Academic Policy And General Information

Definition of Credit Hour
A credit hour is a commonly accepted metric in higher education used to express intended academic engagement and course learning outcomes. For live courses, a quarter hour of credit reasonably approximates one net clock hour of instruction plus two hours of out-of-class student work, per week, for an 11 week quarter term. A net clock hour is defined as 50 minutes. Courses that vary from this definition such as laboratory courses, internships, practicums, externships, independent studies, etc., may involve a variant of this metric but will require, nonetheless, an equivalent amount of work.

Courses taught in an online or hybrid format will express the same learning outcomes as their live course counterparts, and, while the type of engagement and delivery method may differ from a live course, an equivalent amount of learning and work will be expected.

Enrollment Status
Students may enroll as either full-time or part-time students. Undergraduate students scheduling 12 or more credit hours per term are classified as full-time. Those who schedule fewer than 12 hours are classified as part-time.

The University operates on a year-round schedule. Students who expect to stay on track and graduate in 18 or 36 months should expect to complete at least 48 credit hours during each 9 month academic year, a few more in some programs. This typically involves three quarters of 16 to 20 credit hours each.

Class Schedule and Plus Friday
Most day classes are conducted Monday through Thursday. Friday is called the “Plus Day” and provides students with the opportunity to meet with instructors for individual assistance or to use facilities and equipment for individual study and practice. While Friday attendance is not normally mandatory, students should leave their Friday mornings open and take advantage of this excellent learning opportunity. Many students use Plus Friday to work on an internship/externship, do research in the University library, or simply study. If a student maintains less than a “C” average during a quarter, should an instructor determine a student’s progress in one or more areas to be unsatisfactory or below normal, the instructor may require Friday morning attendance.

Evening and Weekend Classes
Students may choose to complete all or part of most programs by taking one or more evening or weekend classes. Most junior, senior, and graduate classes are offered evenings, weekends or online. Evening or weekend classes normally meet once each week for an eleven-week quarter. Some courses are offered throughout the year on a rotational basis.

Online Classes
The Internet has provided exciting opportunities in the field of education. Sullivan University is in the forefront of the use of this technology and is proud to provide online classes through Sullivan University Global e-Learning. All online course credits earned through Global e-Learning are accepted as part of the associate, bachelor, master, and doctoral degree programs.

Several programs can be earned entirely online, allowing students to complete their education and remain on the job no matter where in the world they have chosen to live.

Attendance and Census Policy
Every Sullivan University student is expected to maintain satisfactory attendance. Sullivan cares that students attend their courses. Just as showing up for work is critically important to job security and work effectiveness, showing up for class is critically important for mastering the career skills and concepts necessary to obtain, maintain, and be promoted on a job. Every effort should be made to attend every class and/or laboratory session. If an absence is unavoidable, students should attempt to contact the University to alert their instructor(s) of the absence and the reason for it. If it becomes necessary for a student to drop a course, or to withdraw from school entirely, an official withdrawal form should be completed in Enrollment Services at the Louisville campus, in Academic Services at the Lexington campus, in the Administrative office at the Fort Knox campus, and, for online courses, by contacting the e-Learning academic services staff at online@sullivan.edu.

Attendance is taken and reported for day courses through Monday of the second week of each term. For evening and weekend courses, attendance reporting continues through the second week. A student will become active in a course when they attend the course during the limited period of attendance. Once a student is made active in a course through the limited period of attendance reporting process, he/she will remain active in the course until the census unless he/she officially withdraws from the course. While Sullivan University strongly encourages regular attendance, (including logging into and participating in online courses each week), faculty will not report attendance beyond the reporting period described above. Once a student becomes “active” in a course, they will remain active until the term’s census or until the student officially withdraws from the course.

Each quarter a census is taken to determine whether students who were in attendance at the beginning of the quarter are active or inactive in each of their courses. This takes place when 60% of the quarter has been completed, which is approximately the end of the 7th week. Students who are considered “inactive” in a course at the time of the census will receive the grade of “NF” for that course and will be dropped from the course. Inactive status can be caused by a combination of poor attendance, failure to turn in assignments, failure to take scheduled exams, failure to actively participate in course activities, or failure to complete other course requirements. Inactive status for online students is determined by the student’s non-completion of one or more of the activities used to determine “academic attendance” and/or “attendance at an academically-related activity. The “NF” grade is placed on the student’s transcript and is the same as an “F” in calculating grade point average and completion rate.
**Academic Attendance Policy for Online/ Hybrid Students**

Attendance will post on Monday of week two and again on Monday of week three. Each posting will be for the attendance of the week prior. No other attendance posting is required thereafter. The Census Policy for online/hybrid courses is found in the “Attendance and Census Policy”.

Attendance is based on “academic attendance” and/or “attendance at an academically-relevant activity,” as defined by the U.S. Department of Education, which is determined by the completion of one or more of the following activities by the student during the first two weeks of class in each class in which they are enrolled.

- Submitting an assignment to a drop box
- Taking an exam or quiz, including a syllabus quiz
- Participating in an online discussion or “Ask the Instructor” forum in which the student discusses an academic matter directly relevant to the course
- Completing a tutorial or computer-based instructional module (along with a way to verify that each student completed the tutorial or instructional module)

Logging into an online course, without engaging in any of the above activities, does not qualify as “academic attendance” or “attendance at an academically-related activity”.

**Dress Standards**

Dress standards for all Sullivan University campus locations are based on two fundamental concepts:

1. Many students have chosen to enter the world of business where more conservative dress is the rule rather than the exception.
2. Radical departures from conventional dress or personal grooming standards are not permitted. Students are expected to conform to the minimum business dress standards that they will follow when they go to work.

A few simple guidelines are to be remembered:

- Clothes should be clean;
- Hats of any kind, including hoods, caps, hats, scarves, do rags etc., cannot be worn while in the building, with the exception of NCHS students utilizing the toque/skull cap. Customary and recognized religious headdress (i.e. a Hijab worn by women) is permissible.
- Pants should not be allowed to sag and/or expose one’s undergarments.
- Shorts should be conservative in length.
- Women’s tops should minimize exposure.

**Professional Dress Wednesday:**

On Wednesdays, students are to dress as if they were going on a job interview. Professional Dress Day is not applicable to evening students.

**Dress Standards for Men:**
- Dress slacks
- Dress shirt
- Tie
- Dress shoes and socks

**Dress Standards for Women:**
- Business dress, or
- Dress skirt and blouse, or
- Dress pants and blouse
- Dress shoes

Although these standards may not satisfy everyone’s desire for personal dress freedom, we believe appropriate dress is important for the overall professional business image. Because we believe this is a constructive and vital part of your professional development, students are asked to follow these dress standards. Students who are not professionally dressed will not be permitted to attend class.

**National Center for Hospitality Studies Professional Dress Standards:**

All hotel/restaurant management and event management and tourism students are required to be in the professional dress attire listed below every Wednesday for Professional Dress Day.

- **Suits:** navy suits for travel students and navy suits for hotel/restaurant majors.
- **Slacks/Skirts:** navy slacks or skirt.
- **Shirt/Blouse:** white shirt or blouse, well ironed.
- **Tie:** burgundy ties for travel and hotel/restaurant majors.
- **Name Tag:** to be worn on jacket.
- **Hose/Socks:** hose for women and socks for men must be worn.
- **Shoes:** professional business shoes complete the look, preferably black.

