

## 2024 Sullivan University Catalog Addendum/Errata

See 2024 Sullivan University Catalog Supplement A Addendum/Errata for updates to financial information.

### p. 6 – Update to Success Story

In 2024, due to the US Army’s restructuring and reshaping of priorities at the base, we were asked to vacate our physical space on base. Sullivan University remains committed to serving the military and civilian populations in the Ft. Knox area through online programs and classes at its other locations.

### p. 7 – Update to Sullivan University Locations

#### **Fort Knox—Serving Our Military and Community**

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

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

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

### p. 8 – Update to Facilities and Equipment

#### **FT. KNOX**

The Ft. Knox location is located on the U.S. Military Installation at Ft. Knox, Kentucky to serve military personnel and their family members and civilian students from the local community. The facility is owned, inspected, and maintained by the United States Army. The U.S. Army provides classrooms and administrative offices. Classrooms are equipped with TVs, Internet, and instructor computers. The Ft. Knox location has two computer classrooms for student use.

### p. 23 – Scholarship change Presidential Scholarship\*\*\*

Application Procedure: Submit a completed application, official high school transcript, and test scores to the Admissions Department.

Basis for Selection: **Must have a minimum 24 ACT, 1170 SAT or 24 APA score and a minimum 3.5 unweighted GPA.** Must have a 3.50 unweighted GPA at the end of the Jr. Year

Deadline: February 15th

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

Eligibility: Must maintain continuous, ~~full-time~~ enrollment in an Associate or Baccalaureate program.

Number of Students: up to 25 Awarded annually

Amount: \$10,000

### **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, ~~full-time~~ enrollment in ~~an Associate or Baccalaureate program.~~ any eligible program at Sullivan University.

Number of Students: Open number of scholarship recipients annually

Amount: \$500

## **p. 24 – Edit to 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 personal goal to complete a career degree, and be enrolled in any eligible program at Sullivan University.

~~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~~ the first academic year.

Eligibility: Must maintain continuous, ~~full-time~~ enrollment ~~in an Associate or Baccalaureate program.~~ in any eligible program at Sullivan University.

Number of Students: 20 scholarship recipients annually

Amounts: \$1000

## Scholarship Fair

Application Procedure: Contact the Admissions Department

Basis for Selection: Prospective students compete in the program area of interest to the student. Tests or hands-on projects are judged and scholarships are awarded to the top participants in each division.

Deadline: Not applicable

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

Eligibility: Must maintain continuous, full-time enrollment in an Associate or Baccalaureate program; any eligible program at Sullivan University.

Number of Students: up to 3 awards in each division

Amounts: Up to \$3,000 (Individual students may claim only one Scholarship Fair Award.)

## p. 24 – Removal of Scholarship

### Barbara S. Dean Scholarship

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

Application Procedure: Contact the Ft. Knox Location Extension Administrative Office

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

Deadline: July 15 of each calendar year

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

Eligibility: Must maintain continuous enrollment

Number of Students: 1 Awarded annually

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

## p. 25 – Scholarship Removed

### Graduate Program Scholarship

Application Procedure: Contact Admissions Department

Basis for Selection: Must be a first time enrollment in a Sullivan University graduate level program and have a minimum of 3.0 2.75 incoming cumulative GPA.

Deadline: prior to student's registration date

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

~~Eligibility: Must maintain a minimum 3.0 2.75 quarterly GPA with continuous full-time enrollments. International students attending on an I-20 and who choose to have a Standard Period of Non-Enrollment, as allowed by federal regulations, will be able to have the scholarship reinstated upon return. Once reinstated the scholarship will be paid equally over 6 quarters; for program lengths less than 6 quarters, the grant will be paid equally over remaining program length. Fort Knox, Physician Assistant, Ph.D., and Pharm.D. students are not eligible for this scholarship. This scholarship cannot be combined with the alumni discount. When determining the amount of scholarship the student is eligible for, the highest GPA from a completed degree will be used.~~

~~Number of students: open number of scholarship recipients annually~~

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

~~3.0 – 3.24 cumulative GPA = \$3,000~~

~~3.25 – 3.49 cumulative GPA = \$3,600~~

~~3.5 and above cumulative GPA = \$4,500~~

## **p. 25 – Additional Scholarship**

### **Honorable Order of the Golden Toque Scholarship**

Application Procedure: Contact the College of Hospitality Studies Scholarship Committee or Executive Dean for application.

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

Deadline: TBA by the College of Hospitality Studies Scholarship Committee each quarter. One scholarship is awarded each quarter.

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

Eligibility: (Louisville and Lexington Only)

Number of Students: 4 awarded annually.

Amount: \$5,000

## **p. 25 – Additional Scholarship**

### **Sullivan University Peer Mentor Scholarship Program**

Application Procedure: Submit an application and a letter of recommendation to the Assistant VP for Student Affairs

Basis for Selection: Must be a part or full-time student with a minimum 3.0 GPA. Recipients selected based on personal interviews

Deadline: Not Applicable

Term: Paid quarterly

Eligibility: Recipients must maintain a minimum 3.0 quarterly GPA and adhere to the Sullivan University Peer Mentor Program requirements, as stated in the Peer Mentor Handbook.

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

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

#### **p. 26 – Scholarship Removed**

##### **Sullivan University Ambassador Scholarship**

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

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

~~Deadline: Not Applicable~~

~~Term: Paid quarterly~~

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

~~Number of Students: Up to 10 awarded annually (per approved location)~~

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

#### **p. 27 – Scholarship change**

##### **Transfer Student Scholarship**

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

Application Procedure: Contact Admissions Department

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

Deadline: prior to student's registration date

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

Eligibility: Must maintain continuous enrollment. Graduate program ~~and Ft. Knox~~ students are ineligible.

Number of Students: open number of scholarship recipients annually

Amount: \$2,000 Graduate Programs are ineligible.

**p. 27 – Additional Scholarship****University Housing Award (PharmD Students only)**

**Application Procedure:** Submit a completed PharmCAS and supplemental application (includes, but not limited to, all official transcripts, standardized test scores, 2 letters of recommendation). To be considered for this award applicants must complete a Gardiner Point Housing Application (<https://secure.sullivan.edu/admissions/Housing>) along with an essay (500 words or less) describing the applicant's need due to currently living outside of the Louisville area or documented financial hardship.

**Basis for Selection:** Given to the Doctor of Pharmacy applicants offered acceptance. Applicants should have excellent verbal and written performance and must submit an essay describing their desire to secure university student housing accommodations. The housing award has been designed for applicants with need that may be currently living outside of the Louisville area or individuals with documented financial hardship.

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

**Term:** Paid each quarter for up to 12 quarters of enrollment

**Eligibility:** Must maintain enrollment in the PharmD program with a high level of professional behavior.

**Requirements:** Double or single occupancy room in the designated "Quiet Wing". All residents and any visitors must follow the requirements as outline in the Housing and Residence Life Policies and Procedure Manual.

**Meal Plan:** Not included in housing award

**Number of Students:** Varies annually

**Amount:** Valued at \$990/month single occupancy rate.

**p. 28 – Scholarship change****Employer Partnership Discount and/or Scholarships**

Sullivan University strives to assist employers and various organizations in the career skills development of their workforce and/or clientele. As part of these efforts the University may enter into agreements to offer tuition discounts and/or scholarships of various values and quantities. Each organization will complete a Memorandum of Agreement (MOA) or other descriptive document outlining the terms of the scholarship(s) to be awarded.

Application Procedures, Basis of Selection, Deadlines, Terms of Award, Eligibility Requirements, Award Amounts, Quantities Available, Elements Covered, etc., may vary and will be defined in the MOA.

