2019 Sullivan University
Catalog
Addendum/Errata

p. 4 – Edit to accreditation statement

The interior design program leading to ~~T~~the Bachelor of Arts in Interior Design ~~program~~ is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503.

p. 5 – Edit to approval statement
The Paralegal Studies programs offered by The College of Legal Studies ~~at Sullivan University's Louisville and Lexington campuses~~ are approved by the American Bar Association.

p. 10 – Edits to Application Procedure

Bullet 3
- Before gaining formal acceptance to the university, applicants must complete an entrance evaluation. For some programs, the university administers this evaluation free of charge. Other programs may require the use of additional testing that charges a testing fee. Submission of the student's acceptable ACT or SAT scores, within 10 years of test date may be accepted in place of the entrance evaluation. The Practical Nursing Diploma and the Associate degrees in ~~Medical Laboratory Technician~~, Nursing, Radiologic Technology, ~~Respiratory Therapy~~ and Surgical Technology may accept ACT or SAT scores within 5 years of the test date. Some programs require test scores higher than what is required for regular admission to Sullivan University. If an applicant 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 institution, the entrance evaluation examination requirement may be waived. This policy does not apply to ~~Paralegal~~, Community Health Services, Community Pharmacy, Health Information Management, Limited Medical Radiography, Medical Coding, Medical Assisting, Pharmacy Technician, ~~Medical Laboratory Technician~~, Nursing, Radiologic Technology, ~~Respiratory Therapy~~ or Surgical Technology programs. An authorized member of the ~~registrar's~~ Academic Services staff must review acceptable evidence and approve an applicant's eligibility for this waiver. This policy does not relate to the number of credit hours that may or may not transfer into Sullivan University.

p. 11 – Edits to Admission of International Students

Sullivan University encourages **Add:** global **Remove:** ~~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 and all necessary documents must be received before permission to enroll and the Form I-20 can be issued.

Note: Applications received from international students will be reviewed on a competitive basis and 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.

Required Documentation for Admission and Issuance of Form I-20

Students are required to provide official or certified copies of academic records. For purposes of admission, the University may accept unofficial copies of some academic records. If such accommodations are made, official, certified, or other determined appropriate copies of academic records must be received for continued enrollment.

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

Financial ability must be demonstrated by providing a valid bank statement or other financial document which demonstrates possession of the equivalent of one academic year's tuition and living expenses in addition to an official financial certificate including signatures of the sponsor and a bank official. 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 Form I-20.

Initial applicants, undergraduate and graduate, whose native language is not English, must demonstrate an appropriate level of English Language proficiency.

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

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.

Note: All students must meet the English language requirements outlined above; however, individual colleges or programs may require higher minimum scores and any student may have the English Language Proficiency requirement waived if they meet one or more of the following criteria:

- Completed an undergraduate or graduate degree from accredited 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)

- Has completed a year or more of full-time coursework **Add:** at an institution outside the United States where English is the primary language of instruction, earned a minimum of 12 semester or 16 quarter credit hours, and earned a minimum of a 3.0 cumulative GPA (or equivalent)

- Attended a minimum of two full academic terms **Add:** at an accredited United States Institution, earned a minimum of 12 semester or 16 quarter credit hours, and acquired a 3.0 cumulative GPA

- Applicant is native to Australia, Canada, New Zealand, or the United Kingdom

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

p. 12 – Edit to Non-Degree Seeking Students section

Paragraph 3, Sentence 5

Courses with the prefixes PND, BFS and PBA, as well as CAM 256, may not be taken by non-degree seeking students.

Paragraph 4, Sentence 3
Should a course that a non-degree seeking student is looking to take have pre-requisites or co-requisites that have not been met, approval must be obtained from the Senior Vice President for Academic Affairs/Provost, or President.

p. 12 – Edit to Transfer of Credit (paragraph 1)
Transfer of Credit
Students who have taken college-level course work should submit official transcripts from all institutions attended and it is the policy of Sullivan University to accept credit from other postsecondary institutions when accredited by an agency recognized by the USDOE or CHEA when certain criteria are met. Academic transcripts, from foreign colleges or universities, must be accompanied by an evaluation performed by World Education Services (WES), International Education Services (AACRAO), Foreign Credential Service of America (FCSA), or Educational Credential Evaluators (ECE). Undergraduate transfer credit will be approved and applied toward the student's academic program if courses are equivalent to those courses offered at Sullivan, and in which the student has earned a grade of "C" or better. Graduate 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. Graduate School students may not decline/waive previously awarded credit **Remove:** in exchange for additional credit. Applicable credits earned at Sullivan University in which the student has a minimum passing grade will be applied to fulfill program requirements in a dual or consecutively enrolled degree program.

p. 12 – Addition
Receipt of Transcripts
Upon receipt, high school and post-secondary transcripts become property of Sullivan University and originals are not authorized to be released to a student or third party. In rare circumstances, an unofficial copy(s) may be provided to the student upon written request to the Academic Services Office.

p. 17 – Edits to 3rd Paragraph of Financial Aid Programs
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. Sullivan University partners with Kentucky Higher Education Assistance Authority (KHEAA) to complete the verification process. All students selected for verification will receive an email from KHEAA to set up a secure account to complete verification documents. A student selected for verification should provide the documentation to KHEAA ~~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.

p. 18 – Edit to Company Pay
Sullivan University works with businesses in the community ~~to provide educational opportunities for local employment~~ to accept company sponsored tuition assistance or reimbursement. Check with your employer to see if you qualify.

p. 18 – Addition to Military Student Benefits
Active Duty, Reserve, and National Guard 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 receiving the Military Credit Hour Rate are not eligible to combine additional institutional scholarships or grants while receiving that rate.

p. 20 – Edit to Term of Grant

Sullivan Scholars Grant

Application Procedure: Contact Admissions Department

Basis for Selection: must be enrolled in a Doctorate in Philosophy (Ph.D.) Degree in Management at Sullivan University ⌈P⌉ Deadline: prior to student's registration date

Term: Paid equally over nine quarter for students attending two classes or equally over 18 quarters for students attending one class. If student normally takes two classes, but attends only one class in any particular term except dissertation courses, grant amount will reflect payment for only one class.

Eligibility: must maintain a minimum of 3.0 quarterly GPA with continuous enrollment

Number of Students: open number of scholarship recipients annually

Amount: $9,000

p. 20 – Additional Grant

Jr. Chef Competition USDA Grant

Application Procedure: Contact Admissions Department

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

Deadline: Not applicable

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

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

Number of Students: Open number of grant recipients annually.

Amounts:
1st place: Full Tuition and Fees

2nd place: Full Tuition

3rd place: $20,000

p. 20 – Additional Grant

2019 Louisville Medical Camp Grant

Application Procedure: Contact Admissions Department

Basis for Selection: Students who attended the Sullivan University Medical Camp during the week of June 10-14, 2019 at the College of Allied Health in Louisville.

Term: Paid equally over the first academic year

Eligibility: Must be a first-time SU student enrolled full-time in an eligible program at Sullivan Louisville in the summer or fall quarter following high school graduation.

Number of Students: Open number of students annually

Amount: $1,000

p. 22 – Edit to Deadlines for Academic Scholarships (Presidential, Provost, and Dean Scholarships)

Deadline: November 1st February 15th

p. 22 – Additional Scholarships

Educator's Day 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.

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 person goal to complete a career degree and be enrolled full time in an Associate Degree program of study.

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 enrollments, or over the program length if enrolled in a program less than 6 quarters in length.

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amounts: $1000

Career and Technical Preparation Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a high school senior who has participated in a career and technical program that Sullivan University has established articulation with.

Deadline: Not applicable

Term: Paid equally over the first academic year

Eligibility: Must maintain continuous enrollment

Number of Students: Open number of scholarship recipients annually

Amount: $500

p. 27 – Edit to Number of Students for Sullivan University Black Achiever's Scholarship

Number of Students: 1 Awarded Annually at each campus

p. 29 – Edit to General Education Courses
DRF 231   Statics
DRF 258   Strengths
DRF 331   Dynamics

p. 33 – 83 – Course Replacement
Effective January 2020, GEN 215 Human Dynamics will be replaced with GEC 220 Essential Strategies for Applied Communications (ESAC) in all undergraduate program versions which currently have GEN 215 as a requirement.

p. 37 – New Program
Associate of Science in Community Health Services (CIP Code 51.1504)

The A.S. degree in Community Health Services is designed to prepare graduates to serve as facilitators, advocates, and referral professionals for public and community health organizations, social and human service organizations, and as a foundation for further study at the bachelor's degree level. The degree will provide students the opportunity to study population's health, the promotion of healthy lifestyles, and the prevention of disease and injury through health education and by linking related social services with affected recipient communities.