Students enrolled in any Culinary Arts, Baking and Pastry Arts, or Professional Catering program are required to adhere to the complete NCHS professional dress standards at all times, and in all classes, while on a campus of Sullivan University or any other property while representing Sullivan University and and/or the NCHS. Hotel/Restaurant Management students, during the term that they are scheduled in the Basic Culinary Skills and Theory class, are required to adhere to these standards as well.

Failure to abide with each standard is just cause for the student to be dismissed by their instructor from the lab or classroom in which they are attending any course. As shown in the Dress Code Standards posted in each food prep area and classroom, the following is provided as guidance to interpreting the policy:

- **Student Identification:** First year students will wear their own name badge issued by the bookstore directly under the Sullivan logo on the chefs’ jacket. Second and later year students’ name will be embroidered in the appropriate place by the uniform supplier.
- **Toque/Skull Cap:** The toque/skull cap will be worn at all times while the student is in food prep areas. It will be clean and worn straight across the forehead just above the eyebrows. No hair will be visible at the front of the students’ face. If hair is not controlled by the toque/skull cap, a hairnet will be purchased by the student and worn in conjunction with the toque/skull cap. No other headgear, headdress, or hair or head covering of any type, except the toque/skull cap, will be worn with the chefs’ uniform.
- **Chefs’ Jacket:** Will be clean, pressed, completely buttoned and sleeves may be folded up one turn only, not to be up farther than the upper wrist. A clean, plain (no writing or logo), white undershirt will be worn under the chefs’ jacket.
- **Checkered Pants:** Will be clean and pressed. The pants will be permanently hemmed and worn so that the bottom edge breaks neatly at the top of the shoe. Pants will be worn professionally at the students’ waist and not drooping down, not pegged, and not split or otherwise inappropriately altered.
Neckerchief: A clean white neckerchief for first year students and a clean blue neckerchief for second year and later students will be worn tied as instructed by an NCHS chef instructor. The ends of the neckerchief will be worn tucked neatly on the inside of the chef's jacket.

Shoes: Will be clean and totally black, including the shoelaces and visible parts of the sole and heel. Absolutely no other color will be visible when the shoe is worn. If the shoe is designed to have shoelaces, the laces will be appropriately tied. The shoes will be designed to be safe for the wearer while working in kitchen environments. The university will issue an initial pair of appropriate shoes and if students purchase subsequent pairs they will adhere to these standards. Clean plain black or plain white socks will be worn with the shoes.

Apron and Side-towel: Will be clean and pressed. They will be worn, as instructed by an NCHS chef instructor, at all times while the student is in a food prep area.

NCHS Personal Hygiene and Grooming Standards:
Radical departures from conventional dress or personal grooming standards are not permitted. All students are required to keep hair neat, orderly, and of a professionally accepted color. When working in the hospitality profession it is essential that hair be kept neatly trimmed and clean. Students are expected to keep their hair in such a manner that most of it can be put under the toque/skull cap and the remainder restrained with a hair net. Any student whose hair does not meet standards of appearance will be denied entry to class. Any hair which cannot be tucked under the toque/skull cap will require the student to wear a hairnet in conjunction with the toque/skull cap while in the food preparation areas. It is the student’s responsibility to have a hairnet when needed.

Facial Hair: Male students are allowed to have closely trimmed beards and/or mustaches as long as they start the quarter with it. If you don’t have a beard you should be shaving daily. A student who comes to class with a day’s growth of facial hair will not be allowed entry to class.

Jewelry: Earrings, including any implement or jewelry for any other body piercing, watches, rings, (with the exception of a plain wedding band) and bracelets and/or wrist bands of any kind will not be worn by NCHS students while in food preparation areas. Earrings, including any implement or jewelry for any other body piercing, will not be worn while the student is wearing the NCHS culinary uniform.

Cosmetics: Excessive use of cosmetics is not conducive to sanitary food preparation. Oils and powders cause excessive perspiration and may contaminate food, thus NCHS students will use an absolute minimum of cosmetics. Bright/dark lipstick will not be worn while the student is wearing the culinary uniform.

Hand/Fingernails: Hands must be washed immediately before food is handled and whenever the student returns to class. The use of utensils to work directly with food is encouraged. Foodservice gloves must be worn while handling any food that will not require further cooking. Fingernails must be clean and kept trimmed very short (close to the base of the finger). Nail polish is not to be worn with the chef’s uniform.

Illness: Since you are dealing with food and since so many diseases can be passed to others through food, the NCHS is compelled to abide by a strict set of rules dealing with illness and injury to protect students and the dining public. If a person has contracted a communicable disease, has an infected wound(s), or an acute respiratory problem, they may not work in a food service facility in any area or capacity where there is the likelihood of transmitting the disease to patrons or to fellow students, either through direct contact or through contamination of food or food-contact surfaces with pathogenic organisms.

A student is not to participate in lab classes while he/she has:
- A fever
- Diarrhea or vomiting with the past 24 hours, regardless of the cause,
- Excessive sneezing and / or coughing,
- An excessive nasal discharge (infected sinuses)
- A sore throat, or any other condition in a contagious state.
- Or any other condition in a contagious state such as pink eye or a rash of unknown origin.

Grading and the Quarter System
The University operates on a quarter basis (four 11-week sessions during the calendar year). Credits are awarded on a quarter-hour basis. Grades are assigned based on the following levels of achievement and earn quality points as indicated:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Grade Range</th>
<th>Definition</th>
<th>Quality Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100*</td>
<td>Excellent</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>80-89*</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>70-79*</td>
<td>Average</td>
<td>2.0</td>
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<tr>
<td>D</td>
<td>60-69*</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0-59*</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>-----</td>
<td>Withdrawal during 1st 7 weeks</td>
<td>not computed</td>
</tr>
<tr>
<td>WF</td>
<td>-----</td>
<td>Withdrawal Failing After 7 weeks</td>
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</tr>
<tr>
<td>NF</td>
<td>-----</td>
<td>Failing – Not Actively Engaged</td>
<td>0</td>
</tr>
<tr>
<td>I**</td>
<td>-----</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>P</td>
<td>-----</td>
<td>Pass/PLA</td>
<td>0</td>
</tr>
<tr>
<td>S</td>
<td>-----</td>
<td>Satisfactory progress not computed</td>
<td>0</td>
</tr>
<tr>
<td>T</td>
<td>-----</td>
<td>Transfer credit earned not computed</td>
<td>0</td>
</tr>
<tr>
<td>U</td>
<td>-----</td>
<td>Unsatisfactory progress not computed</td>
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<tr>
<td>AU</td>
<td>-----</td>
<td>Audit</td>
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</tr>
<tr>
<td>X</td>
<td>-----</td>
<td>Waived</td>
<td>0</td>
</tr>
</tbody>
</table>

*Ranges may differ in the College of Pharmacy and College of Nursing and Allied Health
**Becomes an “F” if not removed by the end of the second week of the following quarter.