Additional information regarding which organizations have an active MOA on file, the terms of each agreement, etc., can be obtained by contacting the Sullivan University Admissions Department.

**Business Graduate Programs are ineligible.**

## **Competition Grant**

Application Procedure: Contact Admissions Department

Basis for Selection: High school students who participate in competitions in high school at the regional, state, or national levels have the opportunity to win one Sullivan University competition grant. The competition may be food competition, business related, etc. Sullivan University usually has representation at these events (i.e. FCCLA, ProStart, Skills USA, FBLA, 4-H, etc.) to present grants to the winners.

Deadline: Not applicable

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

Eligibility: Only one competition grant will be awarded per student regardless of the number of competitions won during high school. Awards are payable toward majors related to the competition from which so earned. **Must maintain continuous enrollment in an Associate or Baccalaureate program.**

Number of Students: Open number of grant recipients annually

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

Amounts effective for grants awarded after 5/1/2022

Regionals:

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

State:

1st Place: \$10,000

2nd Place: \$6,000

3rd Place: \$3,000

National:

1st Place: \$15,000

2nd Place: \$10,000 Culinary/Baking programs; \$8,000 all other programs

3rd Place: \$5,000

## p. 29 – Add New Grant

### Reentry Grant

Sullivan University acknowledges the significance of aiding individuals who are reentering the academic realm after a break. In line with this, we have introduced the Sullivan University Reentry Grant. This grant is designed to offer financial assistance to eligible individuals who are dedicated to completing their education at Sullivan University.

The main aim of the Sullivan University Reentry Grant is to support reentry students in their pursuit of academic and career objectives by providing financial aid and easing the financial burden associated with completing their education. This grant aims to empower individuals who have been out of school for at least six months (2 quarters) to overcome financial obstacles and attain academic success.

Application procedure: Contact Admissions Department

Basis for selection: Must be a returning Sullivan University student and have a minimum of a 2.5 cumulative GPA.

Deadline: prior to student's registration date

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

Eligibility: Must have been out of school for at least 6 months (2 quarters) and cannot be a graduate of any Sullivan University System school. Must not owe a balance to Sullivan University. CGPA of 2.5 or higher is required for consideration. Must maintain continuous enrollment. Cannot be combined with the alumni discount. Fort Knox, Physician Assistant, Ph.D., and Pharm.D. students are not eligible for this scholarship. **Any student accepting this grant, is not eligible to receive a stipend during the academic year they receive the grant.**

Number of students: open number of grant recipients annually

Amount: up to \$2,700 (based on CGPA)

2.50-2.99 cumulative GPA = \$2,100

3.00 and above cumulative GPA = \$2,700

### Robin K. Underwood Scholarship

This scholarship honors the legacy left by Mrs. Robin Underwood (1964-2024). Mrs. Underwood valued education, earning her G.E.D. later in life. After earning her G.E.D., she obtained an associate, bachelor, and master's degree. Her hard work ethic and dedication to finishing her education provided her an opportunity in management at Sullivan University after working in a factory in her early career. Mrs. Underwood assisted students with academic progress and worked to get them back on track to completion of their goals.

Application Procedure: Contact the Admissions Department with a written letter stating why your goal of obtaining an education is beneficial to your and/or your family's life.

Basis for selection: Must have obtained a G.E.D. with an SAI of no more than 00000.

Deadline: August 1 of each calendar year.



Term: Paid equally over eight quarters.

Eligibility: Any non-traditional student. Must maintain continuous, **full-time** enrollment with a 2.00 cumulative term GPA. Student must have earned a G.E.D. with an SAI of no more than 00000.

Number of students: One awarded annually to any new or continuing student.

Amount: \$6000.00

## **p. 29 – Scholarship Change**

### **Spring Forward Grant**

Application Procedure: Contact Admissions Department

Basis for Selection: **New** ~~S~~students who ~~have~~ are actively enrolled for a ~~F~~future quarter who decide to move their start date to an earlier quarter or a new student who previously had a cancelled enrollment but chooses to reactivate their enrollment. ~~in a cancel status but choose to make an application for an earlier start date.~~

Deadline: Not applicable

Term: Paid equally over the first academic year (3 quarters).

Eligibility: Must be a first-time SU student enrolled in an eligible program at Sullivan University.

Number of Students: Open number of grant recipients annually.

Amounts: \$1,000

## **p. 33 – Remove Statement under “Other Information”**

~~A grade of C or better is required for all core courses in all College of Allied Health programs.~~

## **p. 34 – Update to Math Course Requirement in A.S. in Community Health Services**

<del>MTH 101</del>	<del>College Mathematics</del>	<del>4</del>
MTH 115	Principles of Mathematics	4

## **p. 34 – Statement Adjustment**

All HSS courses require a minimum **70%** C or better for successful completion. **See the Grading and the Quarter System policies for grade scale requirements.**

## **p. 35 – Statement Adjustment**

All HIM courses require a minimum **70%** C or better for successful completion. **See the Grading and the Quarter System policies for grade scale requirements.**

## **p. 36 – Statement Adjustment**

All HIM courses require a minimum of **70%** C or better for successful completion. **See the Grading and the Quarter System policies for grade scale requirements.**

**p. 37 – Statement Adjustment**

All MSS and BIO courses require a minimum of ~~70%~~ C or better for successful completion. See the Grading and the Quarter System policies for grade scale requirements.

**p. 38 – Statement Adjustment**

All MSS and BIO courses require a minimum of ~~70%~~ C or better for successful completion. See the Grading and the Quarter System policies for grade scale requirements.

**p. 39 – Edits to Limited Medical Radiography Diploma Admissions Requirements**

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

~~\* PAX score of 75 OR~~

\* High school diploma OR

\* At least 1 year of college with GPA of  $\geq 2.0$  OR

\* ACT 19

**p. 39 – Statement Adjustment**

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

All core and general education support courses require a minimum of C or better for successful completion. See the Grading and the Quarter System policies for grade scale requirements.

**p. 40 – Edits to Associate of Science in Radiologic Technology Admissions Requirements**

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

\* PAX score of 85 OR

~~\* NEX score of 92 OR~~

\* High school GPA of  $\geq 2.5$  with algebra and biology grades of a “C” or better OR

\* At least 1 year of college with GPA of  $\geq 2.0$  OR

\* ACT 20

**p. 40 – Statement Adjustment**

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

All core and general education support courses require a minimum of C or better for successful completion. See the Grading and the Quarter System policies for grade scale requirements.

**p. 41 – Edits to Associate of Science in Surgical Technology Admissions Requirements**

In addition to general Sullivan University Admission requirements.

Pass background and drug screen

Meet all vaccination requirements

Meet one of the following:

\* PAX score of 85 OR

\* NEX score of 92 OR

\* High school GPA of  $\geq 2.5$  with algebra and biology grades of a “C” or better OR

\* At least 1 year of college with GPA of  $\geq 2.0$  OR

\* ACT 20

**p. 41 – Statement Adjustment**

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

All core and general education support courses require a minimum of C or better for successful completion. See the Grading and the Quarter System policies for grade scale requirements.

