2 Credits)

An overview of the basic structures and operations of the U.S. health care delivery system, including its historical origins, the changing roles of the components of the system, and the technical, economic, political, and social forces responsible for these changes.

PHR 5002 HUMAN PHYSIOLOGY (4 Credits)

This course provides the student with the understanding of the physiological basis of body functions to maintain homeostasis. The essential concepts of physiology and the mechanisms involved in body functions are discussed in the cellular, molecular, tissue, and organ system levels. Emphasis is placed in understanding the integrated regulation of various body processes among the major systems to maintain homeostasis. A prior knowledge of anatomy, cell biology, molecular cell mechanisms, and basic concepts of physiological control mechanisms is required prior to taking this course. Both in class lectures and examinations will introduce aspects of medical physiology through the application of knowledge to novel clinical scenarios.

PHR 5003 PHARMACEUTICS I (3 Credits)

This course underlines the basic physiochemical principles that govern pharmaceutical systems, particularly with regard to dosage formulation and evaluation of pharmacokinetic and dynamic principles with emphasis on solid and liquid dosage forms.

PHR 5004 PHARMACEUTICAL CALCULATIONS WITH LAB (3 Credits)

Students will be taught to perform accurate compounding and dosage calculations for solid and liquid dosage forms, injectable medications, and extemporaneously compounded prescription products to ensure the safety and efficacy of patients' therapy.

PHR 5005 PHARMACY LAW AND ETHICS (3 Credits)

This course focuses on the laws, regulations, and related ethical issues relating to the practice of pharmacy. The regulation and control of drugs, cosmetics, medical devices, mail order, and "internet" pharmacy will also be presented.

PHR 5007 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated cases and activities. Emphasis will be placed on the integration of topics learned throughout the first year curriculum.

PHR 5008 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

PHR 5200 IMMUNOLOGY (3 Credits)

This course provides the fundamental background of the human immune system. Topics include composition and function of immune system, anti-microbial immunity, disorders of the immune system, tumor immunology, transplantation rejection, and clinical application of immunology including therapeutic antibodies, vaccines, and diagnostic tools.

PHR 5201 MEDICATION SAFETY (3 Credits)

Students will learn about the mechanism and roots of medication errors and their consequences on patients and health care in general. Mechanisms to promote medication safety will also be examined. This course is an introduction to the availability of various technologies applicable to the delivery of pharmacy care, their impact on pharmacy practice, and their applications to patient care.

PHR 5202 BIOCHEMISTRY (4 Credits)

A review of the structure, physical/chemical properties, function, and interactions of amino acids, peptides and proteins, nucleotides, nucleic acids, carbohydrates, lipids, and hybrid molecules with an emphasis on application to medication and clinical uses.

PHR 5203 PHARMACEUTICS II WITH LAB (3 Credits)

This course is designed to introduce pharmacy students to the contemporary compounding of non-sterile dosage forms. Students will practice compounding powders, capsules, troches, balms, creams, ointments, gels, suppositories, solutions, suspensions, and emulsions. Guidance and standards for the preparation of compounding formulations will also be covered.

PHR 5204 COMMUNICATION AND COLLABORATIVE SOLUTIONS (2 Credits)

This course will cover interviewing techniques, factors that impact communication, medication histories, patient counseling, and presentation skills. The mechanism of conflicts will be explored and the techniques to establish a harmonious working relationship or to defuse/prevent conflicts at the workplace will be taught. Projects, presentations, simulations, and mock counseling sessions will provide opportunities to practice and refine these communication skills.

PHR 5205 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. tudents will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5206 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated cases and activities. Emphasis will be placed on the integration of topics learned throughout the first year curriculum.

PHR 5400 CLINICAL MICROBIOLOGY AND ANTIBIOTICS BASICS (3 Credits)

This course is designed for students who have had an introduction to basic microbiology. Emphasis will be placed on the aspects of clinical microbiology and anti-microbial treatment that pertain to pharmaceutical science, pharmacotherapeutics, and patient-centered care. The course will discuss the principles of infectious diseases and common infectious diseases of individual organ systems. A comprehensive overview of antibiotic basics will also be presented.

PHR 5401 SELF CARE (3 Credits)

This course will offer an overview of conditions and products that patients use in self-care treatment. The course will focus on the pharmacotherapy and the role of the pharmacist in disease state management related to self-care (using nonprescription and herbal therapy). Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics to devise appropriate pharmacy care plans. These plans will include rationale for drug use, selection and dosing regimens, expected outcomes of drug therapy, key monitoring parameters, clinically important drug-drug or drug-disease interactions, counseling, and compliance issues. This course will also help to introduce students to clinical scenarios likely to be encountered during their Introductory Pharmacy Practice Experiences.

PHR 5402 RESEARCH DESIGN AND LITERATURE EVALUATION I (3 Credits)

Students will become familiarized with the skills required to handle different types of drug information questions and the techniques on how to fully evaluate biomedical literature and health care related issues. Students will also be introduced to the different phases of research and processes involved in the drug approval process. Application of the information taught in the course will be emphasized throughout.

PHR 5403 INTRODUCTION TO PHARMACOLOGY/MEDICINAL CHEMISTRY (1 Credit)

This course provides background information on the molecular, cellular, and physiologic basis of drug action, the influence of chemical and physical properties in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics in order to prepare the student for the Pharmacology and Medicinal Chemistry I-IV sequence.

PHR 5404 PUBLIC HEALTH ISSUES (2 Credits)

This course is designed to survey the basic principles of public health practice from a pharmacy perspective. Information discussed will include an introduction to the infrastructure of public health, analytical tools employed in public health, biopsychosocial perspectives of public health problems, health promotion and disease prevention, quality in public health, and legal/ethical concerns.

PHR 5405 BIOTECHNOLOGY (1 Credit)

This course provides an introduction to biotechnology and its impact on the drug development and practice of pharmacy. Topics include how biotechnology is used to produce biotech drugs, how those drugs work, and the predicted potential and current limitations of biotech drugs.

PHR 5406 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. tudents will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5407 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated cases and activities. Emphasis will be placed on the integration of topics learned throughout the first year curriculum.

PHR 5600 IPPE HOSPITAL (4 Credits)

Institutional Introductory Pharmacy Practice Experience is an experience requiring a minimum of 160 contact hours. This course re-enforces the student's awareness of the philosophy, socialization, and practice of the profession of pharmacy through an institutional pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes.

PHR 5601 INTRODUCTORY PHARMACY PRACTICE EXPERIENCE (IPPE) - COMMUNITY (1 Credit)

Community Introductory Pharmacy Practice Experiences are a four course sequence requiring a minimum of 160 contact hours, divided and completed by quarter; 40 hours during the summer quarter, 45 hours during the fall and winter quarters and 30 hours during the spring quarter. These courses introduce the student to the philosophy, socialization, and practice of the profession of pharmacy through a longitudinal experience in a community pharmacy practice environment. The student will practice the technical skills necessary to be a successful pharmacist while exploring the concepts of professionalism and shared accountabilities for health care outcomes. tudents will practice as a pharmacy extern 5 hours each week during the summer quarter in a community setting. They will learn about the distribution of a drug from the prescription received to the safe administration of the drug to the correct patient. Students will also learn about related operational aspects of pharmacy during these experiences.