A grade of D is not available in certain programmatic courses.
Class Repeat Requirements/Policy

Any Sullivan University student must repeat any course in his or her program in which a grade of “F” has been earned/assigned. The earlier grade will remain on the student’s transcript, but the previous “F” grade will not be used in computing the student’s GPA. The previous insufficient grade will, however, be calculated as hours attempted during the Satisfactory Academic Progress (SAP) review. The student will receive the grade and grade points earned in the second attempt in any course. In exercising the “D” or “F” repeat option, the student agrees to accept for record the grade earned for the course repeated.

Undergraduate Students on a contract rate tuition agreement are not charged additional tuition when repeating a course for the first time; third and subsequent attempts of the same class will have tuition charges assessed. All Comprehensive and General Fees will be recharged for each repeated course for contract rate tuition agreement students. Credit hour students must pay to repeat all courses. All graduate students must pay for repeat classes.

Declaring and Changing Majors (Program of Study)

Students who desire to change their program of study should initiate the change through the Enrollment Services Office. Dependent upon the program being changed or added, some students will be referred to the Enrollment Services Office for formal completion of the change. Any student who desires a change of program should do so as soon as possible in order to speed completion of the change. Early notification will assist in more efficient advisement.

Add/Drop Policy

The Add/Drop policy at Sullivan University is designed to provide students with the maximum opportunity for success. The add/drop period for day classes extends until the Monday of the second week of classes, for evening classes until the end of the second week of classes. The online/hybrid classes add/drop period will close Monday of week two at 8:00p.m. est. To maintain enrollment for the term, students must attend all scheduled classes by the end of the add/drop period. If the add/drop period ends, financial penalties exist for withdrawing from classes.

Withdrawal Policy

After the conclusion of the add/drop period, a student wishing to terminate enrollment in a single day or evening class may do so by completing a course withdrawal form in Enrollment Services/Academic Services. For online classes, student submit a withdrawal request form from www.sullivan.edu. There is no tuition reduction for single class withdrawals.

If a student wishes to withdraw from the University, he/she must complete a University withdrawal form and also complete an exit interview with a staff member in Enrollment Services/ Academic Services. See Tuition Reduction policy for financial implications.

Students who withdraw from class(es) by the end of week 7 will receive a grade of “W;” those withdrawing after this date will receive a grade of “WF.”

Medical and Military Breaks are available. Please see your campus Registrar for more information on the necessary procedures.

Transfer of Credit

It is the policy of Sullivan University to accept credit from other accredited postsecondary institutions when certain criteria are met. Credit will be approved for transfer of courses that are equivalent to courses offered at Sullivan, and in which the student has earned a grade of “C” or better. The approval of transfer credit for certain courses completed prior to attending Sullivan University can result in the waiver of Basic Mathematics (MTH 100), Introduction to Writing (ENG 100), and Information Literacy (FYE 101). If a student places into ENG 100 or MTH 100 but transfer into a ENG 101 or MTH 101 that was taken else where within the previous five years, the student may be waived out of the 100 level course and scheduled immediately into ENG 102 or MTH 102. The Registrar is responsible for determining coursework that will be applied toward a program of study at the University.

Students transferring credit from other colleges or universities must provide Sullivan University with official transcripts of all courses completed and, if requested, statements of academic policy from previously attended institutions.

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

It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all postsecondary classes taken prior to attending Sullivan University. These documents should be mailed directly from the institution to the Enrollment Services Office. Once received, transcripts become the property of Sullivan University and may not be released to the student. A student may be admitted on a provisional basis for one term until the transcript is received.

Students enrolled in programs that are charged at a quarterly contract rate, not per class taken, will receive tuition credit for those portions of their program accepted in transfer once their full contract has been charged. This tuition reduction will be calculated and, if applicable, posted to the student’s account in their final quarter. For additional information, contact the Registrar or Financial Planning Office.
Transfer Credit from Sullivan University
Should a student decide to pursue advanced education upon graduation from Sullivan, Enrollment Services staff are available to review the graduate’s plans and assist with the transfer. Graduate students interested in post-graduate studies should consult the Dean of the Graduate School. Although the University is a regionally accredited collegiate institution at the doctoral degree level, transfer of credits from Sullivan to another institution cannot be guaranteed since the receiving school makes the final decision in matters of transfer credits.

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

Auditing Courses
Students may choose to take classes on an audit basis. Courses that are audited are assigned a grade of AU, and no credit is awarded toward graduation. To audit courses, students must indicate their intention at the time of registration. Requests to change a course to audit status are not accepted after the drop/add period has ended.

Courses taken in audit status are not used in certification for financial aid, Veteran’s Administration benefits, or Social Security benefits, and are not calculated in course load.

Lifetime Review Privileges
Graduates of Sullivan University at any level have Lifetime Review Privileges. Under this policy, the graduate may return to the University at any time and register for any course previously taken toward the earned diploma or degree at no additional tuition cost to the student. The student must complete a re-entry application prior to registering for any course under this program. Classes taken as Lifetime Review are taken on an audit basis; students will not receive a letter grade.

Re-Entering Requirements
A student wishing to re-enter Sullivan University after a leave of absence must contact Admissions or Enrollment Services to submit an application. During the re-entry process, student records will be reviewed and a determination made on the student’s qualifications for re-entry. A re-entering student will be required to pay the current tuition rate for all remaining classes, though no additional enrollment fee is required.

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

Regardless of the medium in which they are submitted, the University expects that all assignments, research projects, lab reports, papers, theses, dissertations, examinations and any other work submitted for academic credit will be the result of the student’s own intellectual efforts. Similarly, work submitted for a course or for any other academic purpose is expected to have been generated specifically for that course and that course only. For collaborative work, obviously, the cohort’s or group’s efforts are expected.

Plagiarism can take several forms: generally, it is the practice of taking someone else’s work or ideas and passing them off as one’s own. This use may be either intentional or unintentional. NOTE: It is incumbent upon the student to be able to properly cite the private intellectual property utilized as research sources in their papers.

Consequently, unintentional plagiarism is still plagiarism. Students should be aware that all Sullivan University professors have access to anti-plagiarism software. Therefore, students should discuss any potential plagiarism issues with their instructors before submitting their work.

Cheating and Plagiarism may also manifest itself as:

- failing to cite an author for whose ideas have been incorporated into a student’s paper;
- cutting and pasting different internet web site or database text in a paper or using a purchased paper;
- facilitating another student to use your work;
- copying another’s work with or without their knowledge;
- using a hand-held device such as a calculator to store notes, formulae, etc. when an instructor does not allow such aid on an exam;
- using notes and/or other aids that are prohibited on an exam;
- submission of the same work to different classes (AKA self-plagiarism);
- and, any other method by which a student gains an unfair advantage.

Cheating and plagiarism are unfair to all students: it rewards those who put forth less than a full effort and penalizes those who use only traditional means of preparing for and taking an exam or writing a paper. It does not provide the grader with an accurate representation of the student’s knowledge or ability to complete the assignment.

Penalties for students found guilty of plagiarism or cheating may include one or more of the following:

- a failing grade for the assignment or exam;
- a failing grade for the course and a letter of explanation included in the student’s permanent academic file;
- expulsion from the University.