**p. 42 – Update to Approved Locations****CERTIFICATE, DIPLOMA, ASSOCIATE AND BACHELOR’S DEGREE PROGRAMS****Programs****Approved Locations****Accounting**

Administrative Accounting Certificate  
Administrative Accounting Specialist Diploma  
Associate of Science in Accounting Degree  
Bachelor of Science in Accounting Degree\*\*

Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online

**Business**

Business Administration Certificate  
Cannabusiness Studies Certificate  
Conflict Management Certificate  
Business Administration Diploma  
Associate of Science in Business Management Degree  
Associate of Science in Logistics and  
Transportation Management Degree  
Bachelor of Science in Business Administration  
(B.S.B.A.) Degree

Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Online  
Louisville, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online

**Concentrations:**

*Finance\**  
*Healthcare Management*  
*Logistics and Supply Chain Management*  
*Management*  
*Marketing\**

Louisville, Lexington, Online  
Louisville, Lexington, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online  
Louisville, Lexington, Ft. Knox, Online

Bachelor of Science in Interdisciplinary Business  
Studies (B.S.I.B.S.) Degree\*\*

Louisville, Lexington, **Ft. Knox**, Online

### **Human Resource Leadership**

Bachelor of Science in Human Resource Leadership  
(B.S.H.R.L.) Degree\*/\*\*

Louisville, Lexington, **Ft. Knox**, Online

### **Criminal Justice**

Criminal Justice Certificate

Louisville, Lexington, Online

Associate of Science in Criminal Justice

Louisville, Lexington, Online

Bachelor of Science in Criminal Justice

Louisville, Lexington, Online

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

## **p. 43 – Updates to Approved Locations**

### **Cybersecurity**

Cybersecurity Certificate\*\*\*

Louisville, Online

Cybersecurity Analyst Certificate

Louisville, Lexington

Cybersecurity Professional Certificate

Louisville, Online

Cybersecurity Diploma

Louisville, Lexington, **Ft. Knox**, Online

Cybersecurity Associate of Science (A.S.) Degree

Louisville, Lexington, **Ft. Knox**, Online

Cybersecurity Bachelor of Science (B.S.) Degree

Louisville, Lexington, **Ft. Knox**, Online

### **Information Technology**

Digital Forensics Analyst Certificate

Louisville, Lexington

Network Support Administration and  
Security Certificate\*

Louisville, Lexington, Online

Software Developer Certificate

Louisville, Lexington

Support Technician Certificate

Louisville, Lexington

System Support and Administration Certificate\*  
Security

Louisville, **Ft. Knox**, Online

Web Developer Certificate

Louisville, Lexington

Computer Forensics Diploma

Louisville, Lexington, **Ft. Knox**, Online

Information Technology Diploma

Louisville, Lexington, **Ft. Knox**, Online

Associate of Science in Computer Information  
Technology Degree

Louisville, Lexington, **Ft. Knox**, Hybrid

Associate of Science in Information

Louisville, Lexington, **Ft. Knox**, Online

Technology Degree

Bachelor of Science in Information Technology  
(B.S.I.T.) Degree

Louisville, Lexington, **Ft. Knox**, Online

**p. 44 – Curriculum Change to Administrative Accounting Certificate  
REQUIREMENTS FOR CERTIFICATE**

24 Credit Hours

Length: 9 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
<b>Core Courses</b>		<b>20</b>
ACT <del>101</del> 204	Principles of Financial Accounting I	4
ACT <del>102</del> 205	Principles of Financial Accounting II	4
<del>ACT 103</del>	<del>Principles of Accounting III</del>	<del>4</del>
ACT 212	Principles of Managerial Accounting	4
ACT <del>111</del> 220	Computerized Accounting	4
ACT <del>121</del> 225	Payroll Accounting	4
MGT 114	Business Organization and Management	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

**p. 46 – Curriculum Change to Associate of Science in Accounting  
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, transfer credit accepted, lack of continuous enrollment, etc.

Course	Titles	Credit Hours
<b>Core Courses</b>		<b><del>40</del> 32</b>
ACT <del>101</del> 204	Principles of Financial Accounting I	4
ACT <del>102</del> 205	Principles of Financial Accounting II	4
<del>ACT 103</del>	<del>Principles of Accounting III</del>	<del>4</del>
ACT <del>111</del> 220	Computerized Accounting	4
ACT <del>121</del> 225	Payroll Accounting	4
<del>ACT 202</del>	<del>Intermediate Accounting II</del>	<del>4</del>
<del>ACT 203</del>	<del>Intermediate Accounting III</del>	<del>4</del>
ACT 212	Principles of Managerial Accounting	4
ACT 264	Federal Taxation I	4
ACT <del>201</del> 290	Intermediate Accounting I	4
ACT 295	Accounting Associate Capstone	4
<del>ACT 001</del>	<del>Accounting Associates Competency Review</del>	<del>0</del>
<b>Support Courses</b>		<b>20</b>
BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
MGT 114	Business Organization and Management	4

<b>General Education Courses</b>	<b>32 36</b>
ECO 201 Microeconomics	4
ECO 202 Macroeconomics	4
ENG 101 Composition I	4
ENG 102 Composition II	4
ENG 204 Advanced Writing	4
FYE 105 Foundations for Student Success	4
GEC 220 Essential Strategies for Applied Communications	4
MTH 115 Principles of Mathematics	4
MTH 202 Introduction to Statistics	4
<del>Elective – Humanities/Fine Arts Elective</del>	<del>4</del>
<b>Free Elective</b>	<b>4</b>
Elective course is selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.	
<b>Total Quarter Credit Hours</b>	<b>92</b>

92 quarter hours is equivalent to 61.33 semester hours.

#### p. 47 – Curriculum Changes to Bachelor of Science in Accounting

#### REQUIREMENTS FOR THE BACHELOR'S DEGREE

180 Credit Hours

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

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>44 76</b>
ACT 104 204	Principles of Financial Accounting I	4
ACT 102 205	Principles of Financial Accounting II	4
<del>ACT 103</del>	<del>Principles of Accounting III</del>	<del>4</del>
ACT 204 290	Intermediate Accounting I	4
ACT 202 305	Intermediate Accounting II	4
ACT 203 306	Intermediate Accounting III	4
ACT 212	Principles of Managerial Accounting	4
ACT 220	Computerized Accounting	4
ACT 225	Payroll Accounting	4
ACT 264	Federal Taxation I	4
ACT 295	Accounting Associate Capstone	4
ACT 334 434	Federal Taxation II	4
ACT 403	Foundations of Cost Accounting	4
ACT 424	Auditing	4
<del>ACT 002</del>	<del>Accounting Bachelor Competency Exam Review</del>	<del>0</del>

**Accounting Electives** **16**~~Students must choose four of the following Accounting Electives:~~

ACT 344	Not-For-Profit Accounting	4
<del>ACT 394</del>	<del>Accounting Externship I</del>	<del>4</del>
<del>ACT 395</del>	<del>Accounting Externship II</del>	<del>4</del>
ACT 405	Advanced Financial Accounting	4
ACT 414	Managerial Accounting Seminar	4
ACT 425	Advanced Auditing	4
ACT 430	Financial Accounting Seminar	4
ACT 495	Accounting Bachelors Capstone	4

**Support Courses** **40 52**

BUS 204	Introduction to Business Law and Ethics	4
BUS 224	Professional Development	4
BUS 424	International Business	4
CMM 401	Principles of Conflict Management	4
<del>CMM 402</del>	<del>Managing Diversity</del>	<del>4</del>
<del>CMM 403</del>	<del>The Manager as Negotiator</del>	<del>4</del>
CSC 118	Computer Applications I	4
CSC 218	Computer Applications II	4
FIN 324	Financial Management	4
FIN 344	Analysis of Financial Statements	4
MGT 114	Business Organization and Management	4
MGT 304	Principles of Management	4
MGT 404	Management Decision-Making	4
MGT 464	Business Policy	4
MKT 304	Principles of Marketing	4

**Business Elective** **4**~~Students must choose one of the following Business Electives:~~

<del>BUS 405</del>	<del>Business Law II</del>	<del>4</del>
<del>BUS 424</del>	<del>International Business</del>	<del>4</del>
<del>CMM 405</del>	<del>Restorative Justice Philosophy and Process</del>	<del>4</del>