REQUIREMENTS FOR THE ASSOCIATE DEGREE
92 Credit Hours
Length: 24 months, 18 months accelerated
Time length for program completion will vary depending upon the number of courses taken per term, developmental courses when required, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
BIO 103	Human Anatomy and Physiology	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
HSS 101	Introduction to Human Services	4
HSS 110	Public and Community Health	4
HSS 220	Diversity in Human Services	4
HSS 225	Community Education	4
HSS 250	Health Services Administration	4
MSS 204	Medical Ethics	4
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
PSY 274	Developmental Psychology	4
SOC 214	Introduction to Sociology	4
Total Credit Hours		**64**

Health/Human Services-Related Electives (28 Credit Hours)   **28**
Elective classes are selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives. Any elective courses must be designated as designed for transfer.

Total Credit Hours   **92**

p. 38 – Edits to Medical Assistant Diploma and A.S. in Medical Assisting
"*" should be removed from AOM 101, AOM 105, and BUS 224, as they are not Medical Science courses.
*Medical Assistant and Medical Assisting students are not permitted to take any Medical Science courses online at the Lexington Branch Campus.
The Louisville campus is approved for online delivery. Foundations of Clinical Practices and Safety and Emergency practices are taught in courses that are only taught residentially or web-assisted. Students are required to perform all competencies and skills instruction, practices, and check-offs in the face-to-face environment either on campus or with an approved preceptor. These courses include: MSS144, MSS234, MSS244, MSS254.

p. 39 – Curriculum Changes – Limited Medical Radiography Diploma

REQUIREMENTS FOR THE DIPLOMA

~~62~~ 48 Credit Hours

Length: 18 months, 12 months accelerated

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

Course	Titles	Credit Hours
~~CCS 110~~	~~College Success Strategies~~	~~2~~
~~CCS 245~~	~~Career Development~~	~~2~~
LMR 201	Radiographic Imaging - NDT	4
LMR 300*	Limited Medical Radiography Clinical I - NDT	~~5~~ 4
LMR 301*	Limited Medical Radiography Clinical II - NDT	~~7~~ 4
LMR 400	Limited Medical Radiographic Certification Review - NDT	~~3~~ 6
~~MED 171~~	~~Medical Ethics - NDT~~	~~4~~
~~MED 172~~ MSS 123	Anatomy & Physiology I	4
~~MED 173~~ MSS 133	Anatomy & Physiology II	4
~~MED 176~~	~~Medical Terminology~~	~~4~~
~~MED 211~~ MSS 154	Health & Safety Techniques ~~- NDT~~	~~3~~ 4
MTH 101	College Mathematics	4
RAD 100	Introduction to Radiography - NDT	4
RAD 102	Introduction to Radiographic Clinical Topics - NDT	~~3~~ 4
RAD 121	Radiographic Positioning I - NDT	~~6~~ 4
RAD 131	Radiographic Positioning II - NDT	~~3~~ 2
Total Credit Hours		~~62~~ 48

p. 41 – Course Number Changes to Associate of Science in Medical Laboratory Technician

Course	Titles	Credit Hours	Clock Hours
BIO 101	Biology	6	88
BIO 202	Diagnostic Microbiology	6	88
CCS 110	College Success Strategies	2	22
CCS 245	Career Development	2	22
CHE 101	Chemistry I (Inorganic)	6	88
CHE 201	Chemistry II (organic)	6	88
ENG 101	Composition I	4	44
ENG 102	Composition II	4	44
~~MED 176~~ MSS 104	Medical Terminology	4	44
~~MED 172~~ MSS 123	Anatomy & Physiology I	4	44
~~MED 173~~ MSS 133	Anatomy & Physiology II	4	44
~~MED 171~~ MSS 204	Medical Ethics - NDT	4	44
MED 211	Health & Safety Techniques - NDT	3	44
MED 214	Phlebotomy Techniques - NDT	6	88
MLT 101	Introduction to Medical Lab	6	88
MLT 200	Clinical Chemistry	6	88
MLT 201	Hematology	6	88
MLT 202	Coagulation	6	88
MLT 203	Immunology/Immunohematology	6	88
MLT 204	Body Fluids	6	88
MLT 300**	Medical Laboratory Clinical I	11	352
MLT 301**	Medical Laboratory Clinical II	11	352
MTH 101	College Mathematics	4	44
PSY 214	Introduction to Psychology	4	44
PSY 274	Developmental Psychology	4	44
SOC 214	Introduction to Sociology	4	44
Total Credit Hours		**135**	**2200**

p. 42 – Curriculum Changes – Associate of Science in Radiologic Technology

REQUIREMENTS FOR THE DEGREE

~~132~~ 97 Credit Hours

Length: 24 months

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

Course	Titles	Credit Hours
~~CCS 110~~	~~College Success Strategies~~	~~2~~
~~CCS 245~~	~~Career Development~~	~~2~~
ENG 101	Composition I	4
ENG 102	Composition II	4
~~MED 171~~	~~Medical Ethics - NDT~~	~~4~~
~~MED 172~~ MSS 123	Anatomy & Physiology I	4
~~MED 173~~ MSS 133	Anatomy & Physiology II	4
~~MED 176~~	~~Medical Terminology~~	~~4~~
~~MED 211~~	~~Health & Safety Techniques - NDT~~	~~3~~
MTH 101	College Mathematics	4
PSY 214	Introduction to Psychology	4
RAD 100	Introduction to Radiography - NDT	4
RAD 102	Introduction to Radiographic Clinical Topics - NDT	~~3~~ 4
RAD 121	Radiographic Positioning I - NDT	~~6~~ 4
RAD 131	Radiographic Positioning II - NDT	~~3~~ 2
RTA 122*#	Radiographic Clinical I - NDT	~~3~~ 2
RTA 132*#	Radiographic Clinical II - NDT	~~3~~ 2
RTA 133	Advanced Radiographic Positioning - NDT	~~3~~ 2
RTA 141	Radiographic Imaging I - NDT	4
RTA 142*	Radiographic Clinical III - NDT	~~3~~ 2
RTA 144	Patient Care & Education - NDT	4
RTA 251	Radiographic Imaging II - NDT	4
RTA 252*	Advanced Radiographic Clinical I - NDT	~~8~~ 5
~~RTA 253~~ RTA 264	Radiation Physics - NDT	4
RTA 254	Radiation Protection & Biology - NDT	4
~~RTA 261~~	~~Radiographic Pathology - NDT~~	~~3~~
RTA 262*	Advanced Radiographic Clinical II - NDT	~~8~~ 5
RTA 263	Advanced Topics & Current Trends in Imaging - NDT	4
RTA 271	Radiographic Image Critique - NDT	4
RTA 272*	Advanced Radiographic Clinical III - NDT	~~8~~ 5
RTA 282*	Advanced Radiographic Clinical IV - NDT	~~7~~ 4
RTA 283	Radiographic Registry Review - NDT	~~3~~ 4
Total Credit Hours		~~132~~ 97

p. 43 – Course Number Changes – Associate of Science in Respiratory Therapy

Course	Titles	Credit Hours
BIO 100	Fundamentals of Science - NDT	4
BIO 200	Essentials of Clinical Microbiology	4
CCS 110	College Success Strategies	2
CCS 245	Career Development	2
ENG 101	Composition I	4
ENG 102	Composition II	4
~~MED 176~~ MSS 104	Medical Terminology	4
~~MED 172~~ MSS 123	Anatomy & Physiology I	4
~~MED 173~~ MSS 133	Anatomy & Physiology II	4
~~MED 171~~ MSS 204	Medical Ethics - NDT	4
MTH 101	College Mathematics	4