PHR 5602 PATIENT CARE LAB (2 Credits)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated cases and activities. Emphasis will be placed on the integration of topics learned throughout the first year curriculum.

PHR 5603 STERILE DOSAGES LAB (2 Credits)

Students will be familiarized with the organization and administration of an admixture program, requirements for clean room setup, equipment used in preparing sterile preparations, preparation of compounded sterile preparations, regulations governing preparation, distribution and storage of compounded sterile products, reviewing physician orders for parenteral products, calculation of dosages of parenteral medications, and administration of different types of parenteral products. Students will have the opportunity to practice in the laboratory the techniques related to the compounding of sterile dosage forms. Students will be required to demonstrate competency in safe preparation of sterile dosage forms.

SECOND PROFESSIONAL YEAR

PHR 6000 PHARMACOLOGY/MEDICINAL CHEMISTRY I (4 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6001 PHARMACOTHERAPEUTICS I (4 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6002 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6003 BIOPHARMACEUTICS AND PHARMACOKINETICS I (2 Credits)

This course will examine the interrelationship of the physicochemical properties of drugs, their dosage forms, and routes of administration on the rate and extent of systemic absorption. This will involve study of factors that influence stability of the drug in a drug product, the release of the drug from its drug product, the rate of dissolution/release of the drug at absorption site, and systemic absorption. Physiological factors influencing drug absorption, biopharmaceutic consideration of dosage form design and drug delivery systems, bioavailability and bioequivalence, and drug metabolism and excretion will be emphasized. The quantitative aspects of the ADME processes and determination of pharmacokinetic parameters from plasma profile will also be presented.

PHR 6004 PATHOPHYSIOLOGY (3 Credits)

This course is an introduction to the basic concepts of pathophysiology and requires a solid background of anatomy and physiology. The course focuses in understanding the pathophysiological mechanisms that lead to changes and alterations in human physiologic function and human responses. The students will learn how pathophysiological processes affect manifestation and progression of a disease state within the body, including the resulting primary and secondary effects. Both in-class lectures and examinations will introduce application of knowledge to novel clinical scenarios.

PHR 6200 PHARMACY PRACTICE MANAGEMENT (2 Credits)

Emphasis is given to the managerial aspects of pharmacy practice within the different settings of the health care system. This course provides the basic financial and operational management, knowledge, and skills necessary for a successful professional practice.

PHR 6201 PHARMACOLOGY/MEDICINAL CHEMISTRY II (5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiologic basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6202 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6203 BIOPHARMACEUTICS AND PHARMACOKINETICS II (2 Credits)

This course will build on Biopharmaceutics and Pharmacokinetics I and will focus on the clinical applications of the principles of pharmacokinetics. It will be an integrated course between the basic pharmacokinetics and clinical sciences incorporating clinical case studies. Clinical pharmacokinetics of selected drugs which are routinely monitored will be presented with the aim of designing a safe and effective dose regimen for patients based on physiological conditions and disease states.

PHR 6204 PHARMACOTHERAPEUTICS II (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6400 CLINICAL NUTRITION (2 Credits)

Students will learn the basic principles of enteral and parenteral nutrition. Students will also learn how to write/adjust a parenteral/enteral nutrition formula adapted to patients' disease states. In addition, students will learn how to monitor the effects of nutrition on patients.

PHR 6401 PHARMACOLOGY/MEDICINAL CHEMISTRY III (5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6402 PHARMACOTHERAPEUTICS III (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6403 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6404 PHARMACOGENOMICS: PERSONALIZED MEDICINE (2 Credits)

This course will present an introduction to the human genome, the sciences of genetics, and how they relate to medication and treatments. The goal of the course is to equip students with basic knowledge of the principles, concepts, and practical implications of pharmacogenomics to provide optimized drug therapy and patient care for individuals.

PHR 6600 PHARMACOECONOMICS AND OUTCOMES (2 Credits)

Students are introduced to the principles and tools of pharmacoeconomics and outcome assessments that are commonly used to study the impact of pharmaceutical care services on the health and health care of a patient or community.

PHR 6601 PHARMACOTHERAPEUTICS IV (6 Credits)

This course focuses on the pathophysiology and pharmacotherapy of disease states. Emphasis will be placed on the integration of knowledge and skills gained from previous courses with pathophysiology and therapeutics to devise appropriate pharmacy care plans.

PHR 6602 PHARMACOLOGY/MEDICINAL CHEMISTRY IV (5 Credits)

This course is designed to coordinate with the Pharmacotherapeutics sequence and provides the chemical and pharmacological basics for the Pharmacotherapeutics courses. This course furnishes the details of molecular, cellular, and physiological basis of drug action, along with the influence of chemical and physical properties of drugs in structure-activity relationships, drug chemistry, mechanism of drug action, drug metabolism, drug interactions, toxicity profiles, and pharmacokinetics.

PHR 6603 PATIENT CARE LAB (1 Credit)

This course focuses on applying the didactic knowledge and skills learned throughout the pharmacy curriculum to simulated patient cases. Emphasis will be placed on the integration of pathophysiology, pharmacology, and therapeutics knowledge, as well as physical assessment and point-of-care device skills via working through modules. In these modules, students will practice medication reconciliation, SOAP note/care plan development, patient presentation, drug information, and patient counseling skills. The importance of developing a rationale to support all recommendations will also be a focus of this course.

PHR 6604 RESEARCH DESIGN AND LITERATURE EVALUATION II (1 Credit)

Students will apply the skills acquired in Research Design and Literature Evaluation I to handle different types of drug information questions and the techniques on how to fully evaluate health care related issues. In addition, students will review drug development with emphasis on clinical trials. Application of the information taught in the course will be emphasized throughout.

PHR 6605 CLINICAL APPLICATION OF PHARMACOKINETICS LAB (1 Credit)

This course introduces hands-on experience in solving problems relevant to the clinical pharmacokinetic services in the hospital, expanding the concepts learned in Basic Biopharmaceutics and Pharmacokinetics I and II. Emphasis will be on individual or customized dosing and drug dosing intervals for specific drugs requiring serum concentration monitoring for guided therapy.

PHR 6606 PROFESSIONAL SEMINAR COURSE (2 Credits)

This course will help students prepare for their Third Professional Year Projects. Students may choose from three tracks: business plans, research project, or topic presentation.

THIRD PROFESSIONAL YEAR

PHR 7000, 7001, 7200, 7201, 7400, 7401, 7600 ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE) (Total 42 Credits)

The students will go through seven experiential education experiences. The experiences are balanced between three areas; including community/ambulatory care, hospital/health system, and elective experiences. Required rotations will emphasize patient care, systems management, and medication distribution within an interprofessional team. This will be the time for students to integrate and apply their knowledge to real patients' situations. Elective APPE are structured to allow students to explore specific areas of practice, furthering the breadth and the depth of experiences needed to enhance professional growth.