**General Education Courses** **52 48**

ECO 201	Microeconomics	4
ECO 202	Macroeconomics	4
ENG 101	Composition I	4
ENG 102	Composition II	4
ENG 204	Advanced Writing	4
FYE 105	Foundations for Student Success	4
GEC 220	Essential Strategies for Applied Communications	4
MTH 115	Principles of Mathematics	4
MTH 202	Introduction to Statistics	4
<del>MTH 301</del>	<del>Quantitative Methods</del>	<del>4</del>
PHL 464	Ethics	4
Elective	Any General Education Elective	4
Elective	Any General Education Elective	4

<del>Elective</del>	<del>Humanities/Fine Arts Elective</del>	<del>4</del>
<del>Elective</del>	<del>Natural Science/Mathematics Elective</del>	<del>4</del>
<del>Elective</del>	<del>Social/Behavioral Sciences Elective</del>	<del>4</del>

<b>Free Elective*</b>	<b>4</b>
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Elective course is selected in consultation with the student's advisor to balance the program in keeping with the student's personal objectives.

<b>Free Electives*</b>	<b>24</b>
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Students must choose additional courses in consultation with their faculty advisor to balance the program in keeping with the student's personal objectives.

<b>Total Quarter Credit Hours</b>	<b>180</b>
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180 quarter hours is equivalent to 120 semester hours.

\*See Graduate Program Application Procedures for information on taking graduate-level courses to fulfill required electives in this program.

## **p. 49 – Curriculum Changes to Cannabusiness Studies Certificate REQUIREMENTS FOR THE CERTIFICATE**

24 Credit Hours

Length: 9 months, 6 months accelerated

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

Course	Titles	Credit Hours
<b>Core Courses</b>		<b>16</b>
MGT 116	Cannabusiness	4
<del>MGT 274</del>	<del>Basic Supervision</del>	<del>4</del>
MKT 216	Principles of Sales Management in Cannabusiness	4
CBS 118	Cannabusiness Supervision	4
CBS 119	Cannabis Law and Policy	4
CBS 120	Cannabusiness Logistics and Supply Chain Management	4
<del>CRJ 216</del>	<del>Drugs, Behavior, and Legal Issues</del>	<del>4</del>
<del>SCM 105</del>	<del>Foundations of Logistics and Supply Chain Management</del>	<del>4</del>
SOC 216	Introduction to Cannabis Studies	4
<b>Total Quarter Credit Hours</b>		<b>24</b>

24 quarter hours is equivalent to 16 semester hours.

Sullivan University recognizes the term “cannabis” encompasses a wide range of products that are both inclusive and exclusive of tetrahydrocannabinol compounds. Hemp and other products void of any psychoactive elements are legal in a number of jurisdictions. While products containing psychoactive compounds have been legalized in some states and local jurisdictions, such remains illegal at the federal level. Sullivan University supports and adheres to the requirements of the Drug-Free Schools and Communities Act of 1989 (DFSCA), and does not allow, promote, endorse or condone illegal use, possession or distribution of illegal substances. Sullivan University's program teaches theories and principles of business related to the industry along with a responsible



perspective related to legal, medical, and other considerations. Upon completion of the program, the Career Services department will be able to assist the graduate with traditional career search preparation activities and employment opportunities that are deemed legal according to federal guidelines; however, the department will be unable to assist with direct employment assistance in areas working with products or supply chain entities that do not meet federal regulations and approvals. Students must be a minimum of 21 years of age within 9 months after their start date in the Cannabusiness Studies Certificate program to enroll.

**p. 49 – Note regarding Cannabusiness Studies Certificate**

Students are not eligible to use military benefits from Department of Defense or Department of Veterans Affairs.

**p. 52 – Correction to AS in Business Management Curriculum**

~~ACT 211 Cost Accounting~~ 4

Should be ACT 212 Principles of Managerial Accounting 4

**p. 53 – Correction to AS in Logistics and Transportation Management Curriculum**

~~ACT 211 Cost Accounting~~ 4

Should be ACT 212 Principles of Managerial Accounting 4

**p. 77 – Updates to Approved Locations**

**DEGREE PROGRAMS**

**Programs**

**Approved Locations**

Graduate Certificate in Conflict Management	Louisville, Lexington, <del>Ft. Knox</del> , Online
Executive Master of Business Administration (E.M.B.A.) Degree	Louisville, Lexington, Online
Master of Business Administration (M.B.A.) Degree	Louisville, Lexington, Online
Master of Science in Cybersecurity (M.S.C.) Degree	Louisville, Lexington, Online
Master of Science in Human Resource Leadership (M.S.H.R.L.) Degree	Louisville, Lexington, <del>Ft. Knox</del> , Online
Master of Science in Management (M.S.M.) Degree	Louisville, Lexington, <del>Ft. Knox</del> , Online
Master of Science in Managing Information Technology (M.S.M.I.T.) Degree	Louisville, Lexington, Online
Dual Master of Business Administration/Master of Science in Managing Information Technology (M.B.A./M.S.M.I.T.) Degree	Louisville, Lexington, Online
Doctor of Philosophy (Ph.D.) in Management	Louisville, Lexington, <del>Ft. Knox</del> , Online

**p. 89 – Edits to Ph.D. Concentration Areas****CONCENTRATION AREAS****Conflict Management:**

<del>CMM 721</del>	<del>Philosophical and Social Issues in</del>	<del>4</del>
	<del>Conflict Management</del>	
<del>CMM 724</del>	<del>Organizational Conflict Management</del>	<del>4</del>
	<del>Analysis and Intervention</del>	
CMM 728	Contemporary Issues	4
CMM 730	Specialized Topics and Readings	4
CMM 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

**Human Resource Leadership:**

<del>HRL 721</del>	<del>High-Performance Human Resource Leadership</del>	<del>4</del>
<del>HRL 724</del>	<del>Workforce Analytics and Technology</del>	<del>4</del>
HRL 728	Contemporary Issues	4
HRL 730	Specialized Topics and Readings	4
HRL 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

**Information Technology Management:**

<del>CSC 722</del>	<del>Data Mining and Business Intelligence</del>	<del>4</del>
<del>CSC 734</del>	<del>Knowledge Management Practical Application</del>	<del>1</del>
<del>CSC 735</del>	<del>Knowledge Management Practical Application</del>	<del>1</del>
<del>CSC 736</del>	<del>Knowledge Management Practical Application</del>	<del>1</del>
<del>CSC 737</del>	<del>Knowledge Management Practical Application</del>	<del>1</del>
CSC 728	Contemporary Issues	4
CSC 730	Specialized Topics and Readings	4
CSC 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

**Strategic Management:**

<del>MGT 721</del>	<del>Industry Structure and Competitive Strategy</del>	<del>4</del>
<del>MGT 726</del>	<del>Seminar in Strategy and Public Policy</del>	<del>4</del>
MGT 728	Contemporary Issues	4
MGT 730	Specialized Topics and Readings	4
MGT 795	Proposal Development	4
<b>Credit Hours</b>		<b>12</b>

**p. 102 – Edits to Practical Nursing Diploma Admissions Requirements****Admission Requirements**

Completion of **ONE** of the following standardized tests with a score at or above the listed score:

- \* ACT  $\geq 19$
- \* PAX (maximum of 3 attempts)
  - Score  $\geq 85$
  - If scores  $< 85$  then may be accepted if Math and Verbal subscores are  $\geq 40$ th percentile