Course	Title	Credit Hours
PSY 214	Introduction to Psychology	4
RES 100	Introduction to Clinical Assessment - NDT	3
RES 200	Respiratory Fundamentals I - NDT	5
RES 300	Respiratory Fundamentals II - NDT	3
RES 305*	Respiratory Clinical I - NDT	4
RES 400	Respiratory Fundamentals III - NDT	3
RES 402	Cardiopulmonary Pathophysiology - NDT	4
RES 405*	Respiratory Clinical II - NDT	4
RES 500	Respiratory Pharmacology - NDT	4
RES 505*	Respiratory Clinical III - NDT	4
RES 600	Neonatal & Pediatric Respiratory Therapy - NDT	3
RES 605*	Respiratory Clinical IV - NDT	4
RES 701	Respiratory Therapy Seminar - NDT	2
RES 705*	Respiratory Clinical V - NDT	4
RES 801	Respiratory Therapy Registry Review - NDT	3
RES 805*	Respiratory Clinical VI - NDT	6
SOC 214	Introduction to Sociology	4
Total Credit Hours		**104**

p. 67 – Typo Correction to Credit Hours

PND 300**   Health Deviations I – NDT   ~~4~~ 14

p. 67 – Curriculum Changes for Practical Nursing Diploma

REQUIREMENTS FOR THE DIPLOMA

~~87~~ 86 Credit Hours

1435 Clock Hours (Includes 764 clinical and skills lab hours)

Length: 24 months, 15 months accelerated

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

Course	Titles	Credit Hours
Core Courses		**80**
~~PND 100~~	~~Anatomy & Physiology - NDT~~	~~7~~
PND 101	Personal & Vocational Relationships - NDT	2
PND 102	Math Concepts for Pharmacology - NDT	2
PND 103	Introduction to Nursing & Healthcare - NDT	6
PND 104*	Development of the Caregiver Role - NDT	10
PND 200*	Introduction to Health Deviations - NDT	7
PND 201	Pharmacology - NDT	3
PND 202*	Mental Health Concepts	7
PND 203*	Nursing & Childbearing Family - NDT	7
PND 300**	Health Deviations I - NDT	14
PND 301	Nursing Trends & Issues - NDT	2
PND 302*	Management of the Geriatric Client - NDT	4
PND 400***	Health Deviations II - NDT	16
General Education Courses		**6**
BIO 103	Human Anatomy & Physiology	4
BIO 103L	Human Anatomy & Physiology Lab	2
Total Credit Hours		~~87~~ **86**

p. 83 – Correction to Free Electives in the Bachelor of Science in Cybersecurity

Free Electives (~~20~~ 8 Credit Hours)   8

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

p. 86 – Curriculum Changes HVAC-R Certificate

REQUIREMENTS FOR THE CERTIFICATE

~~43~~ 39 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
CSC 118	Computer Applications I	4
~~ENG 101~~	~~Composition I~~	~~4~~
FYE 101	Information Literacy	4
HVA 100	Blueprint Reading	3
HVA 101	Introduction to HVAC-R Systems	4
HVA 115	Principles of Refrigeration	4
HVA 125	Heating Systems	3
HVA 135	Air Conditioning	3
HVA 205	HVAC-R Electrical Applications	3
HVA 220	Building Automation I	4
HVA 225	Commercial HVAC Systems OR	
HVA 290	Externship	3
MTH 101	College Mathematics	4
~~MTH 123~~	~~Advanced Mathematics~~	~~4~~
Total Credit Hours		~~43~~ 39

p. 87 – Curriculum Changes Associate of Science in HVAC-R

REQUIREMENTS FOR THE ASSOCIATE DEGREE

~~102~~ 91 Credit Hours

Length: 24 months, 18 months accelerated

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

Course	Titles	Credit Hours
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
ELC 226	Electro-Mechanical Devices I	4
ENG 101	Composition I	4
FYE 101	Information Literacy	4
HVA 101	Introduction to HVAC-R Systems	4
HVA 100	Blueprint Reading	3
HVA 115	Principles of Refrigeration	4
HVA 125	Heating Systems	3
HVA 135	Air Conditioning	3
HVA 205	HVAC-R Electrical Applications	3
HVA 215	Commercial Refrigeration	3
HVA 220	Building Automation I	4
HVA 225	Commercial HVAC Systems	3
HVA 255	Air & Water Distribution Systems	4
HVA 260	HVAC-R Loads & Humidity	4
HVA 265	Troubleshooting/Systems Repair	3
HVA 272	Building Automation II	4
HVA 275	HVAC-R Applications	3
~~HVA 280~~	~~Energy Audit Procedures & Practices~~	~~3~~
HVA 290	Externship	3
HVA 295	Capstone - Journeyman Prep	4
~~MTH 123~~	~~Advanced Mathematics~~	~~4~~
MTH 101	College Mathematics	4

MTH 243	Applied Algebra	4
MTH 201	College Algebra	4
MTH 253	Analytical Geometry & Trigonometry	4
PHY 162	Physics I	4
PHY 212	Physics II	4

Total Credit Hours ~~98~~ **83**

General Studies Elective (~~4~~ **8** Additional Credit Hours) ~~4~~ **8**
Students must choose ~~one~~ **two** additional General Education class~~es,~~ **including one** from the Social/Behavioral Science category. ~~This~~ **These** class~~es~~ **is** **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 ~~102~~ **91**

p. 93 – Additional information for the Bachelor of Arts in Interior Design

The CIDA-accredited program prepares student for entry-level interior design practice, for advanced study, and to apply for membership in professional interior design organizations. The Bachelor of Arts in Interior Design granted by Sullivan University meets the educational requirement for eligibility to sit for the National Council for Interior Design Qualification Examination (NCIDQ Exam). For more information about NCIDQ Exam eligibility visit: https://www.cidq.org/eligibility-requirements.

p. 105 – Correction to "Locations Where Offered"

Pharmacy Technician Diploma   Louisville, ~~Online~~
Pharmacy Technician Associate of Science (A.S.) Degree   Louisville, ~~Online~~

P. 106 – Edit to Admission to the Pharm.D. Program

~~* Standardized Test Score is required - PCAT is preferred; other test scores may be considered (GRE, MCAT, etc.). Scores must not be more than 2 years old at start of each admisssion cycle.~~

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

p. 107 – Course Change

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~~
      PHR 7602 Professional Transition (Pass/Fail)   1
      Credit Hours   7

p. 108 – Additional Pharm.D. Elective Offering

Add PHR 6846 Substance Use Disorders and Drugs of Abuse

p. 111 – Updated mission statement for Physician Assistant program

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

p. 111 – New Program
Master of Science in Pharmacist Care Delivery and Systems Thinking
(CIP Code 51.2002)

This 12-month program (52 credit hours) is designed for the BS in pharmacy and PharmD graduates who are eligible for licensure as a graduate pharmacy intern or pharmacists and is interested in post-graduate education. This program of study enhances clinical pharmacy skills with an emphasis on management and systems thinking. The program includes business courses and pharmacy practice based didactic and experientially delivered courses.

Admission Requirements
- Have completed a BS in Pharmacy or PharmD degree or equivalent with eligibility for licensure with the Kentucky and Indiana Boards of Pharmacy as a graduate pharmacy intern or pharmacist
- Have a minimum professional GPA of a 2.75, preference given to 3.0 or greater
- If English is a second language, a TOEFL score is required
- Completion of application

REQUIREMENTS
52 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
ECO 510	Managerial Economics	4
HRL 660	Organizational Effectiveness	4
MGT 545	Leading Organizations	4
MGT 620	Operational Efficiency and Effectiveness	4
PCS 500	Advanced Therapeutics I	1
PCS 501	Systems Thinking I	1
PCS 502	Capstone Project I	1
PCS 503	Practitioner Education	1
PCS 520	Advanced Therapeutics II	1
PCS 521	Systems Thinking II	2
PCS 522	Capstone Project II	1
PCS 540	Advanced Therapeutics III	1
PCS 541	Capstone Project III	1
PCS 560	Advanced Therapeutics IV	1
PCS 561	Capstone Project IV	1
PHR 7801	Advanced Pharmacy Practice Experiences (APPE)	6
PHR 7802	Advanced Pharmacy Practice Experiences (APPE)	6
PHR 7803	Advanced Pharmacy Practice Experiences (APPE)	6
PHR 7804	Advanced Pharmacy Practice Experiences (APPE)	6
Total Credit Hours		**52**

p. 115 – Edit to Payment Options

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, family or personal resources. 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 the Bursar ~~Financial Planning~~. 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.

p. 115 – New Tuition Reduction Policy

Tuition Reduction Policy (Withdrawal from the University)

In the event a student completely withdraws from the University, the University reduces tuition charges based on a student's request to withdraw as follows:

Week 1 by Sunday at 11:59 p.m., EST…..100% reduction of tuition and fees*
Week 2 or later……………………………...No reduction

*Student must complete an Official Withdrawal Form to receive the reduction prior to the end of Week 1. Textbooks, supplies, uniform fee and parking permits picked up/received by the student during week 1 are not included in the above reduction scale. Costs related thereto will be added to the student's account following a week 1 withdrawal.

Students who withdraw may be eligible for a partial or full credit for textbooks that are returned to the Bookstore. See the Bookstore's policy on returned books and supplies for details.