Satisfactory Academic Progress Policy
All students of Sullivan University must meet the following minimum standards of academic achievement in terms of cumulative GPA and successful course completion in terms of credits earned versus credits attempted within a maximum time frame while enrolled. Failure to meet the requirements of this Satisfactory Academic Progress Policy (SAP) may result in punitive actions up to and including the possible loss of federal Title-IV HEA and/or state financial aid and suspension or termination from the University. This policy applies to all Sullivan University students whether or not they participate in Title IV HEA or Kentucky state financial aid programs. It is important for students to read and understand the University’s SAP standards.
The following criteria are utilized when evaluating student academic progress:

- Credits will be applied to the University’s Satisfactory Academic Progress Policy as defined in the Grade Application Chart shown in this policy.
- Attempted credits as defined in this policy will be counted in SAP calculations, whether financial aid was received or the credits earned.
- Incompletes (I), instructor drops (NF), and failures (F, WF, NF) are considered as credits attempted and not earned; but are included in cumulative GPA calculations with zero quality points.
- W grades are considered as credits attempted and not earned; but are not included in cumulative GPA calculations.
- Grade changes to previously unsatisfactory grades may be considered in satisfying completion rate and CGPA deficiencies.
- Credits earned with a passing grade in courses attempted on a Pass(S)/Fail(U) basis are considered as both attempted and earned credits; those failed are considered as attempted credits only. Pass(S)/Fail(U) grades are not included in cumulative GPA (CGPA) calculations.
- Credits earned through bypass testing (P) are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.

- Transfer (T) credits, including credit received from consortium study, are considered as both attempted and earned credits, but are not included in cumulative GPA calculations.
- Developmental (remedial) courses are calculated into both the cumulative GPA (qualitative review) and as both attempted and earned credits (quantitative review). Developmental/remedial courses, as required, will increase the total program credit hours required for program completion, and modify maximum timeframe calculations and graduation requirements accordingly.
- Courses repeated in an attempt to raise the CGPA are considered as credits attempted when taken and as credits earned when a satisfactory grade is earned. However, only the most recent grade is used in calculating the cumulative GPA.
- Courses audited (AU) for no grade are not included in cumulative GPA calculations and are not considered as attempted or earned credits.
- Waived (X) courses are excluded from the SAP review calculations because no credits are attempted or earned. (NOTE: An alternate course may be required to substitute for a waived course.)
- Upon the change of a student’s major, only those credits previously taken that apply to the new program will be calculated into both the cumulative GPA (qualitative review) and completion rate (quantitative review).
- Satisfactory academic progress (both qualitatively and quantitatively) will be reviewed upon the conclusion of each academic quarter for all students.

Qualitative Standards – Cumulative Grade Point Average

Qualitative satisfactory academic progress is defined as maintaining a minimum acceptable cumulative Grade Point Average (CGPA) on a 4.0 scale. Students must meet or exceed the following minimum CGPA in order to be considered as making qualitative satisfactory academic progress:

- Upon completion of 1 to 23 quarter credit hours attempted: CGPA of 1.5
- Upon completion of 24 to 35 quarter credit hours attempted: CGPA of 1.7
- Upon completion of 36 or more quarter credit hours attempted: CGPA of 2.0
- A CGPA of 2.0 or better is required at the end of the second year for a program that is two academic years or more and each quarter thereafter.
- A CGPA of 2.0 or better is required to graduate from any undergraduate academic program.
- SAP evaluation and processes for graduate students are the same as for all University students with the exceptions of the minimum cumulative GPA required is 3.0 at each quarterly evaluation point and a minimum CGPA of 3.0 is required for graduation.

A student will be considered as not making satisfactory academic progress if at any evaluation point the student’s cumulative grade point average is less than the prescribed minimums listed above.
Quantitative Standards – Completion/Pace Rate

The quantitative measure is defined as the total number of credit hours successfully earned (passed) divided by the total number of credit hours attempted. The quantitative satisfactory academic progress measure requires a student to complete their program of study within one and one-half times (150%) the academic program assigned credit hours. Students must meet or exceed following minimum quantitative progress measures to be considered as making satisfactory academic progress:

- Upon completion of 1 to 23 credit hours attempted: 25.00% cumulative completion rate
- Upon completion of 24 to 35 credit hours attempted: 50.00% cumulative completion rate
- Upon completion of 36 or more credit hours attempted: 66.67% cumulative completion rate

A student will be considered as not making satisfactory academic progress if at any evaluation point the student’s overall quantitative completion rate is less than the prescribed minimums listed above.

Maximum Time Frame

No student will be eligible to receive Title IV HEA or Kentucky state financial aid after attempting more than 150% of the normal credits required for their program of study. As an example, students in an associate degree program requiring 106 credits may attempt a maximum of 159 (106 x 150%) credit hours. Once a SAP review determines that a student cannot mathematically finish the student’s program of study within the maximum time frame the student becomes ineligible for Title IV HEA and Kentucky state financial aid.

Student Status Definitions

Active – The student is in good standing with the University with no punitive action status.

Financial Aid Warning – A previous “Active” student who is receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Financial Aid Warning”. The student may continue to attend classes and receive Title IV HEA and/or Kentucky state financial aid for one additional quarter of attendance while on Financial Aid Warning status. In addition, a “Financial Aid Warning” status is notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University and the loss of the availability of Title IV HEA and/or Kentucky state financial aid.

Academic Warning – A previous “Active” status student who is not receiving Title IV HEA and/or Kentucky state financial aid and is not now achieving SAP standards will be placed on “Academic Warning” status. The student may continue to attend classes while on “Academic Warning” status for one additional quarter. In addition, an “Academic Warning” status is a notice to the student that continued failure to achieve SAP standards will result in further punitive action by the University.

Financial Aid Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry due to extenuating or special circumstances as outlined in the appeal processes stated below may be placed on Financial Aid Probation by Appeal status. The Financial Aid Probation by Appeal student may be eligible for Title IV HEA and/or Kentucky state financial aid due to extenuating and/or special circumstances. The Financial Aid Probation by Appeal status allows the student to continue classes with a goal of achieving SAP standards by the end of the Financial Aid Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Academic Probation by Appeal – A previous “Suspension” status student who has successfully appealed for reentry may be placed on Academic Probation by Appeal status. The Academic Probation by Appeal student does not receive Title IV HEA and/or Kentucky state financial aid. The Academic Probation by Appeal status allows the student to continue to attend classes with a goal of achieving SAP standards by the end of the Academic Probation quarter or by a specified period of time established in an Academic Recovery Plan.

Suspension – A previous “Warning” or “Probation” status student will be required to withdraw from the University for a minimum of one quarter due to failure to achieve SAP standards and/or the requirements established in an Academic Recovery Plan and will be placed on “Suspension” status. The student is not eligible for Title IV HEA and/or Kentucky state financial aid while suspended.

Terminated – The student has been permanently withdrawn from the University. The student is not eligible for Title IV HEA and/or Kentucky state financial aid.

Failure to Meet Satisfactory Academic Progress (SAP) Standards

A previous “Active” student for whom it has been determined is currently not meeting the minimum SAP standards will be placed on “Financial Aid Warning” or “Academic Warning” status for one additional quarter of attendance.

Financial Aid Warning status allows a student who currently utilizes Title IV HEA or Kentucky state financial aid to continue to attend class(es) for one additional quarter and utilize these funds while attempting to achieve SAP standards. A Financial Aid Warning status also places a student on notice that he/she will be suspended from the University and lose Title IV HEA and Kentucky state financial aid eligibility if all academic progress standards are not met by the end of the Financial Aid Warning quarter.