\* Rules for payment of PAX

-1st Attempt: Student pays part of the testing fee: \$35 of \$75

-2nd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

**-Must wait 30 days after 2nd attempt**\*\*30-day Review/Study period

-3rd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

-Must wait one year to test again

\* TEAS  $\geq$  53 Reading and 50 Math

\* NEX (maximum of 3 attempts)

-Score  $\geq$  92

-If scores  $<$  92 then may be accepted if Math and Verbal subscores are  $\geq$  45<sup>th</sup> percentile

-Rules for payment of NEX

1<sup>st</sup> Attempt: Student pays part of the testing fee: \$35 of \$75

2<sup>nd</sup> Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

**Must wait 30 days after 2<sup>nd</sup> attempt**\*\*30-day Review/Study period

3<sup>rd</sup> Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

**Must wait one year to test again**

High school cGPA of 2.0 is required if student is on the third attempt of the PAX

\*\*Waiver of high school GPA is possible if an applicant has successfully completed a college level medical program (certificate to doctorate) with a cGPA of  $\geq$  2.0

**p. 102 – Remove evening option for Practical Nursing Diploma**

**PRACTICAL NURSING**

**REQUIREMENTS FOR THE DIPLOMA**

86 Credit Hours

1452 Clock Hours (Includes 814 clinical and skills lab hours)

Length: ~~24 months (evening)~~ 15 months (day)

**p. 103 – Edits to Associate of Science Nursing Admissions Requirements**

**Admission to the ASN Traditional Program**

Completion of one of the following standardized tests with a score at or above the listed score:

\* ACT  $\geq$  21

\* PAX (maximum of 3 attempts)

-Score  $\geq$  ~~100~~ 105

-If scores  $<$  ~~100~~ 105 then may be accepted if Math and Verbal subscores are  $\geq$  ~~40~~ 45<sup>th</sup> percentile

-Rules for payment of PAX

1st Attempt: Student pays part of the testing fee: \$35 of \$75

2nd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

**Must wait 30 days after 2nd attempt**\*\*30-day Review/Study period

3rd Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

Must wait one year to test again

\* TEAS  $\geq$  74 Reading and 70 Math

\* NEX

-Score  $\geq$  120

-If scores  $< 0$  then may be accepted if Math and Verbal subscores are  $\geq 50^{\text{th}}$  percentile

-Rules for payment of NEX

1<sup>st</sup> Attempt: Student pays part of the testing fee: \$35 of \$75

2<sup>nd</sup> Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

Must wait 30 day after second attempt\*\*30-day Review/Study period

3<sup>rd</sup> Attempt: Student pays the entire testing fee of \$45 & \$55 for online proctoring when required

Must wait one year to test again

High school cGPA of 2.5 is required if student is on the third attempt of the PAX

\*\*Waiver of high school GPA is possible if an applicant has successfully completed a college level medical program (certificate to doctorate) with a cGPA of  $\geq 2.0$

#### **p. 116 – Change to 2<sup>nd</sup> Paragraph**

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~~ food and housing charges.

#### **p. 116 – Change to Financial Obligation 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 and supplies, housing, 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.~~

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. 120 – Change to Transcripts

### Transcripts

A transcript is a permanent and official record of a student's university courses and grades. Official transcript requests should be submitted electronically by visiting [sullivan.edu/transcript](http://sullivan.edu/transcript). ~~No official transcript or diploma will be released until all financial obligations are met.~~

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all postsecondary courses taken prior to attending Sullivan University. These documents should be mailed directly from the institution to the Registrar's Office ~~or received electronically via industry standard credentialing services (Clearinghouse, Parchment, etc.).~~ Once received, transcripts become the property of Sullivan University and may not be released to the student. A student may be admitted on a provisional basis for one term until the transcript is received.

## p. 122 – Policy Changes – effective starting Summer Quarter 2024

### Census/~~Freeze Date~~ Policy

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. ~~Students are expected to make 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~~ ~~Each academic term a Census Poll will be used by the Registrar's Office to verify each student's engagement on Friday of the second week of each term for full quarter and module 1 courses.~~

Census is based on student engagement in defined academic engagement activities. One or more engagement activities in each scheduled ~~full term or module 1~~ 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~~ ~~Students not activated in a course(s)~~ will not have an opportunity for instatement beyond the add/drop period without extenuating circumstances. Requests for instatement due to extenuating circumstances should be received in writing by no later than Tuesday, Week 3 at 5:00pm, must accompany support documentation, and require instructor and ~~Executive Director of Academic Operation and Institutional Effectiveness~~ Vice President/Provost approval. The University reserves the right to change the ~~census/freeze date and~~ instatement request deadlines due to holidays or alternation in academic calendar/s. 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/~~freeze date~~ will occur for full quarter and module II courses on Monday, week 8. Full-quarter courses dropped at the mid-quarter Census Poll/~~freeze date~~ for lack of continued engagement will receive a grade of NF. Students may request reinstatement due to extenuating/mitigating circumstances, and students must direct requests for reinstatement to the instructor for approval. The Registrar's Office must receive approved reinstatement requests from the instructor no later than Friday, week 8. Students dropped in module II courses for non-

engagement 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. ~~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.

## p. 122 – Policy Change

### 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 **drops or** 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 (**self or administratively**), 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. **Students seeking to withdraw should consult the Withdrawal After Add/Drop policy in the Sullivan University catalog.**

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 (e.g. live lecture) or exam, quiz, drop box assignment in the LMS

**Posted** an academically relevant activity to an online discussion board in the LMS or other university approved 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) ~~or earn a D/F, D/F/F, etc.,~~ will be reviewed by ~~Academic Services staff~~ the Registrar's Office to determine if ~~he/she~~ they unofficially withdrew during the term. If it is determined that the student ceased engagement prior to the ~~60%~~ 50% point in the term, the student's financial aid eligibility will be calculated based on that determination, and ~~his/her~~ their D's or 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. 126 – Edits to Grade Challenge Policy

### Grade Challenge

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

Students not satisfied with the Dean's recommendation may file a formal grievance. See the Grievance/Official Complaint procedure in the Sullivan University Catalog for additional information. Filing a formal grievance based on the denial of a grade challenge will commence on step three of the Grievance/Official Complaint procedure.

\*Students who have earned a failing grade in pre-requisite courses should complete all requirements to resolve the failing grade before the add/drop period ends for the next quarter or module course. Students ~~will not be~~ are not permitted to take the next level course until the failing grade in the pre-requisite course is resolved.

## p. 127 – Edits to Policy (Effective Summer Quarter 2024)

### Withdrawal After Add/Drop

Students who wish to withdraw from individual course(s) or the University ~~must notify a Director of Financial Aid in writing or orally.~~ ~~must complete a course or University withdrawal form or notify a university official in writing.~~ 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). ~~complete an exit interview with a staff member in the Academic Services and Financial Planning offices. See the Tuition Reduction policy for financial implications.~~



To begin the withdrawal process, a student must:

1. Notify a Director of Financial Aid 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 [withdrawal@sullivan.edu](mailto: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 will occur to discuss any financial implications. If Financial Aid is unable to make contact with the student within 48 hours, the withdrawal will be processed.
3. The withdrawal date will be the first date of official notification to a Director of Financial Aid. 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 and require approval from the Executive Director of Academic Operations and Institutional Effectiveness.

Students who withdraw after the add/drop period ~~by the deadlines outlined below will receive a grade of "W"; those withdrawing after the deadline will receive a grade of "WF".~~ will receive the applicable grade based on the deadlines outlined below:

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

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

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

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



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

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

Students may request an exception to the penalty grade assignment of “WF” or “NF” due to medical related or other extenuating circumstances. Consult the Executive Director of Academic Operations and Institutional Effectiveness by petitioning for grade change to “W” in writing by Sunday, Week 10 at 11:59 pm EST. Requests must include appropriate documentation.