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.

p. 116 – Edits to Refund Policy for Title IV Funds

Federal financial aid funds, also known as Title IV funding, are awarded based on the premise that a student "earns" a percentage of the funds ~~they are disbursed~~ awarded each term. When a student who has received Title IV funds withdraws (official Withdrawal) or is no longer academically engaged (Unofficial Withdrawal) ~~school before the end of the term,~~ federal law requires Sullivan University to calculate the percentage and amount of "unearned" Title IV 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 are "academically engaged" 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.

p. 116 – Edit to 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. Students waiting on an employer reimbursement payment have 30 days from the close of the previous quarter to submit payment to the Office of the Bursar. No transcript or diploma will be released until all financial obligations are met.

p. 116 – Additional Paragraph under Financial Obligations

Students utilizing Chapter 31 or Chapter 33 veteran's benefits to cover tuition will be considered to have met all or part of their financial obligations to the university upon providing documentation of entitlement to educational assistance to the financial planning office. Students with additional financial obligations exceeding what is paid by veteran's benefits or whose veteran's benefits are not paid within 90 days of certification can be placed on Hold, as listed above.

p. 116 – Edit to 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 0-36 credit hours (effective October 7, 2019)
Second-Year (Sophomore) Eligibility: 47- 37-96 95 credit hours (effective January 6, 2020)
Third-Year (Junior) Eligibility: 97-96-142 credit hours plus enrollment in a Baccalaureate program of study (effective January 6, 2020)
Fourth-Year (Senior) Eligibility: 143 credit hours completed plus enrollment in a Baccalaureate program of study

p. 117 – Edits to 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.

p. 120 – Edits to "Evening and Weekend Classes"

When available, students may choose to complete all or part or most programs by taking evening or weekend classes. Most junior, senior, and graduate Some 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.

Add:
Hybrid Classes (Graduate School)
Graduate School Hybrid Courses are on-campus course offerings at that level. These courses predominantly meet on-campus and are supplemented with online educational materials. The on-campus meetings are an integral component of the courses and afford students direct interaction and learning opportunities with faculty and other students. Attendance for on-campus meetings is a necessary component of the hybrid course offering. Graduate School hybrid weekly on-campus course meetings are scheduled weeks 1, 2, 5, 6, 8 and 9. Graduate School weekend hybrid on-campus course meetings are scheduled Friday and Saturday of weeks 1, 5, and 8.

p. 121 – Census Policy (Will replace the Attendance Policy currently on page 121 of the catalog):

Effective January, 2020, Sullivan University is four quarter/year-round, census institution.

Sullivan University cares that students regularly attend and/or academically engage in their course(s). Doing so is essential for mastering the concepts, theories and skills necessary for successful completion of each course. Every effort should be made to attend and/or engage in every class, lab or intern/externship experience.

At the beginning of each term through a Census Poll, Academic Services will verify student engagement on Friday of the second week of each term. Census is based on student engagement in defined academic engagement activities. One or more engagement activities in each scheduled course must occur by Thursday of the second week* for a student to be made active in a course. Students who do not academically engage prior to the Census Poll will have the course(s) removed from their schedule with no tuition, fees or grade penalty, and will not have an opportunity for instatement beyond the add/drop period without extenuating circumstances. Faculty may impose course-level engagement policies that will be described in each course syllabus. Course-level attendance policies imposed by faculty do not impact the University's Census Policy.

Quarterly charges and all federal, state, and institutional aid will be based upon the post-census poll enrollment status, and recalculations will occur as needed in the Financial Planning Department for federal, state and institutional aid.

A mid-quarter Census Poll for module courses ONLY that begin at the mid-point of the term will occur on Friday of week eight to verify engagement in those specific courses.

* First week for COPHS students when their academic calendar begins one week later.

Note: Census events that fall on an observed holiday will take place the next business day.

Clinical/Lab Attendance Policy (College of Nursing)

Clinical/Lab absence is only permitted for extenuating circumstances such as mandated court attendance, hospitalization, military orders, death of an immediate family member (spouse, child, sibling, parent or grandparent) or a student having a temperature over 101°, vomiting, diarrhea or any other condition classified as contagious such as conjunctivitis. All of these circumstances require documentation to be submitted. The missed clinical/lab time will be made up on a date/time determined by the clinical coordinator. If there are no extenuating circumstances (as described above with supporting documentation), the student will be administratively dropped from the course and a "NF" grade will be assigned for the course. If drop occurs during the add/drop period of enrollment, the student would be assigned a "W" for the course.

Changes in Enrollment:

The course Add/Drop policy is published in the Sullivan University Catalog. A student should speak to a member of the Financial Planning staff prior to changing their course load. The addition/subtraction of credits may impact the enrollment requirements for the types of aid awarded. Course load adjustments may also delay a student's expected graduation date.

Federal financial assistance programs include: Federal Pell Grants; Iraq and Afghanistan Service Grants, Federal Supplemental Educational Opportunity Grants; Federal Direct Loans and Federal Direct PLUS Loans.

If a student withdraws from Sullivan University during a term, the amount of funding available from these sources may be impacted as federal financial assistance is determined by a federally mandated formula. At the time of a student's complete withdrawal, the institution must complete a recalculation of federal aid eligibility based on the withdrawal date. Unearned funds are returned to their source up to the 60 percent point, when all federal financial assistance is considered to have been earned. If returned funds result in a balance owed to the university, the student may be responsible for that amount.

Students who cease class engagement and receive non-passing grades in all registered courses for a term, but fail to officially withdraw according to stated policy, are subject to the same eligibility recalculations described above. Non-attendance does not relieve students of their financial obligations to the university, and does not constitute an official withdrawal.

All students who cease enrollment in the University are required to complete a financial aid exit interview with the Financial Planning Department by visiting: https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit

Academic Engagement Defined:

Sullivan University defines academic engagement as a student having done one or more of the following:
- **Submitted** an assignment during class or via the learning management system (LMS) drop box, E-value, Examsoft, and/or other means of electronic submission
- **Completed** an exam or quiz during class or via the LMS, E-value, Examsoft, and/or other means of electronic submission or a tutorial or computer-based instructional module (Instructor must be able to verify and document completion)
- **Participated** in a documented synchronous web conference

- **Posted** to an online discussion board in the LMS or other appropriate platform
- **Attended** a residential/face-to-face class or an academically relevant event (e.g. assigned clinical hours or a class field trip with student sign-in sheet)

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

p. 123 – Update to Grading and Quarter System table
NF – Failing – ~~Not Actively Engaged~~ Administrative Drop
NG   -----   Withdrawal during add/drop   not computed

p. 124 – Additional Information

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

Administrative drops occurring after the add/drop period will result in a grade of "NF". In the event a student has an extenuating/mitigating circumstance that results in an administrative drop or removal from the clinical/externship site ~~or drop due to non-engagement/non-attendance~~, a petition for grade change to "W" may be completed within the Academic Services Office through Sunday, Week 10 at 11:59pm EST. Documentation must accompany the request. The petition and supporting documentation will be reviewed, which may or may not result in a grade change.

p. 124 – Edit to the Class Repeat Requirements/Policy

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

p. 124 – New Course Add/Drop Policy (effective January 1, 2020)
A student who wishes to terminate enrollment in one or more courses must notify the University and may do so by completing a course withdrawal form. The course withdrawal form is available via the Academic Services office, or electronically via the student portal. Courses charged at the credit hour rate may be dropped during the add/drop period without tuition or fees penalty, not including books, supplies, etc., that have been charged to a student's account. For credit hour students, there is no reduction for course withdrawals after the add/drop period. For contract students, there is no tuition reduction for single course withdrawals prior to, during or after the add/drop period.

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

Courses, regardless of delivery method, may be added or dropped through 11:59 p.m. EST on the Sunday at the end of the first week of each term. Requests to add or drop one or more courses may be submitted electronically by accessing the appropriate form on the student portal, or by visiting a campus Academic Services office.

Course addition requests during the add/drop period requires approval by the student's Academic Services Coordinator or appropriate Academic Services official to ensure desired classes are available and all academic prerequisites have been met. Course add/drop requests for Graduate School and International (F-1) students require prior approval by the Graduate School or the International Program Office. Requests made by those in programs within the College of Pharmacy and Health Sciences require the approval of the College Dean or designee. Consultation with Financial Planning is strongly encouraged.

p. 125 – Addition to Withdrawal Policy
Add:
If active engagement has occurred, students who withdraw from class(es) during the add/drop period will receive a grade of "NG" (no grade penalty). Students who withdraw after the add/drop period but before ~~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".