PHR 7601 RESEARCH PROJECT AND NAPLEX/MPJE PREPARATION (1 Credit)

This course is intended to develop a student's ability to evaluate and synthesize pertinent literature and effectively communicate a pharmacotherapy-related topic in a professional manner. Course is pass/fail. Students must pass the course as a mandatory academic requirement for graduation.

PROFESSIONAL ELECTIVES

PHR 6800 ADDICTION AND SUBSTANCES OF ABUSE (2 Credits)

This course is designed to provide students with an understanding of the pathophysiology associated with addiction, an overview of substances of abuse including their effects on the nervous system and other organ systems as well as management of acute intoxication and withdrawal from the substance. Additionally, students will be exposed to non-pharmacological approaches in addiction management and are expected to apply knowledge gained during the course to contribute to educational and outreach efforts in the community.

PHR 6801 ADVANCED DRUG DELIVERY (2 Credits)

This course provides an opportunity to explore the basic principles and technology of advanced drug delivery systems and devices for controlled, sustained, and targeted delivery of drugs. This will include a systematic study of solid oral modified- release dosage forms such as coated beads, granules, microencapsulated drug, osmotic pump, repeat action tablets, transdermal, iontophoretic, intranasal and brain-targeted, ophthalmic, and nanotechnology-based products.

PHR 6802 ADVANCED AMBULATORY CARE (2 Credits)

This course will help reinforce disease state management concepts learned in Pharmacotherapeutics I and II. Students will learn how to set up an ambulatory care service and run a clinic. This is an active learning course. Since most of the concepts are being re-introduced, the course utilizes case-based teaching.

PHR 6803 ADVANCED SELF CARE (2 Credits)

This course focuses on the role of durable medical equipment, medical supplies, and other self-care products in the medical management of patients in the outpatient community setting.

PHR 6804 AROMATHERAPY SCIENCE (2 Credits)

This elective course is designed to cover commonly used essential oils and their therapeutic uses, details of toxicity, bioactivity, contraindications, and clinical studies. Lecture topics include historical background, aromatherapy practice, chemistry of essential oils, bioactivity of essential oils, science of smell, safety issues, and clinical studies.

PHR 6805 CLINICAL ETHICS (2 Credits)

This course explores the background, history, and components of ethical decision-making in the professional medical environment. There is additional focus on the ethics involved in human subjects research (both pre-clinical and clinical) and a pharmacist's dispensing rights and responsibilities.

PHR 6806 DRUG INDUCED DISEASE (2 Credits)

This course will cover the mechanism of drug-induced diseases that affect a variety of organ systems. Students will examine offending drugs involved in these adverse drug reactions and examine the prevention, detection, and the most appropriate management of drug-induced diseases. Content in this elective class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic courses and labs.

PHR 6807 GERIATRICS (2 Credits)

Students will learn the principles of patient-centered care in the geriatric population as well as the role and responsibilities of the senior care pharmacist.

PHR 6808 HEART FAILURE (2 Credits)

This elective is an interactive and activity-based course. Using heart failure treatment as the patient care topic, students will learn the pharmacist's role as a member of the health care team. In class, students will learn how to read journal articles and provide patient education. Students will develop appropriate treatment recommendations using a team approach to care for patients with heart failure.

PHR 6809 INTEGRATIVE THERAPEUTICS (2 Credits)

This elective course examines the role of nutritional supplements pertaining to health and wellness. Emphasis will be placed on scientific evidence in the support of supplementations, and students will gain knowledge on what products are considered both safe and effective.

PHR 6810 INTRODUCTION TO RESIDENCY (2 Credits)

This elective course is designed for students that are interested in pursuing a residency. Students will be educated on all residency opportunities, the residency selection process, and things to consider when selecting residency programs. Also, the students will develop curriculum vitae and learn important interviewing techniques to use during a residency interview.

PHR 6811 LANDMARK TRIALS I (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6812 LANDMARK TRIALS II (2 Credits)

This course will focus on landmark clinical trials that have influenced the way medications are used in clinical practice. Students will learn to critically evaluate these trials and to identify consistencies or inconsistencies with the currently established therapeutic guidelines.

PHR 6813 LEADERSHIP (2 Credits)
This course is designed to help students learn what it means to be a leader. During the course students will analyze their personality traits and leadership style and how to work with those who have traits that differ. Additionally, students will learn about emotional intelligence, conflict management and leadership theory. The course will utilize current literature as a starting point to discuss and debate leadership.

PHR 6814 LEARN TO TEACH (2 Credits)
This course is an elective offering that is intended to give pharmacy students a general overview of the organizational structure of academia, as well introduce possible career opportunities in academia. This course will also teach students how to utilize skills such as active learning, visual aids, and vocal variety in order to become effective communicators in the classroom setting. Students will be given opportunities during class to enhance assessment, verbal, and written skills through various in-class assignments.

PHR 6815 MANAGED CARE (2 Credits)
This managed care pharmacy elective course will provide an overview of managed care pharmacy and an understanding of how managed care pharmacy impacts the healthcare system.

PHR 6816 MEDICAL SPANISH (2 Credits)
This course is designed to develop the Spanish-speaking skills of the non-Spanish speaking healthcare professional. It will build on skills of basic Spanish vocabulary and pronunciation and will develop basic conversational skills as well as pharmacy-specific and medical terms, phrases, and counseling points. Emphasis will be placed on developing sufficient skills to provide adequate pharmaceutical care to Spanish-speaking patients that speak little or no English. The course will also provide key phrases and general questions to use when counseling or assessing the patient. The course will also provide insight into Hispanic/Latin culture and address how to handle and understand cultural differences in health beliefs and practices.

PHR 6817 MENTAL HEALTH (2 Credits)
This course provides the student with an introduction to the mental health system and various psychiatric disease states and treatments. This is a general introduction/review on the common psychiatric disorders, more in-depth pharmacologic/nonpharmacologic treatment options, and includes unique subject matter. The mental health elective will utilize the experiences of faculty and guest lecturers that practice in the field of psychiatry.

PHR 6818 NANOMEDICINE (2 Credits)
This course will focus on developing students' understanding of the unique properties of nanomaterials used in nanomedicines, their fabrication and characterization, and nanodrug delivery systems for the treatment of various diseases. Emphasis will be placed on FDA approved nanomedicines, their specific uses and advantages compared to conventional counterparts, nanotechnology-enabled diagnostic and contrast agents, and the simultaneous diagnostic/treatment modalities. An introduction to theranostics and personalized medicine will also be included.

PHR 6819 PALLIATIVE CARE (2 Credits)
In this course, students will see how the philosophy of palliative care extends through the initial diagnosis of an end stage illness to death. The course will address pharmacologic and non-pharmacologic treatments as well as other interdisciplinary interventions which can improve symptoms and quality of life. The Palliative Care Course will utilize the experiences of faculty and guest lecturers in the field of palliative and end of life care.