## **p. 129-130 – Edits to Policy (Effective Summer Quarter 2024)**

### **Academic Integrity**

Cheating and plagiarism are serious offenses ~~against the University’s Academic Integrity Policy~~ and as such are ~~consequently~~ strictly prohibited. All students must familiarize themselves with the University policy on academic integrity.

~~Regardless of the medium in which they are submitted, t~~The University expects that all ~~assignments, research projects, lab reports, papers, theses, dissertations, examinations and any other~~ work submitted ~~for academic credit~~ will be the result of the student’s own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, the cohort’s or group’s efforts are expected.

Plagiarism can take several forms: generally, it is the ~~practice~~ act of taking someone else’s work ~~or~~ /ideas ~~or taking otherwise unoriginal work/ideas~~ and passing them off as one’s own. This use may be either intentional or unintentional. ~~NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in their papers.~~ ~~Consequently,~~ Ultimately, unintentional plagiarism is still plagiarism. Students should be aware that all Sullivan University professors have access to anti-plagiarism software. ~~Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.~~

Additionally, Generative Artificial Intelligence (AI) tools (i.e. Chat GPT, Copilot, etc.) are widely available, and while there are certainly times when such tools can be helpful, they may not be used as a substitute for original thought and/or work at Sullivan University unless otherwise authorized by the instructor for a specific course assignment. Presenting AI-generated work as one’s own is a violation of the University’s Academic Integrity Policy. Students should discuss any potential plagiarism concerns or use of AI tools with their instructors before submitting their work.

### ~~Cheating and Plagiarism may also manifest itself as:~~

Academic integrity violations may include but are not limited to:

- failing to cite an author for whose ideas have been incorporated into a student’s paper;
- cutting and pasting different internet web sites or database text in a paper or using a purchased paper;
- submitting AI-generated work as one’s own;
- aiding another student in the submission of unoriginal/plagiarized work;

- downloading/uploading work to online communities (i.e. Course Hero, etc.) with the intent to assist with academic dishonesty;
- ~~facilitating another student to use your work;~~
- copying another's work with or without their knowledge;
- using a hand-held devices ~~such as a calculator to store notes, formulae, etc.~~ (i.e. cell phone, calculator, etc.) when an instructor does not allow such aid on an ~~exam;~~ assignment;
- using notes and/or other aids that are prohibited on an ~~exam;~~ assignment;
- committing self-plagiarism (i.e. recycling assignments without instructor approval).
- ~~submitting the same work to different courses (AKA self plagiarism);~~
- ~~and, gaining an unfair advantage by any other method;~~

Cheating and plagiarism are unfair to all students. ~~They reward those who put forth less than a full effort and penalize those who use only traditional means of preparing for and taking an exam or writing a paper.~~ They do not provide faculty and/or the institution ~~the grader~~ with an accurate representation of the student's knowledge or ability to complete the ~~course objectives.~~ ~~assignment.~~ ~~Penalties for students found guilty of plagiarism or cheating may include one or more of the following:~~

~~a failing grade for the assignment or exam;~~

~~a failing grade for the course and a letter of explanation included in the student's permanent academic file;~~

~~expulsion from the University.~~

~~<sup>†</sup>Stevenson, A., and Lindberg, C. A. (Eds.). (2010). New Oxford American dictionary (3rd ed.). New York, NY: Oxford University Press.~~

In instances when plagiarism or cheating occurs, the instructor may assign a grade of zero for the assignment. Based on the severity of the offense, the instructor may petition the Vice President/Provost for the student to earn a failing grade in the course. Additionally, repeat offenses may also result in a failing grade for the course and potential dismissal from the program or University.\*

Faculty are encouraged to document each instance of plagiarism/cheating by completing the University's Incident Report Form.

Students who are found to have repeated academic integrity violations may be required to meet with the dean of the program and/or the Vice President/Provost to discuss their academic standing.

Students who perceive hardship or harm arising from a decision or action made by an institutional staff or faculty member in response to a violation or misinterpretation of an institutional policy or process, or a local, state, or federal regulation or law may, file a Grievance/Official Complaint. View the Grievance/Official Complaint policy in the catalog for more information.

\*The PharmD and PA programs have additional guidelines and policies regarding academic integrity violations. Please see these handbooks for additional information.

**p. 141 – Update to Alcoholic Beverages and Illegal Drugs Policy**

Alcoholic Beverages and Illegal Drugs: In addition to federal, state and local laws governing the use or possession of alcoholic beverages and illegal drugs, the University prohibits the possession, sale, use or furnishing of drugs and alcohol of any type by all persons while on campus property except as outlined in the Housing Manual or if they may be used in a formal teaching environment. The University reserves the right to place a student on probation, suspension, or expulsion status and to exclude them from the campus and all campus functions for illegal sale, use, possession or furnishing of chemical substances, including all forms of illegal drugs and alcohol. The University may also require the student to participate in a substance abuse or rehabilitation program. In addition, the appropriate authorities will be notified and the student will be referred for prosecution. Students on campus who are found to be under the influence of alcohol and/or illegal drugs will also be subject to disciplinary action. This policy extends to any and all University-sponsored activities regardless of time, day or location. Some programs may require unannounced drug or alcohol testing of any student at any time.

**p. 150-151 – Accounting Course Updates****ACT 101 204 PRINCIPLES OF FINANCIAL ACCOUNTING I (4 Credits)**

This is the first course in the Principles of Financial Accounting series. ~~accounting, stressing accounting procedures.~~ The class covers rules of debit and credit for service companies, adjusting and closing procedures, the complete accounting cycle, inventory costing methods, cash and internal controls. ~~cash and accounts receivable.~~ It is intended to begin to broaden the student's general understanding of financial accounting and to provide a strong foundation for future courses and financial decision-making. Prerequisite(s): None

**ACT 102 205 PRINCIPLES OF FINANCIAL ACCOUNTING II (4 Credits)**

This is the ~~second~~ final course in the Principles of Financial ~~a~~Accounting series. The class covers accounts receivables, an introduction to merchandising procedures, ~~current assets,~~ current and long-term liabilities, ~~inventory,~~ and long-term assets. It is intended to broaden the student's general understanding of financial accounting and to provide a strong foundation for future courses and financial decision making. Prerequisite(s): ACT 101 204

**ACT 103 PRINCIPLES OF ACCOUNTING III (4 Credits)**

~~This is the third introductory course in accounting, covering accounting for liabilities, equity, partnerships and corporations. An in-depth study of financial statements and their analysis culminates the course. Prerequisite(s): ACT 102~~

**ACT 212 PRINCIPLES OF MANAGERIAL ACCOUNTING (4 Credits)**

This course introduces cost terminology and the basic principles and techniques of job order costing, process costing, standard cost accounting and related topics. Prerequisite(s): ACT 102 205

**ACT 141 220 COMPUTERIZED ACCOUNTING (4 Credits)**

The course is an introduction to the computerized accounting environment including automated journalizing, report preparation, end of cycle procedures, specialized journal, and analysis. Prerequisite(s): ACT 102 205

**ACT 121 225 PAYROLL ACCOUNTING (4 Credits)**

This course covers the fundamentals of accounting for payroll. Subject matter includes daily, weekly, monthly, quarterly and yearly payroll activities and reports. The legal aspects of payroll accounting are also covered. Both manual and computerized payroll systems are reviewed. Prerequisite(s): ACT 102 205 or concurrent

**ACT 264 FEDERAL TAXATION I (4 Credits)**

This course is an introduction to the structure of federal tax laws and their application to individuals. Prerequisite(s): ACT 102 205

**ACT 201 290 INTERMEDIATE ACCOUNTING I (4 Credits)**

This course is an in-depth coverage of financial accounting theory and practice relating to financial statement presentation, cash flow analysis and financial ratio analysis.

