2016 Sullivan University
Catalog Addendum/Errata

Page 4 – Address and Phone Number Change for Medical Assisting program accreditation
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 ~~1361 Park Street Clearwater, FL 33756~~
25400 US Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org

Page 4 – Address Change in the Indiana Board for Proprietary Education statement
Sullivan University is authorized by The Indiana Board for Proprietary Education, ~~402 West Washington Street, Room W462~~, 101 West Ohio Street, Suite 300, Indianapolis, Indiana, 46204 ~~2767~~ 4206.

Page 5 – Add the following

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.

Page 6 – Add the following
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 Northern Kentucky (NKY) Center for Learning sits six miles from the Kentucky-Ohio border and is conveniently located off Interstate 75 in Fort Mitchell. Sullivan University's newest site, the NKY Center for Learning supports the Sullivan University mission by providing access to a variety of career-focused programs. The onsite team provides assistance with admissions, registration, advisement, financial planning, technology, and general student support.

Page 7 – Add the following

LOUISA
The opening of the Center for Learning in Louisa, Kentucky, in the spring of 2016 marked Sullivan University's expansion into Eastern Kentucky. Conveniently located in downtown Louisa, the Center for Learning occupies a newly refurbished facility adjacent to the Lawrence County Courthouse. In addition to Sullivan's full array of online courses, the Center offers an on-site Computer Science Applications course and features computer labs, study spaces and administrative offices.

Page 10 (2nd column) – Edit the following language

Only TOEFL scores of 197 (computer-based), 500 (paper-based) or ~~60~~ 70
(Internet-based) or better will be considered for admission to any program in the university.

Page 15 – Removal of the word "lifetime" – Language should read as follows
3 . 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 Online 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.

Page 16 – Add the following
Faculty/Staff Referral Grant
(Available for students who enroll for the June or September Quarters)

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

Page 16 – Add the following
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
        For Winter Quarter 2017 ONLY – up to $5,000 for diploma programs and up to $10,000 for
        associate degree programs

International Grant
Application Procedure: Contact Admissions Department
Basis for Selection: Must be an International Student 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 is less than 6 quarters.
Eligibility: International student maintaining full-time continuous enrollment;
Number of students: open number of scholarship recipients annually
Amount: up to $4,500; grant amount is based on incoming GPA:

- 3.0-3.24 cumulative GPA = $3000
- 3.25 – 3.49 cumulative GPA = $3600
- 3.5 cumulative GPA = $4500

Page 21 – Addition to Imagine America Scholarship – High School Students
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

Page 26 – Addition to Imagine America Scholarship – Adult and Military Students
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

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

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

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

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.

Graduate School Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a new, 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

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

Page 34 – Statement removal
Completion of the Associate Degree or its equivalent (see the Undergraduate Admissions section for a description of Sullivan University's 2+2 programs).

Page 37 – Additional Language
Sullivan University is currently not accepting enrollments into the Sullivan University/Dale Carnegie Certificates.

Page 43 – Statement removal
Completion of the Associate degree or its equivalent (see the Undergraduate Admissions section for a description of Sullivan University's 2+2 programs).

Pages 47-55 – Add the following programs to the College of Information and Computer Technology – All programs listed below are effective for January 2017 Quarter

DIPLOMA IN COMPUTER FORENSICS
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.

ACT101	Principles of Accounting I	4
CSC105	Introduction to Programming	4
CSC146	Legal Issues in Forensics	4
CSC147	Forensics I	4
CSC200	Principles of Technology	4
CSC240	Visual Programming	4
ENG101	Composition I	4
FYE101	Information Literacy	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4
MNE111	Administrating Windows	4
MNE213	Computer Security Fundamentals	4
MTH101	College Mathematics	4

MTH201	College Algebra	4
PSA102	Introduction to Legal Systems	4
SOC214	Introduction to Sociology	4
TOTAL		**64**

ASSOCIATE OF SCIENCE DEGREE IN COMPUTER FORENSICS
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.

ACT101	Principles of Accounting I	4
BUS224	Professional Development	4
CSC105	Introduction to Programming	4
CSC146	Legal Issues in Forensics	4
CSC147	Forensics I	4
CSC200	Principles of Technology	4
CSC240	Visual Programming	4
CSC247	Forensics II	4
CSC248	Digital Forensic Analysis	4
ENG101	Composition I	4
ENG102	Composition II	4
FYE101	Information Literacy	4
GEN215	Human Dynamics	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4
MNE111	Administrating Windows	4
MNE203	Introduction to Linux	4
MNE213	Computer Security Fundamentals	4
MTH101	College Mathematics	4
MTH201	College Algebra	4
PSA102	Introduction to Legal Systems	4
PSY214	Introduction to Psychology	4
SOC214	Introduction to Sociology	4
TOTAL		**92**

BACHELOR OF SCIENCE DEGREE IN COMPUTER FORENSICS
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.

