

2026 Sullivan University
Catalog
Addendum/Errata

See 2025 Sullivan University Catalog Supplement A Addendum/Errata for any updates to financial information.

p. 3 – Updated Accreditation Statement

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

~~— Commission on Accreditation of Allied Health Education Programs~~

~~— 9355 — 113th St. N. #7709 | Seminole, FL 33775~~

~~— Telephone: (727) 210-2350~~

The [Medical Assisting Program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

p. 11 – Edit to “Jump Start Students”

Jump Start Students

Jumpstart students are typically high school seniors who may earn a maximum of 20 general education credit hours as a non-degree seeking student. A ~~2.50~~ minimum 3.00 high school GPA is required. ~~, but a GPA of 2.00 to 2.49 may be considered with the submission of one letter of recommendation from a guidance counselor and a completed interview by an Admission Advisor.~~

Upon enrollment, Jumpstart students must obtain a grade of “C” or higher to continue in subsequent quarters. Failure to meet this requirement due to extenuating circumstances should be directed to the Executive Director of Academic Operations & Institutional Effectiveness, and approval may be granted for one additional quarter. Should a course(s) have prerequisites or co-requisites that have not been met, approval to register must be obtained from the Vice President/Provost, or President. Credits earned as a Jumpstart student are not guaranteed to be credited toward a Sullivan University degree seeking program. After application for admission, such credits will be evaluated as to applicability to the specific degree in which the student wishes to enroll. All courses completed as a Jumpstart student, regardless of grade attained, are applied and configured into a student’s satisfactory academic progress.

p. 13 – Addition to Transfer Credit regarding Paralegal Studies programs

Transfer Policy for Legal Specialty Coursework Completed at Another Institution

Sullivan University's Legal Studies Program may award transfer credit for any legal specialty course on a case-by-case basis determined by the Program Director. Any student seeking transfer credit for any legal specialty course must first submit the following information to the Office of the Registrar:

1. A transcript showing the course title, course grade, and year completed;
2. The course syllabus or a course description from the institution's course catalog, reflecting the description of the course at the time the course was taken; and confirmation of the instructional format (synchronous or asynchronous).

Upon receipt of this documentation, the Office of the Registrar will forward it to the Program Director who shall determine whether transfer credit will be given for the course(s) requested. In determining whether or not transfer credit can be given, the Program Director shall consider the following:

1. Transfer credit may be awarded for substantially similar courses completed with a grade of "D" or higher, in an ABA-approved, or other post-secondary academically accredited academic paralegal education program within five years of the date of the request. To be considered "substantially similar":
 - a. the course must have incorporated the same or similar topics and assignments as the PLS course sought to be credited as evidenced by a catalog description or detailed syllabus; and
 - b. For credit for PLS 134 Legal Research, PLS 144 Legal Writing, PLS 224 Litigation, and PLS 262 Basic Legal Ethics, the course must have been completed in a synchronous format (in person or via live virtual instruction e.g., via Zoom or Microsoft Teams.)
2. The maximum number of legal specialty credits allowed for transfer shall not exceed twelve (12) semester credit hours, or the equivalent eighteen (18) quarter credit hours.

The award of legal specialty credit by examination or portfolio will not be given for paralegal courses.

*Notwithstanding the provisions detailed above: a student will not be awarded a paralegal studies (PLS) degree or certificate unless at least 13.5 quarter credit hours of legal specialty coursework has been completed at Sullivan University in a synchronous class format.

p. 23 – Correction to Scholarship

The Sullivan University Southeast Christian Church Collaborative Scholarship

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

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

Basis for Selection: Selection is left to the discretion of Southeast Christian Church leadership.

Recipients must meet regular admission requirements and standards.

Deadline: Not applicable

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

Eligibility: Must maintain continuous enrollment. Recipients have to be at least half-time, unless the required courses are not offered/available or the student has a less than half-time course load to complete the scholarship. Any exceptions need to be submitted to Financial Aid for approval.

Number of Students: ~~Up to 1 awarded annually~~ Two are awarded at the discretion of Southeast Christian Church following each University commencement ceremony.