Academic Warning status allows a student to continue to attend class(es) for one additional quarter while attempting to achieve SAP standards. A student on Academic Warning status does not receive Title IV HEA or Kentucky state financial aid. An Academic Warning status also places a student on notice that he/she will be suspended from the University if all academic progress standards are not met by the end of the Academic Warning quarter.

If at any evaluation point a Financial Aid Warning or Academic Warning status student fails to satisfy all SAP requirements he/she will be suspended from the University for a minimum of one academic quarter, and the student status will become “Suspension”. Re-establishment of financial aid eligibility is only possible through the Satisfactory Academic Progress Appeal process.
Upon any evaluation that affects a student’s eligibility for Title IV HEA and/or State financial aid funds, a notification letter will be mailed via the United States Postal Service to the student at the address on file with the University. The letter will be sent, depending on the student’s campus location/division of enrollment, by the Coordinator of Academic Progress (Louisville), the Associate Dean of Academic Affairs (Lexington), the Director of Education (Ft. Knox), the e-Learning Registrar (e-Learning) or other designated school official.

A student who believes he/she has encountered a special circumstance(s) that has impeded his/her satisfactory academic progress resulting in a punitive action by the University and/or loss of Title IV HEA or Kentucky state financial aid may utilize the appeal process as outlined in this policy.

**Satisfactory Academic Progress Appeal Policy**

A student who believes he/she has encountered an extenuating and/or special circumstance(s) which has impeded their academic progress may submit a written appeal to the appropriate campus academic services office. The appeal process provides a student who has not met the University’s satisfactory academic progress standards the opportunity to formally request to remain enrolled and/or reenroll at the University to rectify any SAP deficiencies and/or to re-establish eligibility for Title IV HEA and/or Kentucky state financial aid. More information is available at http://sullivan.edu/appeals.

The student wishing to appeal their SAP status and/or request re-entry to the University must submit a letter and any supporting documentation explaining the special circumstance(s) beyond the student’s control resulting in their unsatisfactory academic performance and indicating what has changed in his or her situation that will allow the student to succeed and achieve SAP standards.

The Academic Appeal Committee will review the appeal to determine if the student can reasonably be expected to achieve all measures of SAP and any other requirements for continued enrollment and/or reentry at the University. If the student is granted a successful appeal by the Academic Appeal Committee, the student’s appeal will be forwarded to the Financial Aid Appeal Committee for its review and consideration.

The Financial Aid Appeal Committee will determine if the student’s financial aid is to be reinstated based on federal and state financial aid guidelines, the student’s special and/or extenuating circumstance(s) as stated in the appeal, and any supporting documentation that may have been provided.

Each appeal committee has the independent discretion to accept or decline the student’s appeal. The approval of reentry by the Academic Appeal Committee does not automatically guarantee the student’s approval for re-establishment of financial aid by the Financial Aid Appeal Committee. Students wishing to appeal both their SAP status and financial aid eligibility must submit information and documentation to satisfy both committees’ requirements. While the appeal process serves multiple purposes, if it is determined that a student cannot mathematically achieve SAP within the policy limitations the appeal will be denied.

The student has the burden of validating the reasons why he/she could not meet SAP requirements and justifying the reason(s) the committee(s) should grant the appeal.

The student may submit an appeal for financial aid eligibility based on one or more of the following special and/or extenuating circumstances:

- Death of a relative of the student;
- Injury or illness of the student;
- Other special extenuating circumstance(s) warranting consideration.

To appeal a SAP-related suspension or other punitive action the student must submit a clear and concise appeal letter with the following elements:

1. Current date, student’s full name as listed in University records, student University issued ID number and student signature;
2. Specific request for reinstatement of financial aid, if desired;
3. Statement of what special circumstance(s) the student encountered for all academic terms in which poor performance resulted;
4. Any supporting documentation to substantiate these special circumstances; examples of such documentation may include, but not necessarily limited to:
   - Death notice of a relative;
   - Student illness documentation provided by a doctor and/or other medical practitioner;
   - Police Accident Reports;
   - Military Activation Orders;
   - Other documentation of special circumstances.
5. Explanation of what and/or how circumstances have changed that will facilitate the student’s success in the future;

If the Financial Aid Appeal Committee approves the student’s appeal, the student may be approved for the re-establishment of Title IV HEA and Kentucky state financial aid and will be placed on Financial Aid Probation by Appeal status while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Financial Aid Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan.

If the student is granted reentry or continued enrollment by the Academic Appeal process, but eligibility for financial aid is not re-established through the Financial Aid Appeal process, the student will be ineligible to receive Title IV HEA and/or Kentucky state financial aid, and the student will be placed on Academic Probation by Appeal status. If a student is otherwise eligible to remain enrolled at the University, the Academic Probation by Appeal student may pay for college expenses by personal funds (out of pocket) or with other non-Title IV HEA or non-state financial aid while attempting to achieve SAP policy requirements and will be expected to meet the requirements of an Academic Recovery Plan. Upon the conclusion of the quarter of Academic Probation by Appeal the student will be reviewed for SAP progress and meeting the requirements of their Academic Recovery Plan.
A student on Financial Aid or Academic Probation by Appeal status will be required to adhere to an Academic Recovery Plan (ARP) as developed and prescribed by an appropriate academic school official. Any student on an Academic Recovery Plan will remain on the assigned student status as long the requirements of the Academic Recovery Plan are being met. Once minimum SAP standards are met, the student will be returned to “Active” status, and eligibility for use of Title IV funds will be restored per appropriate guidelines and regulations. (Note: The requirements of an Academic Recovery Plan can only be changed by submission of an appeal explaining what has happened to make the change necessary and how the student will be able to make academic progress.)

If at any evaluation point a Financial Aid Probation by Appeal or Academic Probation by Appeal student fails to maintain the requirements of their Academic Recovery Plan he/she will be suspended from the University for a minimum of one academic quarter, and the student status will become “Suspension”. Re-entry to the University and/or reestablishment of financial aid is possible only through the Satisfactory Academic Progress Appeal process.

Any applicable transfer credit earned from another qualified institution (accredited by an accrediting agency that is recognized by the U.S. Department of Education) during the financial aid suspension period may be used to satisfy SAP criteria as outlined in the Grade Application Chart. Thus, transferred grades will be applied to completion rate deficiencies but not CGPA deficiencies.

Re-entry after Suspension
A student who has completed a suspended term(s) may appeal for reentry to the University. The student will follow the guidelines outlined in the appeal process(es) stated above to apply for reentry. The appeal process and committee(s) will determine the student’s eligibility for reentry and re-establishment of Title IV HEA and Kentucky state financial aid.

An inactive student not in good standing with SAP policies requesting to reenter the University following a period of absence and/or suspension should contact the Administrative Office (Louisville), Academic Services office (Lexington), the Director of Education (Fr. Knox) or the e-Learning Registrar (e-Learning). Exact dates of appeal hearings, due dates for written appeals and related documentation (if appropriate) can be obtained by contacting the respective campus office. The student may be requested to appear before the appeal committee(s). Absences or periods of suspension from the University and/or ineligibility of financial aid for a period of time are not considered mitigating circumstances for reestablishment of SAP progress and/or financial aid. More information is available at sullivan.edu/appeals.