Add:
If a student requires an exception due to medical related or extenuating circumstances that warrant an unavoidable temporary withdrawal, please consult the University's Ombudsman.

p. 125 – Addition to Withdrawal Policy

Physician Assistant and Pharm.D. Students – Physician Assistant Second Professional Year (PA2) and Pharm.D. Third Professional Year (PY3) Withdrawal Policy Students who withdraw from a rotation block prior to the start of Week 5 will receive a grade of "W", those withdrawing after the start of Week 5 of the rotation will receive a "WF" unless a medical or military excuse is provided.

p. 125 – Addition under Withdrawal Policy (effective June 10, 2019)
Return of Tuition Assistance: Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which they assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded.

To comply with the new Department of Defense policy, Sullivan University will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending. These funds are returned to the military Service branch. If tuition is reduced leaving a credit from TA, all TA over the tuition on the account will be refunded.

Instances when a Service member stops attending due to a military service obligation, Sullivan University will work with the affected Service member to identify solutions that will not result in student debt for the returned portion.

11 – Week Course Withdraw

Week 1 – 100% return
Week 2 – 80% return
Week 3 – 70% return
Week 4 – 60% return
Week 5 – 50% return
Week 6 – 40% return (60% of course completed)
Week 7-11 – 0% return

6 – week course withdraw (24 days 60% course completed)
Days 1-7 – 100% return
Day 8 – 82%
Day 9 – 79%
Day 10 – 76%
Day 11 – 73%
Day 12 – 70%
Day 13 – 67%
Day 14 – 64%
Day 15 – 61%
Day 16 – 58%
Day 17 – 55%
Day 18 – 52%
Day 19 – 50%
Day 20 – 48%
Day 21 – 46%
Day 22 - 44%
Day 23 - 42%
Day 24 - 40% return (60% of course is completed)
Day 25 - 0% return

p. 127 – Updated Satisfactory Academic Progress Policy – effective September 5, 2019

Satisfactory Academic Progress Policy		
All Sullivan University Certificate/Diploma Programs **All College of Allied Health, College of Nursing, and College of Pharmacy & Health Sciences Undergraduate Programs**	CGPA Qualitative	CCR Quantitative
Evaluation Points – At the end of each term		
After attempting **1 to 23** credit hours	1.50	25.00%
After attempting **24 to 35** credit hours	1.70	50.00%
After attempting **36 or more** credit hours	2.00	66.67%
Sullivan University Associate/Bachelor Degree Programs **(Sans College of Allied Health, College of Nursing, and College of Pharmacy & Health Sciences Undergraduate Programs)**	**CGPA** **Qualitative**	**CCR** **Quantitative**

Evaluation Points – At the end of the 1st Academic Year (three quarters). Thereafter, the evaluation points are at the end of each term.		
After attempting **1 to 36** credit hours	1.50	50.00%
After attempting **37 to 48** credit hours	1.50	66.67%
After attempting **49 to 60** credit hours	1.70	66.67%
After attempting **61 or more** credit hours	2.00	66.67%
Graduate School Programs - Master's Level Only	**CGPA** **Qualitative**	**CCR** **Quantitative**
Evaluation Points – At the end of each term		
After attempting **1 to 18** credit hours	2.50	50.00%
After attempting **19 to 27** credit hours	2.75	66.67%
After attempting **28 or more** credit hours	3.00	66.67%

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

p. 130 – Additional Policy

Acceptable Use Policy

Purpose

The purpose of this policy is to define standards, procedures, and restrictions for end users who are connecting a personally-owned device to Sullivan University's organization network for educational purposes. This policy is intended to provide freedom for students to use their preferred personal devices while protecting the security and integrity of Sullivan University's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms.

This device policy applies, but is not limited to, all devices and accompanying media (e.g. USB thumb and external hard drives) that fit the following classifications:

● Smartphones

● Tablet computers

● Portable media devices

● Laptop/notebook computers, including home desktops

● Any personally-owned device capable of storing organizational data and connecting to a network

The policy applies to any hardware and related software that is not organizationally owned or supplied, but could be used to access organizational resources. Access to and continued use requires that each user reads, respects, and follows Sullivan University's policies concerning the use of these resources and/or services.

Expectation of Privacy

Sullivan University will respect the privacy of your personal device while protecting the integrity of the confidential data that resides within the technology infrastructure.

Security

Sullivan University students using personally-owned devices and related software for network and data access will, without exception, use secure data management procedures. This requires that all Sullivan University students keep their password confidential—which means never disclosing passwords to anyone. To ensure privacy and security, and prevent unauthorized access, the following is required:

• The device must be password protected.

• Sharing of passwords, PINs, or other authentication information is prohibited.

 • The device must lock itself with a password or PIN if it is idle for five minutes.

Protection

To protect your personal computer from malicious acts, all computers must have anti-virus and anti-malware software installed and kept up to date and currently enabled. If your software is not up to date or disabled, it may lead to an infection. Students are responsible for keeping their computer updated with security patches/fixes from the appropriate software update services. This includes updating applications, such as MS Office, Adobe, iTunes, Chrome etc. If your computer is not up to date, network access will be restricted.

Help and Support

The IT department will assist students with connectivity issues, and can make recommendations about hardware or software issues students may experience. If the student-owned device requires maintenance, the student is responsible for taking the device to a third party vendor.

Risk/Liabilities/Disclaimers

While Sullivan University IT will take every precaution to prevent student's personal data from being lost, students must take additional precautions, such as backing up email contacts, documents, and other data they deem important. All students are expected to use his or her devices in an ethical manner at all times and adhere to the *Student Use of Technology in the Classroom* policy (See Sullivan University Catalog).

Students are personally liable for costs associated with his or her device. All students assume full liability for risks including, but not limited to, device theft, the partial or complete loss of personal data due to an operating system crash, errors, bugs, viruses, malware, and/or other software or hardware failures, or programming errors that render the device unusable.

pgs. 131-132 – Edits to International Studies Program
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
Add: Sullivan University continually strives to attract students who are committed to higher education and offers unique programs that are specifically designed to help prepare students for careers in their chosen field. As such some undergraduate programs require standard academic "on-the-job" experiential/practicum/externship learning that is an integral component of the established curriculum and required for degree completion. These opportunities allow students to facilitate the application of theory to practice by observation and participation in administrative, technical, and clinical procedures under direct supervision in an approved setting.

Edits The Sullivan University Graduate School offers two graduate programs and one Ph.D. level program in which professional work, in a related field, is a required component of the education: 1) the Master of Science in Managing Information Technology (M.S.M.I.T.); 2) the Executive Master of Business Administration (E.M.B.A.); and the Doctor of Philosophy in Management with a concentration in Information Technology Management (Ph.D.). The Graduate School also offers one graduate level program in which professional work, in a related field, is an integral part of the established curriculum, the Master of Science in Management (M.S.M.).

Curricular Practical Training (CPT)
In accordance with 8 C.F.R. § 214.2(f)(10)(i), 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. These programs offer Sullivan University Non-Immigrant (F-1) students the opportunity to participate in Curricular Practical Training (CPT). **Remove:** ~~Students must comply with the university's stipulated attendance policy to be eligible for continued CPT authorization.~~

An undergraduate international F-1 student in an academic program that requires "on-the-job" experiential/practicum/externship learning will be enrolled and required to participate in program specific courses that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program.

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

Add: For acceptance to the Information Technology Management concentration in the Ph.D. in Management Program there is an emphasis on IT Management. Applicants will demonstrate that they are currently employed or have an offer of employment in IT Management related positions and will be required to enroll and participate in four Knowledge Management Practical Application Courses (CSC734, CSC735, CSC736, and CSC737) that are designed to demonstrate the relationship between gained practical employment knowledge and the established curriculum of the program. Ph.D. Knowledge Management courses meet three (3) times during the academic term: Week 1, Week 5, and Week 8, unless otherwise stipulated.

Remove: Note: Each student is responsible for obtaining their own offer of employment and explaining how that employment correlates to their related graduate level program of study.

Applying for CPT:
Add: Each student is responsible for obtaining their own offer of employment and is responsible for providing information pertaining to how that employment correlates to their related program of study. Students may apply for CPT once the application window opens. **Add:** Prior to admission, new students able to demonstrate practical training eligibility may apply for CPT based on acceptance to an approved program of study **Remove:** and ability to demonstrate practical training eligibility. Students are required to apply for CPT authorization each academic term and there is no guarantee of employment/training authorization. **Remove:** Students working without authorization may face immediate termination of status by the International Programs Office (DSO).

Add: Note: Unauthorized work/training in the United States is unlawful. As such, it is the responsibility of the DSO to report any periods of unauthorized employment/training to SEVP and to enforce applicable penalties in relation to the nonimmigrant student's status.