Amount: Full tuition and fees for one calendar year. A student may receive subsequent scholarships of up to a year, thereby granting additional years until completion of an associate, bachelors, or master's degree.

p. 26 – Course Changes

Natural Sciences and Mathematics Courses

~~CHM 211 Introduction to General, Organic, and Biological Chemistry~~

CHM 212 Introduction to General, Organic, and Biological Chemistry

CHM 212L Introduction to General, Organic, and Biological Chemistry Lab

Social and Behavioral Sciences Courses

~~PSY 299 Abnormal Psychology~~

PSY 295 Psychopathology and Behavioral Health

p. 71 – New Program

Data Analyst DIPLOMA (CIP Code 30.7101)

The purpose of this program is to prepare graduates with the analytical, technical, and critical thinking skills necessary to collect, process, and interpret data to support informed decision-making across a wide range of industries. Through a combination of theoretical instruction and hands-on experience, students will develop proficiency in data management, statistical analysis, data visualization, and the use of industry-standard tools such as Excel, SQL, Python, and business intelligence platforms.

Graduates of the program will be equipped to identify trends, generate actionable insights, and communicate findings effectively to stakeholders. Emphasis is placed on ethical data practices, problem-solving, and the ability to work collaboratively in data-driven environments. This diploma is ideal for individuals seeking to enter the field of data analytics or enhance their existing skill set to meet the growing demand for data-literate professionals.

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

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

REQUIREMENTS FOR THE DIPLOMA

64 Credit Hours

Length: 18 months

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

| Course | Titles | Credit Hours |
|------------------------|---|---------------------|
| Core Courses | | 40 |
| CSC 105 | Introduction to Programming | 4 |
| CSC 111 | Introduction to Cybersecurity and Information Assurance | 4 |
| CSC 118 | Computer Applications I | 4 |
| CSC 153 | Technical Writing | 4 |
| CSC 210 | Database Design | 4 |
| CSC 218 | Computer Applications II | 4 |
| CSC 225 | Principles of Information Security | 4 |
| CSC 252 | AI / ML Foundations | 4 |
| CSC 256 | Data Analysis | 4 |
| CSC 272 | Principles of System Design | 4 |
| Support Courses | | 8 |
| ACT 204 | Principles of Financial Accounting | 4 |

| | | |
|-----------------------------------|--------------------------------------|-----------|
| MGT 114 | Business Organization and Management | 4 |
| General Education Courses | | 16 |
| ENG 101 | Composition I | 4 |
| FYE 105 | Foundations for Student Success | 4 |
| MTH 115 | Principles of Mathematics | 4 |
| MTH 202 | Introduction to Statistics | 4 |
| Total Quarter Credit Hours | | 64 |

p. 128 – Updates to Policy

Withdrawal After Add/Drop

Students who wish to withdraw from individual course(s) or the University must notify **a Director of Financial Aid** the Registrar's Office in writing or orally. Withdrawing from all courses will constitute a University withdraw, and students are strongly encouraged to communicate with Financial Aid prior to withdrawing to ensure they understand all financial implications (see tuition reduction policy).

To begin the withdrawal process, a student must:

1. Notify **a Director of Financial Aid** the Registrar's Office by completing a withdrawal request form. The form is accessed by logging in to the Sullivan University Student Portal, navigating to online classes, then forms, then withdrawal from class/university. Students opting not to complete a withdrawal form also have the options to e-mail **online@sullivan.edu** **withdrawal@sullivan.edu** or **call 502-413-8580** to begin the withdrawal process.
2. After the form, e-mail, or oral notification is completed, follow up from a **Director of Financial Aid** Executive Dean/Dean, Program Director, or Student Success will occur to discuss any **financial** implications. If **contact is unable to be made with the student within 72 hours**, then **Financial Aid is unable to** will make contact with the student within **48 72** hours, the withdrawal will be processed.
3. The withdrawal date will be the first date of official notification to **a Director of Financial Aid** the Registrar's Office. Students are notified once the request is completed, and Financial Aid will process an exit interview post-withdrawal.
4. Students requesting to retract their withdrawal must do so within three business days of the official notification. Requests to retract a withdrawal must occur in writing to **a Director of Financial Aid** the Registrar's Office and require approval from the Executive Director of Academic Operations and Institutional Effectiveness.

p. 131 – Updates to Policy

Re-Entering Requirements

A student who wishes to re-enter Sullivan University must contact Admissions to submit an application. During the re-entry process, student records will be reviewed and a determination made on the student's qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining program courses, though no additional enrollment fee is required, and will return into the most current curriculum plan in effect at the time of re-entry. The deadline to apply for the next subsequent term is Friday before the start of the quarter. Exceptions to this policy may be made by the Office of the Provost. Service members who wish to re-enter Sullivan University should refer to the Military Student Policies listed in the Academic Policies.