If the student is permitted to reenter the University, failure to demonstrate sufficient progress toward achieving SAP may result in additional punitive action up to and including loss of financial aid, possible suspension and/or permanent termination.

Student Outcomes Assessment
Sullivan University requires all students to participate in a series of student outcome assessment tests, particularly at the beginning of the freshman year and at the end of the sophomore and senior years.

The student must understand that these assessment tests are a required part of the educational experience and will be kept confidential. They will be used along with other students’ test scores to identify relative strengths and weaknesses in the educational program so that Sullivan University can continually improve its programs.
• If a student’s concern is with an on-campus class at the Fort Knox campus, the student should contact the Director of Education.

• If a student’s concern is with a graduate school course, regardless of their location, the student should contact the Associate Dean for the Graduate School.

Step 3: If the student is unable to resolve the grievance by working through steps 1 and 2, the student may seek further review as follows:

• If a student’s grievance is with an undergraduate or graduate on-campus class at the Louisville campus, the student should contact the Associate Dean for Academic Affairs.

• If a student’s grievance is with an online course, the student should contact the Dean of Online Studies.

• If a student’s grievance is with an on-campus class at the Fort Knox campus, the student should contact the Executive Director.

• If a student’s grievance is with an undergraduate or graduate on-campus class at the Lexington campus, the student should contact the Dean of Academic Affairs.

When a grievance reaches this step in the process, depending upon the campus, the Dean of Academic Affairs, Associate Dean for Academic Affairs, Dean of Online Studies, or Executive Director (or his/her designee) at the Fort Knox campus will appoint a special committee to review the grievance and upon appointment of the committee, the complainant is required to cooperate fully with the committee during their review and investigation. Any special committee appointed to review an academic grievance will consist of a minimum of two faculty members and one professional staff member. Any committee appointed to review a graduate student’s grievance will consist of graduate school faculty and appropriately credentialed professional staff. If academically qualified, the administrative person to whom the grievance is brought at this stage may appoint him/herself to the committee as a professional staff member. A chairperson who may be a faculty or professional staff member will be appointed to lead the inquiry and he/she will not vote except in the event of a tie. Any special committee appointed to review the matter will do so in an ethical manner that is deemed just and fair by the appointed chairperson without obligation to observe state or federal rules of evidence or formal legal due process procedures. When the committee interviews the complainant, witnesses and others with information about the issue(s) surrounding the complaint, attorneys, parents, friends, advisors, etc., will not be permitted in the room. An audio recording of every interview may be made and retained by the University. At the conclusion of their inquiry, the committee may:

• Agree with and uphold the original decision or action that led to the grievance and affirm any action, consequence or result related thereto.

• Agree with and uphold the original decision or action that led to the grievance but mitigate, reduce or eliminate any action, consequence or result related thereto.

• Disagree with the original decision or action that led to the grievance, arrive at an entirely different conclusion and mitigate, reduce, eliminate or otherwise alter any action, consequence or result related thereto.

• The committee, through the chairperson, will report their results to the official who appointed the committee and prepare a letter to the student that explains the results of the inquiry.

NOTE: Throughout steps 1, 2 and 3, the Executive Director of the campus that holds jurisdictional authority over a grievance as defined in step 3 will be kept informed of the grievance and its progress throughout the entire process. He/she has the prerogative and authority to make an executive decision to change, alter or abate any decision rendered by any individual or committee throughout the first three steps of this process.

Step 4: If a student is unsatisfied with the decision rendered at step 3, he/she may petition for further review by the Vice President for Academic Affairs / Chief Academic Officer for Sullivan University. To request a review by the Vice President for Academic Affairs / Chief Academic Officer, the student should submit a request in writing that provides in detail: a) a thorough explanation of the grievance; b) the information provided by the committee during step 3; c) any new information that has developed since the review at Step 3; and, d) why the student feels the decision is unfair and/or unjust. The letter should be addressed to the attention of the Vice President for Academic Affairs/Chief Academic Officer and be sent or delivered to the Administrative Office, Sullivan University, 3101 Bardstown Road, Louisville, KY, 40205.

Step 5: After the Vice President for Academic Affairs/Chief Academic Officer has rendered his/her executive decision in the matter, if further action is deemed necessary beyond Step 4, the student may file a final written grievance with the Chief Executive Officer (C.E.O.) of Sullivan University by mailing or delivering it to the Administrative Office, 3101 Bardstown Road, Louisville, KY 40205. His/her decision will be final.

RECUSATION: Any principal involved in the grievance process shall recuse himself/herself from participation if their relationship with either the grievance or the grievant(s) would adversely prejudice him or her. Grievant(s) may also challenge participation of a principal, whom they legitimately feel has a conflict of interest. In such instances, the recusation will be forwarded to the applicable director, dean or committee chair – or, when that person is to be recused, then, to the next most senior Sullivan University administrator – who will appoint a suitable, qualified replacement. Academic Grievances directed specifically toward the Chief Executive Officer of the university will be reviewed by the Executive Vice President of The Sullivan University System, Inc. by mailing or delivering it to the Administrative Office, 3101 Bardstown Road, Louisville, KY 40205. His/her decision regarding a grievance against the Chief Executive Officer will be final.

For Tennessee residents, if a complaint is not settled at the institutional level, the student may contact the Tennessee Higher Education Commission, 404 James Robertson Parkway, Nashville, TN 37243-0830. Telephone: 615-741-5293
Non-Academic Grievances
Level One: Sullivan University is committed to open and frequent communication. This open door policy means that students should first have a conference with the person with whom they have their original complaint.

Level Two: If a satisfactory solution is not achieved, the student should then have a conference with that department’s chair or director. If this does not result in a satisfactory solution, the student may seek resolution by arranging a meeting with the appropriate Dean/Director of Education.

Level Three: If a satisfactory solution is not achieved, the student may then seek resolution by arranging a meeting with the Vice President for Academic Affairs (Louisville students) Executive Director (Lexington students) or Director (Fort Knox students).

Level Four: If further action is deemed necessary, the student may file a written complaint with the:

Executive Vice President/CEO
Sullivan University
PO Box 33-308
Louisville, KY 40232

INTERNATIONAL STUDIES PROGRAM

Admission to the University
Sullivan University welcomes students that are committed to higher learning and professional development. In addition to adhering to the regular admission requirements for an Associate, Bachelor, Master or Doctoral program, international students must provide specific documentations when submitting an application. Listed below are the details regarding the application process for international students seeking admission to the University for both undergraduate and graduate programs.

Prospective Students are expected to:
- Provide a completed Sullivan application along with application and processing fee.
- Provide a copy of their current Passport (including all pages of existing visas and/or entry stamps).
- Submit Statement of Purpose (Essay of Past, Present, and Future, 750 words).
- Include a copy of the current I-20 (if applicable).
- GRE or GMAT score (required for Graduate School).
- TOEFL, IELTS or iTEP scores (required).
- SAT or ACT (if you do not have an Associate Degree) for undergraduate admission.