Attendance
Add: In order to maintain lawful status in the United States, nonimmigrant students are expected to make normal academic progress toward completion of their enrolled program of study. Normal academic progression toward completion of the degree program requires that students attend all scheduled course meetings. Failure to attend scheduled campus course meetings may result in immediate termination of the student's active SEVIS record as well as administrative withdrawal from the University.

Note: Non-Immigrant F-1 students will not be allowed to take more than one online class in any given quarter in order to meet full course of study requirements as indicated by 8 CFR 214.2(f)(6)(i)(G).

p. 133 – Remove the following statement (more extensive policy now on p. 139)
Minors: Adults are responsible for ensuring the reasonable supervision of minors in their charge.

p. 139 – Social Media Policy
<div align="center">

Social Media Policy
</div>

Students are personally responsible for what they communicate on or through social media and they must adhere to the standards of "Behavior and Responsibilities" outlined in the University Catalog.

Communications on social media must be respectful at all times and in accordance with this policy. Use of social media must not infringe on the rights, or privacy of other students, or staff and students must not make ill-considered comments or judgments about other students, staff or third parties.

The following non-exhaustive list may, according to the circumstances, be considered to be of an unacceptable nature and should never be posted:

- confidential information (information about fellow students or staff or personnel matters, non-public or not yet approved documents or information);
- personal information about another individual, including contact information, without their express permission;
- comments posted using fake accounts or using another person's name without their consent;
- material, including images, that is threatening, harassing, discriminatory, illegal, obscene, indecent, defamatory, or hostile towards any individual or entity;
- any other posting that constitutes a criminal offence;
- anything which may bring the University into disrepute or compromise the safety or reputation of colleagues, former colleagues, students, staff and those connected with the University

Any violation of this policy may result in disciplinary action up to and including suspension/expulsion as outlined under "Disciplinary Sanctions" in the Student Catalog.

Violations of this policy can be reported to campus security authorities and/or the Student Services department. Complaints can also be submitted via web form at https://sullivan.edu/studentgrievance/.

p. 139 – Addition to the 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.

Statement on Cannabidiol (CBD)
Cannabidiol (CBD) is one of many compounds found in marijuana, the same plant that produces the psychoactive compound, delta-9-tetrahydrocannabinol (THC). While CBD is a cannabinoid and shares some structural similarities with THC, it does not produce a "high." However, CBD products may contain trace amount of THC. CBD products sold over-the-counter have not been approved by the U.S Food and Drug Administration (FDA). Research published by the Journal of the American Medical Association has shown that 43 percent of CBD oils tested contained more THC than was labeled on the bottle.[1] Thus, CBD users may be unaware of the amount of THC they are consuming. Several academic programs within Sullivan University require students to submit to drug screens to ensure their safety and the safety of the individuals they work with on experiential rotations. These drug screens test for the presence of THC or THC metabolites. Drug screens yielding positive results for THC will be considered positive, regardless of reported CBD use. Therefore, students should carefully consider their decision to use CBD products as this could potentially result in a positive drug screen.

1. Bonn-Miller MO, Loflin MJE, Thomas BF, Marcu JP, Hyke T, Vandrey R. Labeling accuracy of cannabidiol extracts sold online. JAMA. 2017;318(17):1708–1709. doi:10.1001/jama.2017.11909

p. 139 – Additional Policies

Visitor - Adult
Because Sullivan University provides a focused, student-centered learning environment, students should have an instructor's advance permission prior to bringing a visitor to any class meeting or event. Failure to request advance permission may result in dismissal of the visitor and/or student from the class or event with an unexcused absence.

Visitor - Minor
In the event a student needs to bring minor children on campus for a meeting with staff or a faculty member, the student is responsible for ensuring the reasonable supervision of minors in their charge at all times. Minor children should not be permitted in a scheduled class or any active instructional area to

avoid disruption of the learning environment for other students and faculty. Since children are not permitted in these areas, the decision to bring a minor to a scheduled class or any active instructional area, may result in dismissal from the class meeting with an unexcused absence.

p. 142 – Prerequisite Corrections
AMT 330 INSTRUMENTATION AND MEASUREMENT (3 Credits)
This advanced class takes a systems level approach to integrating instruments and controllers in typical industrial control systems. Topics covered include an introduction to instrumentation, temperature, pressure, level, flow, and position measurement, analyzers, transmission and communication, automatic control, final elements, and safety systems. Prerequisite(s): AMT 258 and AMT 267 associate degree in AMT or equivalent

AMT 340 ENGINEERING PROGRAMMING LANGUAGES (3 Credits)
This course introduces the student to the C++ programming language, Excel, numerical programming methods, and Matlab. The student will experience a unique integrated electronic learning system that allows for quick and efficient navigation to a multitude of examples, exercises and projects.
Prerequisite(s): CSC 118 associate degree in AMT or equivalent

p. 143 – Prerequisite Correction
AMT 367 PROGRAMMABLE LOGIC CONTROLLERS IV (3 Credits)
This course allows students to apply the knowledge gained in the previous PLC and robot courses to simulated real world applications. The student will design PLC programs with solutions for five simulated industrial applications. The students will generate professional documentation and present their work to the instructor and the class. This is a hands-on design and application course. Prerequisite(s): AMT 258, AMT267

p. 144 – Co-requisite Recommendations

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.
Recommended that BFS 106 be taken concurrently with BFS 104

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.
Recommended that BFS 216 be taken concurrently with BFS 214

p. 147 – Prerequisite Correction
CGD 164 LAYOUT I (3 Credits)
This introductory level course is designed to acquaint you with computer layout and desktop publishing as well as expand the concepts of design and the computer as a tool for image creation taught in beginning level courses. You will be exposed to the basic concepts of desktop publishing software.

Concepts of computer typography will be explored in detail as well as fundamental ad and page layout. Prerequisite(s): ~~CGD 142~~ CGD115, CGD151

p. 148 – Prerequisite Corrections
CGD 357 DIGITAL IMAGERY & IMAGE MAKING II (3 Credits)
This advanced class is designed to hone the your skills on and with various digital methods of image creation. You will be instructed on the interactions between some traditional forms of image creation as well as their digital counterparts. Instruction will also include usage of the camera for image creation, digitizing tablets and scanner usage. The class will also help you learn to merge and manipulate several different media, ranging from still images to moving imagery. Prerequisite(s): ~~CGD 157 and CGD 244~~ CGD157

CGD 430 ADVERTISING DESIGN (3 Credits)
This course introduces you to advertising design. You will learn the art of advertising and the structure of advertising agencies. You will also learn the concepts and approaches used to develop an advertising campaign. The goal in this class is to have you develop, design and produce materials for client presentation. Prerequisite(s): ~~CGD 342~~ CGD327

CGD 431 PRODUCT DESIGN (3 Credits)
Product Design is a class that will explore the facets of commercial and industrial packaging from actual box/package creation to its outer design and advertising. You will learn to create not only prototype product designs but the packages they are housed in, as well as subsequent sales and dispersal methods. Prerequisite(s): ~~CGD 244~~ CGD351

CGD 445 ENVIRONMENTAL DESIGN (3 Credits)
From Olympic events to museum directories, you will learn how concepts of direction and space (navigating through the human scale environment) present challenges for the designer. This class focuses on type and image as elements to orient a person within a specific environment. You will explore each stage of developing a way-finding system, from sketches to 3D information graphics. You will learn how to guide an audience through new and/or unfamiliar environments and the exciting typographic and symbol system opportunities such work presents. Prerequisite(s): ~~CCS 229~~ PSY229

CGD 446 COLLECTIVE DESIGN (3 Credits)
Collective Design is a class that will explore the uses of combining models, vector art and photos from different software into one project. You will use various programs and multi-media software to create one campaign, which may include products from a variety of software sources. Prerequisite(s): ~~CGD 431~~ NONE

p. 155 – Prerequisite Correction
DRF 231 STATICS (4 Credits)
This course is an introduction to the analysis of the basic forces that act on rigid structural members. You will study forces applied to beams, the principles of equilibrium for rigid bodies, and the analysis of structures. Prerequisite(s): ~~MTH 253, PHY 162, CCS 165~~ MTH253, MTH263, PHY162

p. 157 – Prerequisite Corrections
ELC 163 DIGITAL ELECTRONICS I (3 Credits)
This is an introduction to digital integrated circuits. Topics will include numbering systems, logic gates, logic probes, Multiplexers, encoders, and decoders are covered in a lab setting. Prerequisite(s): ~~MTH 243 and ELC 134~~ ELC114, MTH243