Prerequisite(s): ACT 103 205

**ACT 001 295 ACCOUNTING ASSOCIATE CAPSTONE COMPETENCY REVIEW (0 4 Credits)**

This ~~non-credit, no-cost~~ course is a review component of all accounting materials presented for the Associate of Science Degree in Accounting. This course is a review of all materials that culminates in a comprehensive examination. The course is pass/fail. Prerequisite(s): Last Quarter of AS Degree

**ACT 202 305 INTERMEDIATE ACCOUNTING II (4 Credits)**

This course is an in-depth coverage of financial accounting theory and practice relating to various asset categories including current investments, PE, natural resources, and intangible assets. Prerequisite(s): ACT 201 290

**ACT 203 306 INTERMEDIATE ACCOUNTING III (4 Credits)**

This course covers financial accounting theory and practice relating to liabilities, owner's equity, and special topics within financial accounting. Prerequisite(s): ACT 201 305

**ACT 344 NOT-FOR-PROFIT ACCOUNTING (4 Credits)**

This course covers accounting theory and practice relating to Not-For-Profit and Governmental Accounting. Prerequisite(s): ACT 202 305, ACT 203 306

**ACT 394/ACT 395 ACCOUNTING EXTERNSHIP I/ACCOUNTING EXTERNSHIP II (4 Credits)**

~~This course offers credit for students currently holding a job position in which accounting theory and practice are applied under an accounting professional. The student will complete tasks assigned and log work progress. The immediate supervisor will submit a written report to the instructor evaluating student performance. Prerequisite(s): ACT 203, GPA 3.0 or better~~

**ACT 403 FOUNDATIONS OF COST ACCOUNTING (4 Credits)**

This course is a study of the area of accounting that provides relevant information to management for use in planning, organizing, directing and controlling in the decision making process. Prerequisite(s): ACT 212

**ACT 405 ADVANCED FINANCIAL ACCOUNTING (4 Credits)**

This course covers accounting issues related to business combinations, consolidated statements, foreign currency transactions, and partnerships. Prerequisite(s): ACT 202 305, ACT 203 306

**ACT 414 MANAGERIAL ACCOUNTING SEMINAR (4 Credits)**

This class is an analysis of GAAP related and managerial accounting concepts with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 212, ACT 403

**ACT 424 AUDITING (4 Credits)**

This course is an introduction to auditing theory. Emphasis is placed on auditing techniques. With special attention given to the auditor's report and the ethical and legal responsibilities and duties of the auditor. Prerequisite(s): ACT 202 305, ACT 203 306

**ACT 425 ADVANCED AUDITING (4 Credits)**

This course builds on the student's knowledge of auditing and an auditor's responsibilities that was introduced in the prerequisite course. The audit process and methods are stressed through a combination of teamwork and practical assignments. The course will cover terminology of information systems and the practical application of how to audit a computerized accounting system. Prerequisite(s): ACT 424

**ACT 430 FINANCIAL ACCOUNTING SEMINAR (4 Credits)**

This course is a study of GAAP and IASB related standards with an emphasis on practical application and literature review. Research papers and case analysis are integral parts of the course coverage. Prerequisite(s): ACT 202 305 and ACT 203 306

**ACT 334 434 FEDERAL TAXATION II (4 Credits)**

This course covers the aspects of federal tax report preparation for partnerships, corporations, estates, trusts, and gifts. Prerequisite(s): ACT 264

**ACT 002 495 ACCOUNTING BACHELORS CAPSTONE COMPETENCY EXAM REVIEW (0 4 Credits)**

This ~~non-credit, no-cost course~~ is a review component of all accounting materials presented for the Bachelors of Science in Accounting degree. The course is a review of all materials that culminates in a comprehensive competency examination. This course is pass/fail. Prerequisite(s): Last Quarter of BS Degree

**p. 153 – Add New CBS Courses****CBS 118 CANNABUSINESS SUPERVISION (4 Credits)**

This course teaches the principles of supervision in a cannabis business environment and the interrelationship of cannabis anatomy, chemistry, legal issues, politics, culture, diversity, communication, growing, cultivation, production, purchasing, storing, shipping, logistics, retailing, accountability, safety, responsibility, medicinal discoveries, concentrates, marijuana infused products (MIPs), tinctures, edibles, lotions, and opportunities in the cannabis industry. Prerequisite(s): MGT 116

**CBS 119 CANNABIS LAW AND POLICY (4 Credits)**

This course provides a survey of differences between federal and state law and the application of both to marijuana, cannabis, hemp, and CBD. The course surveys federal and state regulations of every aspect of cannabusiness, including cultivation and production, marketing, distribution, sales, financing, employment, licensing, federally insured bank accounts and business tax deductions.

Prerequisite(s): None

**CBS 120 CANNABUSINESS INDUSTRY LOGISTICS AND SUPPLY CHAIN MANAGEMENT (4 Credits)**

This course familiarizes the student with issues related to the cannabis supply chain, cultivation, manufacturing, distribution, transportation and retail. Students will learn the advantages and disadvantages of a vertical or horizontal supply chain structure. The course also looks at the importance of supplier selection and auditing of suppliers in relations to both state requirements and the success of the supply chain. Cannabis supply chain issues and challenges including failure to meet state compliance issues, improper vetting of suppliers, weak quality control procedures, equipment malfunctions, and retail issues are also covered. The course will also introduce the students to the various software programs that have been developed specifically for the cannabis industry. Students will also have the opportunity to look forward to the future of the ever-growing cannabis industry. Prerequisite(s): None

**p. 156 – Updates to Course Descriptions****CSC 118 – COMPUTER APPLICATIONS I (4 Credits)**

This course introduces the student to the use of ~~microcomputers~~ computer applications including features and techniques of graphical user interfaces, collaborative tools, file management, word processing, spreadsheets, ~~databases~~, and graphical presentations. Prerequisite(s): None

**CSC 218 – COMPUTER APPLICATIONS II (4 Credits)**

This course introduces the student to using intermediate and advanced features of common applications for collaboration, word processing, spreadsheets, ~~databases~~, and presentation software; focusing on integrating applications using object linking and embedding (OLE); and ~~using the personal computer to develop~~ developing business solutions. Prerequisite(s): CSC 118

**p. 161 – Update to Course Prerequisite**

**HIM 285 ADVANCED MEDICAL CODING (4 Credits)** The focus of this course is accurately code procedure and diagnosis codes in various patient settings. Students will utilize the guidelines learned in their ICD-10-CM and CPT coding courses to assign codes. Students will learn how to use an encoder and will accurately code real life medical records. Prerequisite(s): HIM 132, HIM 143 ~~and~~ It is recommended that this course be taken concurrently with HIM 271

**p. 191-192 – Updates to Course Descriptions**

**CMM 721 PHILOSOPHICAL AND SOCIAL ISSUES IN CONFLICT MANAGEMENT (4 Credits)**

Students will study philosophical and social issues that will help them understand and practice conflict management. Topics include how paradigms of peace, collaboration, justice, objectivity, power, violence, and ethics influence conflict management. Prerequisite(s): None