PHR 6820 PEDIATRICS (2 Credits)
This course is an elective offering that is intended to introduce students to pediatric topics encountered in a "general medicine" setting including ambulatory and inpatient hospital settings. The focus of the class will be practical implementation of general medicine principles directed at a pharmacist's point of view. Students will gain comfort with basic pediatric pharmacy principles and knowledge of pediatric pharmacy specific resources. The format of the class will mostly be an open forum discussion.

PHR 6821 VETERINARY MEDICINE (2 Credits)
To review the role of the pharmacist in dispensing medications and making treatment recommendations for animals.

PHR 6822 WILDERNESS MEDICINE (2 Credits)
This course introduces a quick and decisive approach in the management of common outdoor medical emergencies otherwise known as "Wilderness Medicine".

PHR 6823 WOMEN'S HEALTH (2 Credits)
This course will include discussions on several topics regarding health issues/conditions that primarily affect women. In-class activities will assist with the application of the material to patient situations. Additionally, controversial topics in women's health will be investigated and debated by members of the course.

PHR 6824 XENOBIOTIC TOXICOLOGY (2 Credits)
This course emphasizes adverse health effects caused by environmental toxicants and xenobiotics (foreign agents). The contribution of environmental toxicants to the development and progression of diseases will be discussed. This course provides information on traditional topics of toxicology as well as modern research methods in toxicology.

PHR 6825 INDEPENDENT STUDY (2 Credits)
The individual topic will be determined by course faculty.

Faculty Listing

Mohamed Abualhaija
Accounting
B.S. - University of Mosul
M.B.A. – University of Phoenix
D.B.A – Argosy University

Wendy Achilles
Accounting
B.S.A. - East Carolina University
M.S.A. - East Carolina University
Ph.D. - Virginia Commonwealth
University

Muhammad Ahmadin
Economics
B.B.A. - University of Brawijaya,
Indonesia
M.B.A. - Saint Louis University
M.S. - University of Kentucky

Allen Akmon
Chair, Culinary Arts
Culinary Arts
A.S. - Johnson & Wales University
B.S.H.S. - Sullivan University
M.B.A. - Sullivan University
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator

Abeer Al-Ghananeem
Director of Research, College of
Pharmacy
B.S. - University of Jordan College of
Pharmacy
M.S. - University of Kentucky
Ph.D. - University of Kentucky
Postdoctoral Fellow - University of
Kentucky

Antonia Allen*
Assistant Provost
General Education
B.S. - Western Kentucky University
M.B.A. - Sullivan University

Elizabeth Allen
Culinary Arts
B.A. - University of Kentucky
C.H.E. - Certified Hospitality Educator
H.A.C.C.P. - Food Safety Certification

Emmanuel Amadi*
Information Technology
A.A.S. - Danville Area Community
College
B.S. - University of Port Harcourt
M.S. - Eastern Illinois University
Ph.D. - Capella University

AmraAnderson*
Mathematics
B.S. - University of Tulza
M.S. - University of Tulza

Geri Anderson*
Conflict Management
B.A. - University of Rhode Island
M.S. - Sullivan University
M.S. - University of Louisville
J.D. - University of Louisville
Certified Mediator

Jide Aniyikaiye*
Information Technology
B.S - Bowie State University
M.S. - Bowie State University

Wilma Anthony
Chair, Office Technology
Office Technology
B.S. - Western Kentucky University
M.Ed. - University of Louisville

Jaime Arango*
Conflict Management
B.S. - Nova Southeastern University
M.S. - Nova Southeastern University
Ed.D. - Nova Southeastern University

Melissa Armstrong
Culinary Arts
A.A.S. - Columbus State University
C.H.E. - Certified Hospitality Educator
C.W.P.C. - Certified Working Pastry
Chef

Oghomwan Atekha*
Information Technology
Bachelor - SUNY Potsdam
M.S. - Marist College
Change Management Specialist
Six Sigma Lean Professional

Hamid Attarzadeh*
Mathematics
B.S. - University of Louisville
M.Eng. - University of Louisville
M.S. - Middle Tennessee State University

David Auberry*
Management
B.A. - University of Louisville
M.A. - Webster University
Ph.D. - Sullivan University

David Auchter*
English
B.A. - Denison University
M.A. - University of Houston
Ph.D. - University of Houston

Julie Aucoin*
Nursing
B.S.N. - Louisiana State University
Medical Center
M.S. - Louisiana State University
Medical Center
D.N.S. - Louisiana State University
Medical Center
C.N.E. - Certified Nurse Educator

Nancy Aulenbach
English
B.A. - Southern Illinois University
M.A. - University of Evansville

Christine Bailey*
Information Technology
B.S. - Excelsior College
M.A. - Webster University
Comptia Network+ Certification
Comptia A+ Certification

Kerry Barnard*
Science
B.S. - West Liberty State University
M.S. - University of Louisville

Wendell Barnett
Librarian
B.S. - University of the Cumberlands
M.S.L.S. - University of Kentucky
M.Div. - Wesley Biblical Seminary

William Becker*
General Education
B.A. - Furman University
M.Div. - Southwestern Baptist
Theological Seminary
Ph.D. - Southern Baptist Theological
Seminary

Robert Beighey
Associate Chair, Evening/Weekend
Culinary Arts
Culinary Arts
A.S. - Johnson & Wales University
B.S.H.M. - Sullivan University
C.H.E. - Certified Hospitality Educator
C.C.A. - Certified Culinary
Administrator
C.E.C. - Certified Executive Chef

Melissa Belcher*
Mathematics
B.A. - Bellarmine University
M.S. - Purdue University

Donya Bell*
General Education
A.S. - Sullivan College
B.S. - Sullivan University
M.B.A. - Sullivan University

Eugene Bell
Culinary Arts
A.S. - Sullivan University
B.S.H.M. - Sullivan University
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator
A.C.E. - Approved Culinary Examiner

Charles Benton*
Mathematics
B.S. - Brescia College
M.A. - Western Kentucky University

George Bergstrom
Librarian
B.S. - Rose-Hulman Institute of
Technology
M.L.S. - Indiana University

James Betts*
Baking & Pastry Arts
B.A. - Oberlin College

Christopher Betz
Pharmacy
Pharm.D. - Temple University School of
Pharmacy
Pharmacy Practice Residency - University
of Louisville
Board Certified Pharmacotherapy
Specialist
Fellow of the Kentucky Society of
Health-System Pharmacists
Fellow of the American Society of
Health-System Pharmacists

Mary Biddle*
Health Information Management
A.D.N. - Elizabethtown Community and
Technical College
B.S.N. - McKendree University
M.S.N. - Walden University

Mary Bluthardt*
Pharmacy Technician
A.G.S. - Macomb Community College
Certified Pharmacy Technician

Gary Boettcher*
Conflict Management
B.S. - U.S. Naval Academy
M.S.C.M. - Sullivan University
Ph.D. - Sullivan University
Master Facilitator M.B.T.I. - Master
Myers-Briggs Behavior Type Facilitator
Virginia Supreme Court Certified
Mediator
F.M.C.S. - Certified Labor Arbitrator
BarOn EQ-I - Emotional Intelligence
Assessor