ELC 240 OPTO-ELECTRONICS (4 Credits)
This course is designed to give students a basic foundation in the use of optoelectronic devices and their numerous applications. Students will develop an understanding of how these devices can be used to replace mechanical and electrical switches in various kinds of equipment. Students will understand how communications can take place by means of light, and how fiber optic cable can replace metallic cables. Green component includes a solar panel project. Prerequisite(s) or taken concurrently: and/or concurrent with ELC 212 and ELC 219

ELC 253 ELECTRO–MECHANICAL DEVICES II (4 Credits)
This course includes a review of the basic electrical and solid state principles. Reversing motor circuits, frequency drives, solid-state relays/starters, sensing devises, reduce voltage starters, accelerating and decelerating methods along with preventive maintenance will be covered. Prerequisite(s): ELC 226, ELC 212, ELC 219 ELC226

p. 158 – Additional Course Description
GEC 220 – ESSENTIAL STRATEGIES FOR APPLIED COMMUNICATIONS (ESAC) (4 Credits)
This course examines four major areas of communication (Interpersonal, Group, Public, & Mediated) focusing on the application of useful practices in today's society. Students will have the opportunity to engage in the development of communication competencies and learn strategies for enhancing their communication abilities.

p. 163 – Additional Course Descriptions
HSS 101 INTRODUCTION TO HUMAN SERVICES (4 Credits)
The main objective of this course is to provide a comprehensive introduction to the field of Human Services. Students will learn the theory, knowledge, attitudes, values, and skills needed to become a Human Services professional.   The course will examine the needs of vulnerable populations and the role of human service agencies to address those needs including their organization, service delivery system, staffing patterns, and funding sources. This explores the origin and development of the social welfare system as well as social welfare policy. Prerequisite(s): None

HSS 110 PUBLIC AND COMMUNITY HEALTH (4 Credits)
This course will introduce students to the nation's public health systems including an overview of the core functions of Public Health and the 10 essential public health services. Students will examine a variety of strategies to promote health, prevent disease and prolong life among populations and communities, including behavioral, population and policy change, mass media approaches, and community-based interventions. Prerequisite(s): None

HSS 220 DIVERSITY IN HUMAN SERVICES (4 Credits)
The focus of this course is to increase students' cross-cultural awareness, knowledge, and skills in the assessment and provision of health and human services to diverse populations. Students will learn how to integrate culturally appropriate models tailored to the needs of diverse audiences. *The interaction of race, culture, assumptions, myths, beliefs in the provision of human services will be examined.* Prerequisite(s): None

HSS 225 COMMUNITY EDUCATION (4 Credits)
This course introduces students to the assessment of community education needs and the development, promotion, implementation and evaluation of community education programs. Prerequisite(s): None

HSS 250 HEALTH SERVICES ADMINISTRATION (4 Credits)
This course provides a foundation in health services administration. The course introduces students to the structure, organization, finance, and functions in health care systems including the examination of public

<mark>and private health institutions. Management principles, leadership approaches and conflict resolutions are examined. Prerequisite(s): None</mark>

p. 163 – Prerequisite Correction/Edit

HVA 100 BLUEPRINT READING (3 Credits)

This course provides an introduction to reading and interpreting blueprint drawings used in the trades and crafts, including basic techniques for reading and interpreting construction plans and specifications, both residential and commercial. The blueprint lab experiences focus on location of HVAC-R components in a building as well as, dimensions, shape, fabrication and assembly of those components. Students will apply basic mathematics to the solution of print and performance problems. OSHA safety training and assessment is incorporated into this class. Prerequisite(s): and/or concurrently ~~CSC 123~~ <mark>MTH 101</mark>

HVA 135 AIR CONDITIONING (3 Credits)

This course covers the applications of cooling principles with residential and commercial equipment. Students apply the physical and chemical laws governing the principles of HVAC. Topics include refrigeration applied to air cooling, comfort, air distribution and balance, installation, controls, operating conditions and troubleshooting. Prerequisite(s): HVA 115~~, HVA 205~~

p. 164 – Remove Course Description

~~HVA 280 ENERGY AUDIT PROCEDURES & PRACTICES (3 Credits)~~

~~This course includes a survey of utility rate structures, billing energy consumption, and energy profiling of commercial, institutional and industrial buildings and projects. Learners will recommend improvements in HVAC systems, control systems, and building structures. Students will use established formats for putting findings in writing. They will also practice presenting findings orally. Prerequisite(s): HVA 225 or industry experience~~

p. 164 – Prerequisite Correction

IDB 181 RESIDENTIAL DESIGN STUDIO (3 Credits)

This course will incorporate the concepts and methods of evidence-based design for an understanding of how designers shape interior environments through identifying and defining relevant aspects of a design problem, establishing goals, objectives, and performance criteria, interpreting information, associating initial ideations with requirements, and exploring spatial relationships and functionality. Emphasis will be placed on generating multiple design concepts, diagramming, initial space planning through sketching, and written communication methods. Prerequisite(s): IDB 101, <mark>IDB111, IDB121</mark>

p. 165 – Course Description/Title Correction

~~IDB 231 RESIDENTIAL DESIGN STUDIO (3 Credits)~~

~~Studio course incorporating the design process into a residential project solution considering applications to people of various age groups, familial structures, economic levels, and/or physical and emotional conditions. Students are required to develop a comprehensive design solution based on research of current literature concerning product information and specification of FF&E based on appropriate programmatic criteria. Prerequisite(s): IDB 101, IDB 111, IDB 121~~

<mark>IDB231 DESIGN PROGRAMMING - (3 credits)</mark>

<mark>This course will incorporate the concepts and methods of evidence based design for an understanding of how designers shape interior environments through identifying and defining relevant aspects of a design problem, establishing goals, objectives, and performance criteria, interpreting information, associating initial ideations with requirements, and exploring spatial relationships and functionality. Emphasis will be</mark>

placed on generating multiple design concepts, diagramming, initial space planning through sketching, and written communication methods. Prerequisite: IDB101

p. 167 – Course Description Change

LMR 400 LIMITED MEDICAL RADIOGRAPHY CERTIFICATION REVIEW (3 credits) – Not Designed to Transfer
This course provides the student with a review of basic radiographic topics. Topics will include principles of radiographic positioning and procedures, physics and equipment of radiographic imaging, radiographic anatomy and physiology, radiation protection, and the theories and principles of test preparation and testing. This course will assess the student's understanding of the major subject areas in radiologic technology, recognize deficient areas of knowledge and prepare for Kentucky's Limited Scope of Practice examination in Radiography. Resume writing and interview skills are an additional area of focus. Co-requisite: LMR 301

p. 175 – Edit to Prerequisite

MSS 144 MEDICAL LABORATORY PROCEDURES I
(4 Credits) – Not Designed to Transfer
This is a lecture and laboratory class designed to introduce the student to the clinical aspects of their profession. Some areas covered include electrocardiograms, pulmonary function testing, asepsis, sterile procedures. Students will address nutrition and special dietary needs of patients in this course. (Equivalent to MED 274) Prerequisite(s): Recommended that MSS 144 be taken concurrently with MSS 133

p. 182 – Co-requisite Recommendations

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.
Recommended that PBA 126 be taken concurrently with PBA 124

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.
Recommended that PBA 136 be taken concurrently with PBA 134

p. 183 – Edit to Course Descriptions

PHT 201 PHARMACY LAW AND ETHICS (4 Credits)
This course focuses on the laws, regulations, and ethical issues related to the practice of pharmacy. Both Federal and ~~Kentucky~~ state laws relating to the practice of pharmacy and control of drugs and medical devices will be included. 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

p. 185 – 186 – PND Course Prerequisite Edits

~~PND 100 ANATOMY & PHYSIOLOGY (7 credits) – Not Designed to Transfer~~
~~An overview of the systems of the body, its basic structure and function. Prerequisite(s): None~~

PND 200 INTRODUCTION TO HEALTH DEVIATIONS (7 credits) – Not Designed to Transfer
Application of the nursing process for selected adult clients experiencing common functional health deviations interfering
with activities of daily living. Emphasis is on nurse as provider of care. Prerequisite(s): ~~PND 100~~ BIO103, BIO103L, PND 101, PND 102, PND 103, PND 104

PND 202 MENTAL HEALTH CONCEPTS (7 credits) – Not Designed to Transfer
Applies nursing process to clients experiencing common mental health problems. Explores chemical dependency, violence, and other stress and developmental problems related to mental health. Prerequisite(s): ~~PND 100~~ BIO103, BIO103L, PND 101, PND 102, PND 103, PND 104