**CMM 724 ORGANIZATIONAL CONFLICT MANAGEMENT ANALYSIS AND INTERVENTION (4 Credits)**

Students will study dynamic nature of conflict within organizations and their relevance for preventing, managing, and resolving conflicts in the workplace. Topics include theories of interpersonal and intergroup conflict, emotional intelligence theories, gender, cultural, and generational theories, and theories of emotional and physical violence. The course will also explore risk analysis and intervention settings. Prerequisite(s): Second year of full-time course work or equivalent

**HRL 721 HIGH-PERFORMANCE HUMAN RESOURCE LEADERSHIP (4 Credits)**

This course will explore the skills and competencies required to lead individuals and teams, manage change, build consensus, align and motivate staff, and elicit support from key senior managers and leaders with the primary goal of creating and sustaining a high-performing organization. This course examines five key challenges for HR and other key leaders: (1) Choosing and producing results: How can HR leaders determine the results they will produce and develop effective strategies for delivering them? (2) Seizing and creating opportunities: How can HR leaders recognize or shape events and attitudes to foster the desire and capability to improve performance? (3) Measuring performance: How can HR leaders measure their company's results and use such measures to learn how to improve performance? (4) Motivating individuals and energizing teams: How can HR leaders inspire people in a variety of organizational arrangements to pursue organizational purposes creatively? (5) Capitalizing on success: How can HR leaders use initial results to create an environment for accomplishing more? Other topics which will be discussed include concepts of leadership, how leaders are different from managers, leadership style and why it is important, the tools required to influence people, when to be a sponsor versus an agent of change, the management of conflict, and strategies for leading and communicating with bosses, colleagues, and subordinates. Prerequisite(s): None

**HRL 724 WORKFORCE ANALYTICS AND TECHNOLOGY (4 Credits)**

This course focuses on the interface of an organization's human resource function with computer technology. Specifically, the course will examine the use of computers and software as tools to analyze and assist in decision-making with respect to the effective utilization of the human capital in an organization. Using an evidence-based approach to managing the function, this course will explore HR management systems and databases, e-recruiting and other e-HR processes, Web 2.0 applications, and related topics such as metrics, workforce analytics and strategic HR. In addition, specific human resource topics will be explored in depth using information technology as a managerial decision-making tool in areas such as strategy, selection, employment discrimination, training, and compensation. Prerequisite(s): None



**CSC 722 DATA MINING AND BUSINESS INTELLIGENCE (4 Credits)**

Corporations today are said to be data rich but information poor. Data mining techniques can help companies discover knowledge and acquire business intelligence from these massive data sets. This course will cover data mining for business intelligence. Data mining refers to extracting or “mining” knowledge from large amounts of data. It consists of several techniques that aim at discovering rich and interesting patterns that can bring value or “business intelligence” to organizations. Examples of such patterns include fraud detection, consumer behavior, and credit approval. The course will cover the most important data mining techniques—classification, clustering, association rule mining, visualization, prediction—through a hands-on approach. Prerequisite(s): None

**CSC 734/735/736/737 KNOWLEDGE MANAGEMENT PRACTICAL APPLICATION (1 Credit Each)**

Knowledge Management Practical Application supports the Ph.D. in Management program’s scholar/practitioner model by providing students with an opportunity to apply their practical experience from their current employment to a research project. These courses are taken in conjunction with Ph.D. research courses. The students’ research proposals and data collection allow them to act as consultants for their organizations and to provide answers to research questions. The student learning outcomes for CSC 724 Knowledge Management will be covered in these four courses. Each course is 1 credit hour. Prerequisite(s): None

**MGT 721 INDUSTRY STRUCTURE AND COMPETITIVE STRATEGY (4 Credits)**

This course approaches the topic of competitive strategy using an industrial organizational economics framework. Topics include strategy formulation and execution, market structure and competition, entry and exit strategies, strategic groups, buyer and supplier power, and methods for assessing the strength of competition. The course draws primarily on empirical studies drawn from the industrial organizational economics and strategy literatures. Prerequisite(s): None

**MGT 726 SEMINAR IN STRATEGY AND PUBLIC POLICY (4 Credits)**

This course explores the roles of business organizations as pertaining to the external political and social environments and the implications for business managers including market failures, political failures, equity and social issues, and the effects of public policy on business activities. Special emphasis will be given to the formulation of strategy with consideration of the political environment of business. Prerequisite(s): None

**MGT/CMM/CSC 728 Contemporary Issues**

This course focuses on the major contemporary issues in research and assists students in selecting topics for research. The course surveys current knowledge and reviews the mechanisms for generating and communicating this knowledge. Topics may cover a wide array of areas of current relevance to strategy, information technology, or conflict management research. Students will explore and critically examine recent scholarly writing and research that focuses on a variety of contemporary topics in their chosen fields of study so they can identify research problems suitable for dissertation research.



## **MGT/CMM/HRL/CSC 730 SPECIALIZED TOPICS AND READINGS**

This course, designed to acquaint students with current ideas relevant to theory construction and model-building skills in organizational science, is part of a sequence of courses in research design and methods in the doctoral program. Specifically, the course will establish a foundation for methodically identifying, evaluating, analyzing, and synthesizing the literature relevant to the student's selected research topic.

### **p. 196 – 198 – Combining Course Descriptions with edits**

#### **PHR 6010, PHR 6210, PHR 6409, PHR 6612 CLINICAL PROBLEM SOLVING (1 Credit Each)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond. This course utilizes a pass/fail grading system.

#### **PHR 6010 CLINICAL PROBLEM SOLVING 1 (1 Credit)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

#### **PHR 6210 CLINICAL PROBLEM SOLVING 2 (1 Credit)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

#### **PHR 6409 CLINICAL PROBLEM SOLVING 3**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

**PHR 6612 CLINICAL PROBLEM SOLVING (4 Credits)**

This recitation course will allow students to develop the necessary framework and tools to approach problem solving by exploring various approaches and aligning the process with the Pharmacist Patient Care Process (PPCP). Content in this class will integrate and build upon the clinical knowledge learned in pharmacotherapeutic and foundational science courses and labs. This class offers the opportunity to practice problem solving and clinical reasoning skills to approach clinical problems and beyond.

**p. 211 - Board of Directors Updated**

Chair: ~~Dr. Keith Bird~~ Jeff Biggs

~~Dr. Keith Bird~~

Stephen Beimdiek

~~Jeff Biggs~~

~~Frank Harshaw~~

Patricia Sullivan

Glenn D. Sullivan

John Sweeney

Lisa Zaring

**p. 212 – Updates to Administration page**

**SULLIVAN UNIVERSITY**  
**— FORT KNOX —**

~~Admissions Services Coordinator..... Sarah Seaborne~~  
~~Financial Planning Coordinator..... Jeannie Mullins~~

**DISABILITY (ADA) COORDINATORS**

Ashley Proffitt .....	Louisville, Online, <del>Ft. Knox</del>
Kara Looney .....	Louisville, Online, <del>Ft. Knox</del>
Antonia Allen .....	Louisville, Online, <del>Ft. Knox</del>
Dale English .....	PharmD and PA programs
Chris Ernst.....	Physical Disabilities, Louisville
David Tudor .....	Lexington, Louisa
Stephanie Watson .....	Physical Disabilities, Lexington

**p. 217 – Update to Maps of the University Locations**

Remove Fort Knox Map and Address

**~~Fort Knox~~**

~~31 Warehouse St., Bldg. 65~~

~~Fort Knox, KY 40124~~

~~502-942-8500 | 800-562-6713~~

**Back Cover – Remove Fort Knox Address**

~~31 Warehouse Street, Bldg. 65, Fort Knox, KY 40121~~  
~~(800) 562-6713 | (502) 942-8500~~

**Back Cover – Correction to location name**

“~~Center for Learning – Louisa~~” should be “~~Louisa Learning Center~~”