Students who were previously dropped due to census (UF, NF, etc.) for non-engagement must submit a petition for reentry to the Registrar's Office by completing a Petition for Reentry form. The student must disclose the circumstances that led to their non-engagement and how their circumstances have changed that will allow success in future coursework. The petition for reentry must be approved by the Office of the Registrar, the Petition for Reentry Committee, the Bursar, and Financial Aid before the student may begin coursework. Students who were administratively dropped for non-engagement must petition for reentry no later than Monday prior to the start of the next term. Exceptions to this policy may be made by the Office of the Provost. Service members should refer to the Military Student Policies for additional information.

p. 155 – Course Code Correction

CHM ~~211~~ 212 INTRODUCTION TO GENERAL, ORGANIC, AND BIOLOGICAL CHEMISTRY (4 Credits)

p. 185 - Course Code Correction

PSY ~~299~~ 295 PSYCHOPATHOLOGY AND BEHAVIORAL HEALTH (4 Credits)

p. 67 – Correction for missing Course Credit Hours

MNE 104 ITIL Foundations 4

p. 90 – Update for College of Hospitality Studies programs

Sullivan University is not currently accepting new enrollments for the Professional Baker Diploma at the Lexington location.

p. 117 Add to “Financial Obligation” section

Students on financial hold are eligible to receive their transcript upon graduation. However, Sullivan University will not release the diploma until the institutional balance is paid in full.

p. 161 – New Course Description

CSC 256 DATA ANALYSIS (4 credits)

This course is designed to equip students with the essential skills and knowledge required for effective data analysis. This course provides students with practical and theoretical foundations in data collection, data cleaning, descriptive analysis, statistical analysis, and data visualization.

Prerequisites: CSC210, MTH202

p. 174-175 – Prerequisite Corrections

**MSS 144 MEDICAL LABORATORY PROCEDURES I
(4 Credits) – Undergraduate Non-Transferable (UN)**

This is a class designed to introduce the student to the clinical aspects of their profession. Some areas covered include training in vital signs, pulmonary function testing, asepsis/infection control, and sterile procedures in which third-party simulations will be utilized for application. Students will address nutrition and special dietary needs of patients in this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): **BIO 133**, BIO 103, BIO 103L or concurrent

**MSS 234 MEDICAL LABORATORY PROCEDURES II
(4 Credits) – Undergraduate Non-Transferable (UN)**

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include first aid, ergonomics, electrocardiograms, methods of specimen collection, performance of CLIA waived testing in Hematology and Chemistry. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): **BIO 133**, BIO 103, BIO 103L, MSS 144

**MSS 244 MEDICAL LABORATORY PROCEDURES III
(4 Credits) – Undergraduate Non-Transferable (UN)**

The primary focus of this course is for the student to learn and practice procedures used in the clinical setting to include demonstration of safety devices, specimen collection for CLIA waived testing in Urinalysis, Microbiology, and Serology. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Body systems specific to content will be reviewed and assessed. Prerequisite(s): **BIO 133**, BIO 103, BIO 103L, MSS 144

MSS 254 PHARMACOLOGY (4 Credits) – Undergraduate Non-Transferable (UN)

This course discusses the principles of pharmacy, drug action, and therapy based on body systems and disease. Also included are the classification of drugs and routes of administration, as well as regulatory standards, calculations and practice of drug administration. Third-party simulations will be utilized for application and preparation for check offs included in medical boot camp section of this course. Prerequisite(s): **BIO 133** BIO 103, BIO 103L, MSS 144

MSS 275 CLINICAL ASSISTING EXTERNSHIP (4 Credits) – Undergraduate Non-Transferable (UN)

The student is assigned to a specific location to serve a minimum of 100 hours practicing clinical procedures. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of clinical practices during this time as well. Prerequisite(s): **BIO 133** BIO 103, BIO 103L, MSS 204, MSS 244, MSS 254

MSS 276 MEDICAL ASSISTING EXTERNSHIP (4 Credits) – Undergraduate Non-Transferable (UN)

The student is assigned to a specific location to serve a minimum of 100 hours practicing administrative duties of a medical assistant. The location may be an ambulatory health care setting such as a physician's office, clinic, or allied health agency. Valuable work experience is gained, but the student is not permitted to receive remuneration for these efforts. The student will complete a certification examination review of administrative medical practices during this time as well. Prerequisite(s): **BIO 133** BIO 103, BIO 103L, MSS 204, MSS 214, MSS 234, MSS 244, MSS 254, MSS 274