PND 203 NURSING & CHILDBEARING FAMILY (7 credits) – Not Designed to Transfer
Application of the nursing process with healthy childbearing families focusing on common growth and development processes associated with parenting. Reproductive health and pregnancy, child health, and common childhood health problems are explored. Prerequisite(s): ~~PND 100~~ BIO103, BIO103L, PND 101, PND 102, PND 103, PND 104

PND 302 MANAGEMENT OF GERIATRIC CLIENT (4 credits) – Not Designed to Transfer
Exploration and application of geriatric client management principles in long-term care settings. Prerequisite(s): ~~PND 100~~ BIO103, BIO103L, PND 101, PND 102, PND 103, PND 104

p. 188 – Course Description Changes

RAD 100 INTRODUCTION TO RADIOGRAPHY (4 credits) – Not Designed to Transfer
This course introduces the student to his/her role as part of the healthcare team as well as the standards of the profession. Students will learn the basic concepts associated with radiographic equipment, imaging and radiation protection. Skills for achieving success in college are also an area of focus. Prerequisite(s): Limited to students in the LMR and/or RT programs

RAD 102 INTRODUCTION TO RADIOGRAPHIC CLINICAL TOPICS (3 credits) – Not Designed to Transfer
This course orients the student to basic positioning terminology, basic image analysis, body landmarks and radiographic positioning principles. Students will be introduced to the basic concepts of patient care, radiation protection, and radiographic procedures. Students will develop their knowledge of bony anatomy as it relates to radiographic images. Ethical issues are an additional area of focus. Prerequisite(s): Limited to students in the LMR and/or RT programs

p. 190 – Course Description Change

RTA 144 PATIENT CARE & EDUCATION (4 credits) – Not Designed to Transfer
This course focuses on the field of radiologic technology's ethical and professional standards. This will include basic knowledge of communication, patient assessment, and patient education within the imaging department. Students will learn the cycle of infection and prevention of disease transmission. An overview of patient care techniques such as cardiac monitoring, ~~and~~ venipuncture and patient safety techniques. Training in vital signs and first aid procedures are included. ~~will also be discussed.~~ Prerequisite(s) or Co-requisite: RTA 132 or LMR program completion

p. 191 – Course Description Change

RTA 263 ADVANCED TOPICS & CURRENT TRENDS IN IMAGING (4 credits) – Not Designed to Transfer
This course will provide the student with a basic overview of quality control, cross-sectional anatomy, and advanced imaging modalities. It will also provide the student an in depth discussion of trauma and pediatric positioning. Current trends within the industry will also be discussed. There is an emphasis on resumes and interviewing. Prerequisite(s) or Co-requisites: RTA 251, RTA 252

p. 191 – Course Number Change

RTA ~~253~~ 264 RADIATION PHYSICS (4 credits) – Not Designed to Transfer
This course provides the student with the fundamentals of physics as it relates to radiation physics. This will include explanations of matter and energy, electricity and magnetism, x-ray production and interaction, x-ray emission and units of measurement. Prerequisite(s): RTA 141, RTA 142

p. 203 – Update to Course Numbers and Title

~~PA 601, 602, 603, 604, 605, 606, 607, 608 CLINICAL ROTATIONS~~ PA 620, 621, 640, 641, 660, 661, 680, 681 SUPERVISED CLINICAL PRACTICE EXPERIENCE - SCPE (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:
• Behavioral and Mental Health
• Emergency Medicine
• Family Medicine
• General Surgery
• Internal Medicine
• Obstetrics/Gynecology
• 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.

p. 203 – New Course Descriptions for the MS in Pharmacist Care Delivery and Systems Thinking program

PCS 500, PCS 520, PCS 540, PCS 560 Advanced Therapeutics I, II, III, & IV (1 credit hour each)
This course focuses on the knowledge and application skills necessary to execute the pharmacist patient care process. The emphasis will be placed on solving patient-centered therapeutic dilemmas of common disease states.

PCS 502, PCS 522, PCS 541, PCS 561 Capstone Project I, II, III, & IV (1 credit hour each)
The "Capstone Project" is a scholarly integrative project that culminates in the development of a business plan or quality assurance project with a formal presentation.

PCS 503 Practitioner Educator (1 credit hour)
This course focuses on knowledge of educational theory and how it applies in the practice setting. Emphasis will be placed on classroom, small group and experiential teaching skills that are applicable to a wide variety of pharmacy settings. Students will receive individualized mentoring and will experience a variety of teaching opportunities to apply knowledge and skills gained during the course.

PCS 501 and PCS 521 Systems Thinking I & II (I = 1 credit hour & II = 2 credit hours)
This course serves as introduction to systems thinking tools for the analysis of complex situations in the healthcare environment. Focus will be placed on system thinking practices to improve existing practices.

p. 210 – Course Description Replacement

PHR 6606 PROFESSIONAL SEMINAR COURSE (2 Credits)
This course will provide students information and review of knowledge and skills necessary for Advanced Pharmacy Practice Experiences.
~~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. All students will learn about and demonstrate understanding of the research process regardless of track selected.   During the Spring Quarter of the P2 year, this course will provide the opportunity to develop projects in detail. Students will receive confirmation of their project preceptor, student team (if pertinent) for presentation component, and tentative date for the presentation during the P3 year.~~

p. 211 – Course Description Replacement

Remove the course description for PHR 7601
Add the following course description for PHR 7602
PHR 7602 Professional Transition (1 credit)
This course is designed to expand students' knowledge and practice skills by assuring core elements are completed during the P3 year. This course is also intended to help prepare the student for the NAPLEX and MPJE. Course is pass/fail. Students must pass the course as a mandatory academic requirement for graduation.

p. 211 – Course Description/Numbers Edit

PHR 7000, 7001, 7200, 7201, 7400, 7401, 7600, 7801, 7802, 7803, 7804, & 7805 ADVANCED PHARMACY PRACTICE EXPERIENCES (APPE) (Total 42 Credits minimum)
The students will go through a minimum of 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.

p. 211 - Additional Course Description

PHR 6846 Substance Use Disorders and Drugs of Abuse (2 credits)
This course is designed to provide students with an understanding of the pathophysiology associated with substances of abuse including their effects on the nervous system and other organ systems as well as management of acute intoxication and/or withdrawal from the substance. Additionally, students will be exposed to nonpharmacological approaches in substance abuse management and are expected to apply knowledge gained during the course to contribute to educational and outreach efforts in the community. This is an elective course conducted primarily in a team-based learning format. Learning and assessments may be conducted through video tutorials, panels, reading assignments, and team projects/ discussions to review and apply information. The course requires active participation by all students enrolled in the course.

p. 213 – Course Description Replacement

PHR 6819 PALLIATIVE CARE (2 Credits)
Palliative care refers to specialized medical care for people with serious illnesses. It is focused on providing patients with relief from the symptoms, pain, and stress of a serious illness - whatever the prognosis. Hospice care is care for people with terminal illnesses or conditions and who have an anticipated life expectancy of six months or less. This course will focus on the care of patients receiving palliative or hospice care. Case examples will be used to explore common treatments used in these populations. Students will examine care from a holistic perspective considering how the pharmacist serves as part of an interprofessional team providing pharmacologic therapy as well as psycho-social, spiritual, and ethical care. This course will examine the progression from normal healthy status through serious illness, and eventually to the process of dying. Few new therapies will be discussed. Instead, the course will focus on HOW the medications are used in this environment including the importance of deprescribing of unnecessary medications.
~~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.~~

p. 213 – Additional Course Description

PHR 6844 CULTURAL COMPETENCY (2 credits)
This course is designed to build on concepts from previous courses that will aid the student pharmacist in reflecting on and building his/her own level of cultural competency or awareness. Information discussed will include the basics of cultural competency, refugee health, the use of interpreters, and a detailed look

into a variety of sociocultural groups, with the intent of preparing the students to provide care for other cultures.

p. 226 – Edits to Board of Directors

Chair: Dr. Keith Bird
Stephen Beimdiek
Dr. Jerry Clanton
Frank Harshaw
Cheryl King
Patricia ~~Schrenk~~ Sullivan
A.R. Sullivan
Glenn D. Sullivan
John Sweeney
~~Henry C. Wagner~~
Lisa Zaring

p. 227 – Edits to Administration

Main Campus – Louisville

Dean, College of College of Pharmacy and Health Science……….Misty Stutz

Dean, College of Legal Studies………………Jennifer Gaither

Dean, College of Technology and Design………..Travis Tiller

Sullivan University – Dupont Circle

Director, Academic Services………………….Michelle SmithDirector, Career Services……………………….Caitlin Rivard