Larry Bohn*
Associate Dean, Online
Business Administration
A.G.S. - Central Texas College
B.S. - Southern Illinois University -
Carbondale
E.M.B.A. - Sullivan University
CompTIA A+
CompTIA CTT+
Microsoft Certified Professional

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Paralegal Studies
B.A. - Alma College
J.D. - University of Kentucky

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Information Technology
B.S. - Embry-Riddle Aeronautical
University
M.S. - Strayer University

Vicke Bowman
Director, Early Childhood Education
Early Childhood Education
B.S. - Liberty University
M.S. - Capella University
Early Care and Education Master
Trainer's Credential for KY

Annaliese Bratcher*
Information Technology
B.A. - University of Kentucky
M.S. - University of Kentucky

Richard Brien
Director, National Center for Corporate
Learning
B.S. - SUNY Brockport
M.B.A. - Webster University
Dale Carnegie Master Trainer

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Culinary Arts
B.S. - University of Louisville
M.S. - University of Kentucky
R.D. - Registered Dietitian
C.H.E. - Certified Hospitality Educator

Charles Leonard Brown
Dean of University Libraries
B.A. - Bellarmine University
M.A. - University of Louisville
M.S.L.S. - University of Kentucky
A.H.I.P (Academy of Health Information
Professionals) - Senior Member

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A.S. - Sullivan University
C.P.C. - Certified Professional Chef

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Information Technology
B.S.E.E. - City College of New York
M.B.A. - Pace University
D.B.A. - Nova Southeastern University
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Systems Security Professional

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J.D. - California Western School of Law

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M.A. - University of Louisville

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M.S. - Morehead State University
Ph.D. - University of Kentucky

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Pharmacy
Pharm.D. - Auburn University Harrison
School of Pharmacy
Specialized Residency in Drug
Information - Samford University
McWhorter School of Pharmacy

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General Studies - English
B.A. - University of Louisville
M.F.A. - Vermont College

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B.S. - Park University
Cisco Certified Network Professional
Cisco Certified Design Professional

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Pharm.D. - University of Kentucky
College of Pharmacy
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M.A. - Ball State University

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Accounting
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M.S. - Western Kentucky University

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B.S. - University of Michigan-Flint
M.S. - University of Detroit Mercy
Ph.D. - University of Louisville

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Conflict Management
B.B.A. - Pikeville College
E.M.B.A. - Sullivan University
M.S. - Sullivan University
Ph.D. - Sullivan University

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Ph.D. - Baylor University

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B.A. - Bellarmine University
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M.A. - Western Kentucky University

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B.S. - University of Louisville
M.S. - University of Louisville
Ph.D. - University of Louisville

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A.A.S. - Bellarmine University
B.A. - Centre College
M.B.A. - Bellarmine University

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General Education
B.A. - Valparaiso University
M.A. - National Louis University

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Conflict Management
B.A. - University of Tennessee
M.R.E. - Southern Baptist Theological
Seminary
Ed.D. - Southern Baptist Theological
Seminary
Graduate Certificate in Conflict
Management - Sullivan University

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Chair, Information Technology
Information Technology
B.A. - Shorter College
M.S.M.I.T. - Sullivan University

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Management
B.S. - Mankato State University
M.S. - Boston University

Arthur Cox
Assistant Dean and Chair,
Pharmaceutical Sciences, College of
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B.A. - Southern Illinois University
Ph.D. - The University of Georgia
College of Pharmacy

Jaime Cress
Medical Assisting
A.S. - Sullivan University
Certified Medical Assistant

Lourdes Cross
Pharmacy
Pharm.D. - University of Oklahoma
College of Pharmacy
PGY1 Pharmacy Practice Residency -
University of Louisville Health Care
PGY2 Ambulatory Care Pharmacy
Residency - University of Louisville
Health Care
Board Certified Ambulatory Care
Pharmacist

Cade Cummins*
Information Technology
B.S.B.A. - Sullivan University
M.S.M.I.T. - Sullivan University

Michael Cunha
Culinary Arts
A.S. - Johnson & Wales University
A.S. - Johnson & Wales University
B.S. - Johnson & Wales University
C.H.E. - Certified Hospitality Educator

Alan Curry*
Psychology
B.A. - Wake Forest University
M.A. - Eastern Kentucky University

Rita Daniel*
Science
B.S. - Georgia State University
M.Ed. - Georgia State University
D.C. - Life Chiropractic College
C.L.T. - Certified Manual Lymph
Drainage and Complete Decongestive
Therapist

Teresa Daniel
Dean, Human Resource Leadership
B.S. - Centre College
J.D. - Northern Kentucky University
M.A. - Fielding Graduate University
Ph.D. - Fielding Graduate University

Kimberly Daugherty
Assistant Dean of Academic Affairs and
Assessment, College of Pharmacy
B.S. - Milligan College
Pharm.D. - University of Kentucky
College of Pharmacy
Pharmacy Practice Residency - University
of Kentucky
Primary Care Specialized Residency -
University of Kentucky
Board Certified Pharmacotherapy
Specialist

Antoinette Davis*
Mathematics
A.A. - Lake Michigan College
B.A. - Oakwood College
M.A. - Wayne State University
Ed.D. - University of Kentucky

Bobby Dean
Chair, Marketing
Marketing
B.S.B.A. - Sullivan University
M.A. - Webster University

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Health Information Management
A.A.S. - Great Falls College, Montana
State University
B.S. - University of Louisville
Medical Coding Certificate - Sullivan
University
M.P.M. - Sullivan University
RHIT - Registered Health Information
Technician
CCS-P - Certified Coding Specialist -
Physician Based

Timothy Densler*
Accounting
B.S. - Wilmington College
M.S. - Widener University
E.M.B.A. - Temple University
C.P.A. - Certified Public Accountant

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B.S. - University of Louisville
M.S. - University of Louisville

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B.C. - Calcutta University
M.B.A. - University of Louisville
Ed.S. - University of Louisville
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A.S. - Community College of the Air
Force
B.S.B.A. - University of Southern Indiana

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N.C.H.S.
Culinary Arts
M.B.E. - Most Excellent Order of the
British Empire
C.E.C. - Certified Executive Chef
C.C.E. - Certified Culinary Educator
Master Chef Diplomas - City & Guilds of
London Institute, London, England
Honorable Order of the Golden Toque

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Logistics and Supply Chain Management
B.S. - American Military University
M.S. - American Military University

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B.A. - Bellarmine College
M.A. - Fordham University
Ph.D. - Fordham University

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B.S. - University of Kentucky
M.S. - University of Kentucky

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B.S. – Texas Tech University
M.S. – Baylor College of Medicine
PA-C - Certified Physician Assistant

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Pharmacy
Pharm.D. - University of Kentucky
Pharmacy Practice Residency - Indiana
University Health
Specialized Residency in
Pharmacotherapy - Community Health
Network/Butler Univesity College of
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Board Certified Pharmacotherapy
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B.A. - Providence College
M.B.A. - University of Bridgeport