All applicants for whom English is a second language need to show evidence of sufficient proficiency in the English language. Applicants may demonstrate English proficiency by submitting Test of English as a Second Language (TOEFL) or should have an IELTS score to be considered for admission to any program in the University. For more information you can contact the International Program Enrollment Specialist.

- Official transcripts from an accredited university or college.
- Provide accepted statements of financial responsibility (converted to U.S. dollars) and verification of their ability to fund estimated minimum expenses.
- Provide an Affidavit of Support for sponsorship along with financial documentation supporting the sponsorship.

The University may require an advance deposit of funds to cover one year’s estimated expenses for all non-immigrant international graduate students before the issuance of the I-20 Form.

Please note that applications will be received on a competitive basis and Sullivan University does not guarantee admission.

Future students are strongly suggested that you explore the websites listed to familiarize yourself with the official regulations and legal process for students wishing to pursue academic studies in the United States.

USCIS: www.uscis.gov
GRE: www.ets.org/gre/
TOEFL: www.ets.org/toefl/
GMAT: www.mba.com
IELTS: www.ielts.org

Academic Programs

The Sullivan University Graduate School provides an opportunity for students to participate in Curriculum Practicum Training. Students are eligible to apply for the Master of Business Administration, Master of Science in Management Information Technology, Master in Conflict Management, Master of Public Management, Master of Science in Management, Doctorate of Philosophy in Management. Interest in a particular program must be stated on the original application.

1. Non-CPT Track: International graduate students who do not engage in the CPT program will follow the same rules as applied to all Graduate students as outlined in this catalog and the Sullivan University Student Handbook.

2. CPT Track: Students who choose to participate in the CPT program must adhere to Regulation 8 CFR 214.2(f) (10)(i) cited below:

“an F–1 student may be authorized by the DSO to participate in a curricular practical training program that is an integral part of an established curriculum. Curricular practical training is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. Students who have received one year or more of full time curricular practical training are ineligible for post-completion academic training. Exceptions to the one academic year requirement are provided for students enrolled in graduate studies that require immediate participation in curricular practical training. A request for authorization for curricular practical training must be made to the DSO. A student may begin curricular practical training only after receiving his or her Form I–20 with the DSO endorsement.”

Students are not permitted to engage in CPT if they are enrolled for two simultaneous Foundation classes, COMS 499 and MTH 499. However, any student who is enrolled in a Graduate School class at the 500 level or higher and interested in CPT must meet all eligibility requirements. Students must apply and be approved for CPT with
the International Studies Department DSO, write an additional essay demonstrating the use of course contents at the CPT site, and successful completion will be placed on the student transcript.

Students will be reviewed for CPT eligibility on a quarterly basis and there is no guarantee of employment or ongoing permission to have CPT extended.

Please note: Students working illegally may face immediate termination of status by a university DSO.

3. OPT Track

What is Optional Practical Training (OPT)?

OPT is practical work experience in your field of study (typically after completion of a degree) and can last up to one year. Students on OPT are still considered to be F1 students at Sullivan University even if working elsewhere in the U.S. The Employment Authorization Document (EAD) is not a working permit; it is an extension of your F1 status for the purposes of practical training.

Who is Eligible?

An F-1 student is eligible for OPT if they:

- Legally maintain regulatory and academic status;
- Have been enrolled full-time for at least 8 months;
- Will be completing their course of study in the current term; and
- Engage in OPT directly within their course of study.

When should you apply for OPT?

Students can apply for OPT up to 90 days before and 60 days after their program completion date. Program completion is when you have taken all the necessary credits for your program; it does not mean graduation nor does it mean that you can delay your OPT application until fulfilling an incomplete credit.

Your OPT may end no later than 14 months after your program completion date.

Periods of Unemployment

Post-completion OPT is dependent upon employment. Students may not accrue a total of more than 90 days of unemployment during the initial 12-month OPT period. You must report unemployment periods to the International Program Office.

Important OPT Information

- Once your application for OPT has been approved, your Employment Authorization Document (EAD) will be mailed to the address you put on the I-765 form. The post office WILL NOT FORWARD mail from USCIS if you change your address after you apply. USCIS will also not deliver your EAD to a Post Office Box.
- You MUST have your EAD in-hand, and the start date must be valid, in order to begin employment. Although you are allowed to remain in the U.S. while your application is pending, you may not begin working.
- You MUST submit a photocopy of your EAD to International Programs Office upon receipt.
- If you cancel your practical training once you have received your EAD, the time granted on your EAD card will be counted regardless of your actual employment. You will not receive the $380 in return and you are unable to apply again based on that degree.
- Remember, while on OPT you are still a Sullivan University F-1 student.
- While on OPT you may be exempt from Social Security and Medicare Tax (FICA).
- You MUST report all changes of name, address, or employer to IPCS within 10 days.

Rules and Regulations of Status

Attendance

Students are expected to maintain ongoing attendance as outlined in the Student Handbook. Non-immigrant F-1 students may not be allowed to take more than one online class in any given quarter and are expected to login on a weekly basis to any online class of enrollment. Hybrid classes denoted with a “Z” meet one Saturday per month (Students who attend classes outside of Louisville must check their schedule at their local campus) similar to those in the EMBA curriculum.

ATTENDANCE IN “Z” CLASSES IS MANDATORY – there are no exceptions.

Registration

Students are required to register during weeks 5 through 8 in the International Programs Office. Failure to register during this time students will be charged a $75.00 late registration fee. Students who, after registering, find it necessary or desirable to add courses, change courses or course sections, withdraw from individual courses, or withdraw completely from the University may do so according to University stated procedures in this catalog.

When students register in a course during the late registration period, whether they can make up any missed assignments or class activities is at the instructor’s and International Programs Office discretion.

A student who registers but never attends class, or stops attending class without officially withdrawing from the class, will still be considered to have “registered” for the whole quarter and will receive a WF grade.

Students who attend a course, even with an instructor’s permission, but who do not officially register in the course and make payment of relevant tuition and other fees by the applicable deadline, will not be considered “registered” in the course, regardless of whether or not the course is successfully completed.

Registered students are expected to attend and or login to the first class of the quarter. Students who are unable to attend the first class of a course should inform their instructor and the International Programs Office by e-mail of the intended absence before its start. Where this is not possible, notification by e-mail, in person, or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification.
If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of WF will be recorded. Deadline dates are designated in the official University calendar and registration guide.

Once the quarter has started and until the end of the first week of classes, all course changes (adds and drops) are done in the Enrollment Services Office with the International Programs Office approval at no additional cost. Beginning with the second week, adding a course will result in a course change fee, unless initiated by Sullivan University.

Students adding a course after the beginning of classes should check carefully with the instructor and International Programs Office to determine whether or not work missed will be able to be made up.

It is essential that students establish correct course registration during advising weeks 5 through 8. It is extremely difficult to obtain the necessary approval to change a course registration after the first week of the quarter. An international student seeking to add a course after second week must also obtain permission of the International Programs Office. One copy of each change form will be returned to the student for retention as evidence of the transaction which has taken place.