ACT101	Principles of Accounting I	4
BUS224	Professional Development	4
CSC105	Introduction to Programming	4
CSC146	Legal Issues in Forensics	4

CSC147	Forensics I	4
CSC200	Principles of Technology	4
CSC240	Visual Programming	4
CSC247	Forensics II	4
CSC248	Digital Forensic Analysis	4
CSC347	File Forensics	4
CSC414	Senior Seminar in Information Technology	4
ENG101	Composition I	4
ENG102	Composition II	4
FYE101	Information Literacy	4
GEN215	Human Dynamics	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4
MNE111	Administrating Windows	4
MNE203	Introduction to Linux	4
MNE213	Computer Security Fundamentals	4
MTH101	College Mathematics	4
MTH201	College Algebra	4
MTH202	Introduction to Statistics	4
MTH305	Discrete Math	4
PSA102	Introduction to Legal Systems	4
PSY214	Introduction to Psychology	4
SOC214	Introduction to Sociology	4
Computer Science Electives		24
300/400 Level Computer Science Electives		12
Humanities and Fine Arts Elective		4
Social/Behavioral Sciences Elective		4
General Education Electives		4
FREE Electives		24
TOTAL		**180**

DIPLOMA IN NETWORK SECURITY
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.

ACT101	Principles of Accounting I	4
CSC105	Introduction to Programming	4
CSC200	Principles of Technology	4
ENG101	Composition I	4
ENG102	Composition II	4
FYE101	Information Literacy	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4

MNE112	Administrating Windows Server	4
MNE203	Introduction to Linux	4
MNE213	Computer Security Fundamentals	4
MNE210	Active Directory	4
MNE211	Network Infrastructure	4
MTH101	College Mathematics	4
MTH201	College Algebra	4
PSY214	Introduction to Psychology	4
TOTAL		**64**

ASSOCIATE OF SCIENCE DEGREE IN NETWORK SECURITY

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.

ACT101	Principles of Accounting I	4
BUS224	Professional Development	4
CSC105	Introduction to Programming	4
CSC200	Principles of Technology	4
CSC240	Visual Programming	4
ENG101	Composition I	4
ENG102	Composition II	4
FYE101	Information Literacy	4
GEN215	Human Dynamics	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4
MNE112	Administrating Windows Server	4
MNE203	Introduction to Linux	4
MNE210	Active Directory	4
MNE211	Network Infrastructure	4
MNE212	Security Certified Specialist	4
MNE213	Computer Security Fundamentals	4
MNE320	Certified Ethical Hacking	4
MNE340	Network Security Architecture	4
MTH101	College Mathematics	4
MTH201	College Algebra	4
PSA102	Introduction to Legal Systems	4
PSY214	Introduction to Psychology	4
TOTAL		**92**

BACHELOR OF SCIENCE DEGREE IN NETWORK SECURITY
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.

Code	Course	Credits
ACT101	Principles of Accounting I	4
BUS224	Professional Development	4
CSC105	Introduction to Programming	4
CSC200	Principles of Technology	4
CSC240	Visual Programming	4
CSC414	Senior Seminar in Information Technology	4
ENG101	Composition I	4
ENG102	Composition II	4
FYE101	Information Literacy	4
GEN215	Human Dynamics	4
MGT304	Principles of Management	4
MNE108	Computer Hardware Fundamentals	4
MNE109	Computer Network Fundamentals	4
MNE112	Administrating Windows Server	4
MNE203	Introduction to Linux	4
MNE210	Active Directory	4
MNE211	Network Infrastructure	4
MNE212	Security Certified Specialist	4
MNE213	Computer Security Fundamentals	4
MNE320	Certified Ethical Hacking	4
MNE340	Network Security Architecture	4
MTH101	College Mathematics	4
MTH201	College Algebra	4
MTH202	Introduction to Statistics	4
MTH305	Discrete Math	4
PSA102	Introduction to Legal Systems	4
PSY214	Introduction to Psychology	4
Computer Science Electives		24
300/400 Level Computer Science Electives		12
Humanities and Fine Arts Elective		4
Social/Behavioral Sciences Elective		4
General Education Electives		8
FREE Electives		20
TOTAL		**180**

Page 55 – Statement removal
Associate degree or equivalent plus the following classes (see Undergraduate Admissions section for a description of Sullivan's 2+2 programs):

Page 58 – Error
The following courses should not be part of this program
MGT 114   Business Organization and Management   4
PSA 260   Spanish for Public Safety Professionals OR Elective – any topic 4
Credit Hours after the list of courses should be 138 instead of 146
Total Credit Hours remains 182

Page 62 – Additional Language

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.

Page 77 – Course Number Error

PA 543A should be PA 549 – Course title remains the same

Page 104 – Additional Language

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.

Page 105 – Bypass Exam Fee Correction
There is a $75.00 non-refundable advance fee for each bypass exam attempt.

Page 105 – Change in Policies – Effective January 1, 2017

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.

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.

Page 117 – Added Statement to Public Safety/Security section

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.

Page 130 – Additional Course
GEN 215 – HUMAN DYNAMICS
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.

Page 131 – Course Number Error
HIM 200 should be HIM 001 – Course title and description remain the same.

Page 153 – Addition
In the CMM 521 course description add "(Same as MGT 521)"

Page 154 – Addition
In the CMM 561 course description add "(Same as MGT 561)"

Page 156 – Add Prerequisite
HRL 520 – WORKFORCE PLANNING AND STAFFING
Prerequisite(s): MGT 510

Page 157 – Correction to Course Description
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 ~~resolution~~ management skills, and 3) what managers can do to develop not only their own conflict ~~resolution~~ management skills, but also help others in the organization develop effective skills. (Same as CMM 521) Prerequisite(s): MGT 510

Page 158 – Correction to Course Description
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 as CMM 561) Prerequisite(s): MGT 510

Add the following Course Descriptions

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 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 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 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

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Associate Provost, Health and Medical Programs………………Walter Soja