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M.S. - University of Phoenix
M.B.A. - Park University

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Ph.D. - University of Louisville

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A.A.S. - Central Piedmont Community
College
A.A.S. - Cleveland Community College
A.A.S. - Cleveland Community College
B.S. - Gardner Webb University
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RHIT - Registered Health Information
Technician
CPHQ - Certified Professional in
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B.S. - Wayne State University
M.S. - Wayne State University
Ph.D. - Wayne State University

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M.Div. - New Orleans Baptist
Theological
Ph.D. - Capella University

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M.A. - Webster University
Ed.D. - Spalding University
S.P.H.R. Certified

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Conflict Management
B.S. - Ball State University
M.S. - Sullivan University

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B.S. - Southern Illinois University
M.S. - University of Louisville
Ph.D. - University of Louisville

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Medical Assisting
A.S. - Eastern Kentucky University
B.S. - Eastern Kentucky University
M.A. - Eastern Kentucky University

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Pharmacy
B.S. - Brigham Young University
M.H.A. - University of Memphis

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B.A. - Columbia College
M.B.A. - Colorado Technical University

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B.A. – Marquette University
A.D.N. - Cardinal Stritch College
M.S.N. - University of Phoenix
M.A. - Fielding Graduate University
Ph.D. - Fielding Graduate University

John Foster
Culinary Arts
Grand Diploma - French Culinary
Institute
B.A. - Colby College
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator

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B.A. - Tennessee Wesleyan College
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Ph.D. - Florida State University

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B.A. - Oklahoma Baptist University
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Th.M. - Southern Baptist Theological
Seminary
Ph.D. - Southern Baptist Theological
Seminary

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B.A. - University of West Alabama
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B.A. - University of Waterloo
M.A.T. - Murray State University
M.F.A. - Spalding University

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B.A. - Metropolitan State University
M.U.E.P. - Arizona State University
Ph.D. - University of Louisville

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Pharmacy Practice Residency - Geisinger
Medical Center
Board Certified Pharmacotherapy
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B.S. - University of Kentucky College of
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B.S. - University of Kentucky
M.P.A.S. - University of Nebraska
Certificate of Physician Assistant Studies
- University of Kentucky
Kentucky State Physician Assistant
License
NCCPA Certified Physician Assistant

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Information Technology
Certificate - Sullivan University
A.S. - Sullivan University
B.S. - Sullivan University
M.B.A./M.S.M.I.T. - Sullivan University
A+
Net+
MCITP - Enterprise Administrator
MCITP - Server Administrator

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B.S.N. - Tennessee State University
M.S.N. - University of Phoenix
D.N.P. - University of Tennessee Health
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J.D. - University of Louisville

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M.S. - Webster University

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Ed.D. - University of Delaware

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B.S. - Polytechnic Institute
M.B.A. - St. John's University

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Ph.D. - Regent University

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M.S. - Eastern Kentucky University

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M.S. - Purdue University

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B.S.H.S. - Sullivan University
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C.H.E. - Certified Hospitality Educator

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D.B.A. - Grenoble Ecole De Management

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Ph.D. - University of Louisville

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M.A.T. - University of West Alabama

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Ph.D. - University of Louisville

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University
Ph.D. - Virginia Commonwealth
University

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Ph.D. - Purdue University

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B.S. - Wilberforce University
M.B.A./M.S.M.I.T. - Sullivan University
Lean Certification
Six Sigma Green Belt Certification

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M.Div. - Baptist Bible Seminary

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B.S. - Minnesota State University -
Moorhead
M.S. - Rosemont College
Ed.D. - University of Delaware

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Human Resource Leadership
B.S. - California State University
M.B.A. - Golden Gate University
M.P.A. - University of Southern
California
Ed.D. - University of the Pacific

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Management
B.S. - Texas A&M University-Commerce
M.S. -Texas A&M University-Commerce

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Health Information Management
A.A.S. - Fairmont State University
B.S. - Fairmont State University
M.B.A. - Fairmont State University
Registered Health Information
Technician

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M.Ed. - American Intercontinental
University

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B.A. - University of Kentucky
M.B.A. - University of Kentucky
C.E.C. - Certified Executive Chef
C.H.E. - Certified Hospitality Educator

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M.S. - University of Memphis

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B.A.S. - Davenport University
M.S. - University of Maryland University
College
Microsoft Certified Systems Engineer
Computer Information Systems Security
Professional
CompTIA Security+
CompTIA Network+
CompTIA A+ IT Techician

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Management
B.A. - Western Kentucky University
M.P.A. - Kentucky State University

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B.A. - Vanderbilt University
Pharm.D. - University of Georgia College
of Pharmacy
PGY1 Pharmacy Practice Residency -
Columbus Regional Healthcare System
PGY2 Infectious Disease Specialty
Residency - Sullivan University College
of Pharmacy
MAD-ID Antimicrobial Stewardship
Certified

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Economics
B.S. - Mankato State University
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B.A. - Berea College
Pharm.D. - University of Kentucky
College of Pharmacy
PGY1 Pharmacy Practice Residency -
Saint Joseph Hospital
Board Certified Pharmacotherapy
Specialist

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Management
B.S. - Hyles-Anderson College
M.A. - Liberty University
M.Ed. - Hyles-Anderson College
M.P.A. - Keller Graduate School of
Management
M.B.A. - Keller Graduate School of
Management
Ed.D. - Northern Kentucky University
SPHR Certified

Abby Helton
Accounting
B.A. - University of Kentucky
M.S. - University of Kentucky

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Assistant Dean, Experiential Education
College of Pharmacy
Pharm.D. - University of Kentucky
College of Pharmacy
Board Certified Pharmacotherapy
Specialist

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Pharmacy
Pharm.D. - Ohio Northern University
College of Pharmacy
Pharmacy Practice Residency - University
of Toledo College of Pharmacy and
Medical Center
Specialty Residency Solid Organ
Transplant - University of Cincinnati
Board Certified Pharmacotherapy
Specialist

George Higgins*
Justice & Public Safety Administration
B.A. - Kentucky State University
M.P.A. - University of Kentucky
Ph.D. - Indiana University of
Pennsylvania

David Hinkes
Marketing
B.A. - University of Miami
M.B.A. - Barry University
D.B.A. - Nova Southeastern University
C.S.E. - Certified Sales Executive
C.M.E. - Certified Marketing Executive
S.C.P.S. - Sales Certified Professional
C.P.S.P. - Certified Professional Sales
Person
P.C.M. - Professional Certified Marketer
Six Sigma Yellow Belt

Cassandra Hobbs
Pharmacy
Pharm.D. - University of Kentucky
College of Pharmacy
M.B.A. - Sullivan University
Pharmacy Practice Residency - Sullivan
University and Medica Pharmacy
Board Certified Ambulatory Care
Pharmacist

Timothy Hudson*
Management
B.S. - Sullivan University
M.A. - Webster University

Christopher Hughes
Chair, Justice and Public Safety
Administration
B.S. - University of Louisville
M.S. - University of Louisville
Ph.D. - University of Louisville