**Change of Course Fee**
Courses may be added prior to the end of the first week of the quarter without fee. Starting the second week of classes, courses must be added on a course change form in the International Programs Office and a course change fee of $85 will be charged for each course added unless the lateness of the add is attributable directly to a Sullivan University action. The fee will be charged uniformly except in exceptional circumstances as determined by the International Programs Office. The change of course fee will be added to student accounts and will be subject to University rules governing the payment of these accounts. There is no fee for dropping courses. Students who are arriving for their first classes must arrive in Louisville (unless attending classes in Lexington or Fort Knox), Kentucky and be registered for their full-time course load by Friday of week 1. There are no extensions granted beyond the first week. Students who are on financial hold will not be able to register for classes and could miss registration for the following quarter, therefore, jeopardizing current F-1 status.

**Dropping and Adding Classes**
Students have until Friday of week one to either drop or add on-campus classes. Students wishing to drop/add an online or hybrid class must make changes prior to the first Thursday of week one. According to Federal regulations, international students must maintain a full-time academic load. Dropping below full-time status can result in termination.

**Academic Requirements**
International students are expected to adhere to the Satisfactory Academic Progress Requirements – Graduate Degrees as outlined in this catalog. Students who do not maintain a 3.0 grade point average will not be eligible for CPT or an annual vacation as they may be on academic probation. All rules of academic probation apply.

**Change of Major**
F-1 students are permitted to change their major at any time. They must apply for change through the International Programs Office.

**Verification Letters**
Students who are initially arriving at Sullivan University will be provided with one support letter documenting that they are an active student. After a student arrives they will work with a university representative to get appropriately registered into classes, provided billing statement sheets and a photo ID, and given a letter of support. The letter of support, in conjunction with a current I-20, and passport will be required for a student to open a bank account. Students will be able to use the same letter of support to apply for a driver’s license but must wait a minimum of 30 days before they are eligible to legally drive in the United States.

**Social Security Cards**
Students are eligible to apply for a Social Security card after they are provided a formal job offer and the university DSO provides an updated I-20 reflecting the CPT start date. The student is required to present to the Social Security Office an updated I-20 reflecting CPT (or OPT), passport, and the job offer letter. Students who are approved will receive a receipt from the Social Security Administration and will receive the actual card typically within 30 days.

**Annual Vacations**
International students who seek to take an annual vacation must be in good academic status, maintaining a 3.0 or higher, and must have been enrolled as a full-time student for at least three consecutive quarters.

**Re-entry**
Students who have been out of classes for one academic quarter for either an annual vacation or medical reasons must apply for re-entry through the admissions department. This requires an appointment and face-to-face meeting with a Re-entry Advisor.

**Travel Abroad**
International students may request to travel abroad. However, the student must be in good academic standing and may not leave during an active quarter or return after the next quarter has begun. Students may apply to travel at any times in the case of emergency.

**Change of Address**
If an international student moves from their current address, they have 10 days to contact the DSO at the International Programs Office. Students who do not report their change of address may be terminated for failure to maintain status.

**Extension of Program**
Students may apply for an extension of program and must be based upon legitimate academic or documented medical reasons.
Late Fee Policy
Students must pay their full fees by Friday at the end of week 1.) Students who fail to meet this deadline will be assessed a late payment fee of $150 on the first day of week 2.) Sullivan University will also be charged a $100 reinstatement fee for every class placed on block status or financial hold. The entire balance of account must be paid in full for a student to regain the privilege to attend class(es), and if necessary, maintain F-1 and CPT eligibility. Attendance violations can, and will, seriously jeopardize a student’s F-1 status. All payments being mailed must be received and posted by the Business Office prior to the due date. Accounts that do not meet payment deadlines will be assessed a late payment fee of $150. Please allow 5-7 business days for all mailed payments to be received and posted; payments may be made in person or via telephone and will be updated and reflected on a student’s account immediately. Students who do not pay their fees in a timely manner may be blocked from attending and participating in class. Subsequently, students who do not attend classes regularly or maintain good academic standing may be out-of-status and terminated.

Please Note: Sullivan University does not have a recurring pay structure for international students.

Transfer Policy
Students who transfer to Sullivan University from another college or university must submit a complete application package as described in this catalog. Students who arrive from a regionally accredited university will be permitted to have their transcript reviewed and credits awarded accordingly. The DSO will review eligibility requirements including, but not limited to, other CPT experience documented on their past participation at their previous school. Students who are transferring from Sullivan University to another suitable institution must be in good academic status and F-1 status in accordance to Federal regulations. By law, the university DSO has thirty days to transfer requested records. However, students who are not in good federal or academic status will be terminated. Students can request their transcript, it will not be provided if there are financial or academic holds on the student’s account.
Undergraduate Programs

All undergraduate students must attain a minimum cumulative grade point average (GPA) of 2.0 to qualify for a certificate, diploma or degree. In order to graduate, Associate of Science degree students must complete the assessment of general studies and all students must complete the competency exam for their respective degree program. The Associate of Science degree requires completion of a minimum of 90 credit hours, depending on the degree concentration. Dual Associate of Science degrees requires completion of a varying number of credit hours depending on the student’s program of study. A minimum of 20 additional hours is required for the second degree.

The Bachelor of Science in Business Administration, Bachelor of Science in Information Technology, Bachelor of Science in Hospitality Management, Bachelor of Science in Human Resource Leadership and Bachelor of Science in Justice and Public Safety degrees require a minimum of 180 credit hours; the Bachelor of Science in Paralegal Studies degree requires 182 credit hours.

Transfer students must complete a minimum of 25% of the credits required for graduation in a degree program at Sullivan University.

Credits transferred from a non-accredited medical assisting program must be consistent with an established advanced placement policy designed to assure equivalent competency in the areas included in those credits. No more than 50% of the program credits may be transferred from a non-accredited program. One half, 50%, of the medical assisting coursework must be completed in the Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited program granting the certificate, diploma, or degree. The externship must be completed in the CAAHEP accredited program.

Transfer Credit-Graduate Degrees

On approval from the Graduate Admissions Committee, students may transfer up to 49% of course credit into a graduate program at Sullivan. Classes eligible for transfer must meet the approval of the committee. Credit will only be awarded for graduate courses in which the student received a “B” grade or higher.

Academic Honors and Achievements

The Dean’s List is published each quarter listing all full time students who have achieved a 3.5 grade point average (GPA) or better for the previous quarter. The GPA for these awards is calculated only for the academic program in which the student is enrolled. GPA for other academic programs in which the student is enrolled in are not considered in granting awards. At graduation, qualified students are honored with Cum Laude, Magna Cum Laude, or Summa Cum Laude designations as follows:

- Cum Laude: 3.30-3.59
- Magna Cum Laude: 3.60-3.79
- Summa Cum Laude: 3.80-4.00

Special success and achievement are recognized through the following awards normally presented at the formal graduation ceremony:

A. O. Sullivan Award for Distinguished Service

Graduates who have distinguished themselves through outstanding service to the community, the University, or their fellow students are eligible for this award which is named in honor of the first president of Sullivan University.

President’s Cup for Academic Achievement

The President’s Cup is awarded to diploma and degree graduates who maintain a 3.7 or above cumulative grade point average (GPA) while attending Sullivan University and must participate in graduation ceremony to receive.

Distinguished Alumni Award

The University recognizes outstanding professional achievements by past graduates with this award.

Distinguished Citizen Award

Under special circumstances, the University will recognize a community leader who has made major contributions to the business, education, government or civic sectors of the community.