Kurt Huntley
Economics
A.A. - Florida College
B.S. - Ashland College
M.B.A. - Sullivan University
D.B.A. - Argosy University

Lori Hurley*
Spanish
B.A. - Morehead State University
M.A. - University of Kentucky

Dustin Hutchison*
Information Technology Academy
B.S. - Indiana University - Purdue
University at Indianapolis (IUPUI)
M.B.A. - Indiana Wesleyan University
Ph.D. - Capella University

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Information Technology
B.S. - University of Nigeria
M.S. - University of Londo
Ph.D. - Wayne State University

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Mathematics
B.S. - Fort Hays State University
M.A. - Fort Hays State University

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Information Technology
B.S. - Fort Hays State University
M.S. - Fort Hays State University
Ph.D. - University of Nebraska - Lincoln

Linda Jackson*
Business Administration
B.A. - Western Kentucky University
M.A. - University of Phoenix
D.M. - University of Phoenix

Tom Javarinis*
Human Resource Leadership
B.B.A. - Detroit College
M.B.A. - Davenport University
Post-Graduate Certificate - Davenport
University
Ph.D. - Capella University

Amanda Jett
Pharmacy
Pharm.D. - Sullivan University College
of Pharmacy
PGY1 Pharmacy Practice Residency -
Sullivan University College of Pharmacy

Jeffrey Johnson
Economics
B.A. - Michigan State University
M.S. - University of Kentucky
M.A. - Western Michigan University
Ph.D. - University of Kentucky

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Information Technology
B.A. - Western Kentucky University
M.S. - University of Louisville
Ph.D. - University of Louisville

Shirley Johnson*
Conflict Management
A.A. - Midway College
B.A. - Midway College
M.P.A. - Kentucky State University
M.S. - Sullivan University
Graduate Certificate - Sullivan University

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Director, Office of Lifelong Professional
Development, College of Pharmacy
B.S. - University of Missouri - Kansas
City
M.P.A. - Bloch School of Public
Administration University of Missouri

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Information Technology
B.S. - Southwest Texas State University
M.S. - Southwest Texas State University

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General Education
B.S. - Sullivan University
M.S. - Sullivan University

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General Education
B.S. - University of Louisville
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Management
A.A. - City Colleges of Chicago
B.B.A. - Western Michigan University
M.A. - Webster University
Ph.D. - Capella University
C.D.P. - Certificate in Data Processing
M.C.T. - Microsoft Certified Trainer

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Management
B.A. - Georgetown College
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Ph.D. - University of Louisville

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Information Technology
B.S. - Eastern Kentucky University
M.S. - Eastern Kentucky University

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Health Information Management
A.S. - Henry Ford Community College
B.S. - Mercy College of Detroit
M.A. - Central Michigan University
RHIA - Registered Health Information
Administrator

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Baking & Pastry Arts
A.S. - Sullivan University
B.S. - Sullivan University
C.P.C. - Certified Pastry Culinarian

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Accounting
B.S. - University of Kentucky
M.S. - University of Kentucky
C.P.A. - Certified Public Accountant

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Justice & Public Safety Administration
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Boyce Campus
B.S. - Eastern Kentucky University
M.S. - University of Louisville

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Chemistry
B.S. - Indiana University
M.S. - Yale University
Ph.D. - Texas Tech University

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B.S. - Virginia Polytechnic Institute and
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M.S. - University of Maryland
M.E.A. - George Washington University
J.D. - Widener University
M.S. - Sullivan University

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B.S. - Sullivan University
M.B.A. - Sullivan University
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B.B.A. – Morehead State University
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B.A. - University of Louisville
M.A. - University of Louisville
Pharm.D. - Sullivan University College
of Pharmacy
Certified Geriatric Pharmacist

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Pharmacy
B.S. - University of Medicine and
Pharmacy, Vietnam
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M.S.N. - Creighton University
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M.B.A. - Massachusetts Institute of
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Ph.D. - Sullivan University

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B.S.B.A. - University of Louisville
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C.P.A.- Certified Public Accountant
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College
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Pharmacy Practice Residency - University
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Residency in Critical Care - University of
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Board Certified Pharmacotherapy
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Management
B.S.W. - University of Haifa
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Ph.D. - University of Pittsburgh

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B.A. - Bellarmine University
M.S.L.S. - University of Kentucky
M.B.A. - Sullivan University

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M.B.A. - Miami University (Ohio)

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A.A. - Ball State University
B.S. - Ball State University
M.A. - Ball State University
Ed.D. - Spalding University

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B.S.I.T. - Sullivan University
M.S.M.I.T. - Sullivan University
M.B.A. - Sullivan University
Microsoft Certified Systems Engineer
(Windows 2000)
Microsoft Certified Systems
Administrator
CompTIA Certified Security+
CompTIA Certified Server+
CompTIA Certified A+
CompTIA Certified Network+

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B.A. - DePauw University
Ph.D. - University of Louisville

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Public Management
B.A. - The Catholic University of
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M.A. - Spalding University
J.D. - DePaul University

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B.S. - Maryville University
M.B.A. - Maryville University
Ph.D. - Webster University
Ph.D. - Indiana State University

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B.S. - Sullivan University
C.E.C. - Certified Executive Chef

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J.D. - University of California
M.B.A. - California State College
Ph.D. - Capella University

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M.B.A. - University of Louisville

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Health Information Management
A.A.S. - Pierpont Community &
Technical College
B.S. - Fairmont State University
M.S. - The College of Saint Scholastica
RHIA - Registered Health Information
Administrator
CHTS-IM - Certified Healthcare
Technology Specialist - Implementation
Manager

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B.S. - Samford University
M.S. - Sullivan University

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Health Information Management
A.S. - University of Arkansas - Fort Smith
B.S. - Marylhurst University
M.B.A. - Marylhurst University
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B.S. - University of Illinois
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M.A. - University of Kentucky

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B.S.B.A. - Sullivan University
M.B.A. - Sullivan University
M.S.C.M. - Sullivan University
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B.S. - North Texas State University
M.S.S.W. - University of Texas at
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Ph.D. - Saybrook Graduate School
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Ph.D. - University of Kentucky
Ch.F.C. - Chartered Financial
Consultant
C.S.S.B.B. - Certified Six Sigma
Blackbelt
P.M.P. - Project Management
Professional

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B.S. - Ohio State University
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M.Ac. - University of Louisville
D.B.A. - Argosy University
C.M.A. - Certified Management
Accountant
C.F.M. - Certified in Financial
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Pharmacy Practice Residency - Florida
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C.C.A. - Certified Culinary
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M.A. - University of the Redlands
Ph.D. - Sullivan University

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Ph.D. - Northcentral University

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C.H.E. - Certified Hospitality Educator
C.D.M. - Certified Dietary Manager

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CPhT - Certified Pharmacy Technician

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MCITP SA
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C.C.A. - Certified Culinary
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CompTIA A+
CompTIA Net+

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Wealth Management Advisor
Certified Special Needs Advisor
Series 7, 9, 10, 31, 63, 65, 66 license holder

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Microsoft Certified Systems Engineer
Microsoft Certified Systems Administrator
Microsoft Certified Professional

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Ph.D. - Erlangen University
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* Adjunct Faculty

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Chancellor ....A.R. Sullivan

President .... Glenn D. Sullivan

Senior Vice President/Chief Operating
  Officer .... Tom Davisson

VP, Finance ....Shelton Bridges

VP, Admissions..Nina Martinez

VP, Marketing... Michael Johnson

VP, Business and Governmental Relations ....Allen Rose

Chief Technology Officer ....Mike Grosse

Director, Alumni Affairs.............................. Hazel Matthews

SULLIVAN UNIVERSITY
MAIN CAMPUS – LOUISVILLE

Chief Executive Officer .... Jay Marr

Provost... Diana Lawrence

Dean, College of Pharmacy ....Cindy Stowe

Associate Provost/Dean, Graduate School........Tim Swenson

Associate Provost, Online Learning................. Anthony Piña

Associate Provost, Medical Programs ....Walter Soja

Senior Director, Admissions ....Heather Cunningham

Dean of Students ....Gabe Ghammachi

Assistant Provost...Antonia Allen

Director, PhD Program .... LaVena Wilkin

Dean, College of Business and
  Administration ....Ken Moran

Dean, General Education ....Margie Gallo

Dean, College of Information and
  Computer Technology...........................Emmanuel Udoh

Executive Director, National Center for
  Hospitality Studies .... David Dodd

Dean, Institute for Legal Studies.........................Nick Riggs

Dean, Human Resource Leadership................ Teresa Daniel

Dean, College of Nursing................................ Carla Carter

Director, Early Childhood Education............Vicke Bowman

Dean of University Libraries..........................Charles Brown

Director, Financial Planning .... Angela Miller

Director, Career Services ....Sam A. Mannino

Quality Enhancement Plan Coordinator.......... Angela Riggs

Ombudsman..Jim Klein

Director, Evening Division ....James Taylor

University Registrar ....Kim Mitchell

Business Office Manager ....Deborah Chase

ONLINE DIVISION

Senior Director. Online Services ....Ryan Davisson

Director, Online Operations and Compliance ....Larry Bohn

Director, Online Support Services................... Sean Ashcraft

Associate Director, Admissions............................. Eric Short

Associate Director, Financial Planning........ Meshell LaBaun

Learning System Administrator.............................Jeff Lyons

Director, Career Services .... Nonnie Byrd Wright

SULLIVAN UNIVERSITY
BRANCH CAMPUS – LEXINGTON

Executive Director ....David Keene

Dean, Academic Affairs....................................David Tudor

Director, Student Services and
  Community Relations .... E. Ann Moore

Director, Admissions .... James Morris

Director, Financial Planning ....Brian Highley

Director, Career Services ....Julianne Saifullah

Director, Student Life...........................Christina Robinson

Registrar ....Amy Hudson

Associate Dean, Academic Affairs ....Laura Wathen

Evening Program Coordinator .... George Markins

Library Director ....Kandace Rogers

Business Office Manager ....Lori Hockensmith

SULLIVAN UNIVERSITY
EXTENSION CAMPUS – FORT KNOX

Director, Fort Knox Extension .... Barbara Dean

Registrar ....Penny Clark

Senior Admissions Specialist........................ James Wedding

Director, Financial Planning ....Jeannie Mullins

Student Services Coordinator .... Christine Bailey

Business Office Manager ....Amy Bishop

SULLIVAN UNIVERSITY
LOUISA CENTER FOR LEARNING

Director, Louisa Learning Center................... E. Ann Moore

Associate Director of Community
  Outreach and Admissions............................Catrina Vargo

SULLIVAN UNIVERSITY
CENTER FOR LEARNING - NORTHERN
KENTUCKY

Director, Louisa Learning Center....................Vicki Berling

Admissions Officer ....Kelly Bass

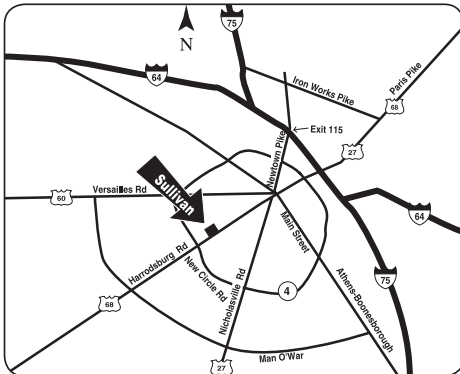# Maps of the University Campuses
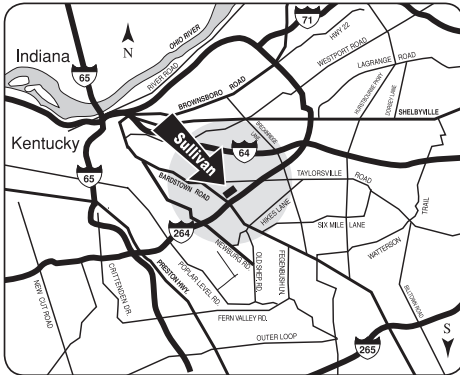
Louisville Campus
3101 Bardstown Road
Louisville, KY 40205
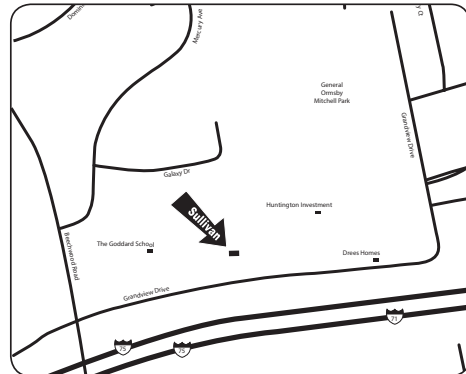**502-456-6505**
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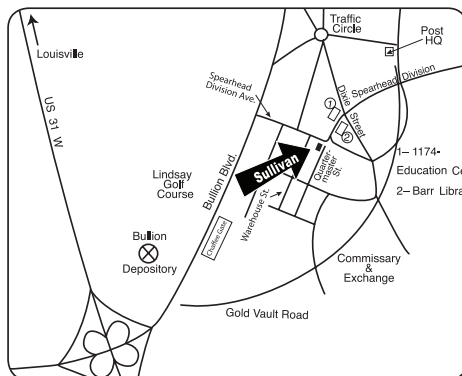**502-413-8830**
866-755-7887
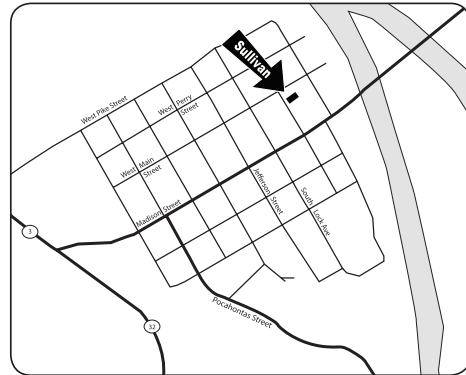
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