



Dear New Student:

Welcome to the challenges and opportunities of Sullivan University.

The challenges will be represented by your new academic environment, new instructors, new courses and new equipment. Equally challenging will be your new personal life. Many of you will need to learn to manage your time and finances with the upmost care.

The faculty and staff of Sullivan University want to help you turn these challenges into opportunities. Instructors, tutors and advisors are available to help you master the academic challenges. Financial planning advisors will assist you in obtaining the aid for which you may be eligible. The activity programs offer you the opportunity to develop leadership abilities. The career counseling and Graduate Employment Services Office will help you in the search for a rewarding career.

What you do with your new environment is your responsibility. Please remember, however, that we are here in the event you need help. This Student Handbook describes the service guidelines and facilities of Sullivan University. You should become familiar with them as soon as possible and use them throughout your course of study.

I look forward to meeting each of you during the coming months.

Good luck and continued success.

Sincerely,

Dr. Stephen Coppock
Executive Vice President/
Chief Executive Officer

MISSION STATEMENT

The mission of Sullivan University is to educate students effectively and efficiently for employment in high-need career fields and to provide the graduates with viable employment assistance in locating positions commensurate with their Sullivan University education.

This mission is attained by:

- Providing a stair-step approach to college education that enables students to progress through career-related programs as their abilities, finances, ambition and life circumstances permit;
- Providing learning experiences in an environment enhanced by student services and activities to enable students to take advantage of their interests and abilities to develop teamwork and leadership capabilities;
- Providing career and competency-based classes combined with general education classes to expand the students' awareness of the world about them;
- Providing qualified faculty with academic and/or experiential preparation appropriate to their teaching assignments;
- Providing learning equipment similar to that used in the career areas for which the students are preparing; and
- Providing distance education classes for certain programs via the Internet

ACCREDITATION

SACS

Sullivan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools* to award associate, bachelor's and master's degrees.

(*1866 Southern Lane, Decatur, Georgia; Telephone 404/679-4501)



Sullivan University is licensed to offer bachelor's and master's degrees by the Kentucky Council on Postsecondary Education in accordance with the provisions of KRS 164.945-164.992.



Sullivan University is regulated by the Indiana Commission on Proprietary Education, 302 West Washington Street, Suite 201, Indianapolis, Indiana 46204. In-state toll-free number is 1-800-227-5695 or (317) 232-1320.



Sullivan University's Louisville campus is approved by the Ohio State Board of Proprietary School Registration under the provisions of Chapter 3332 of the Revised Code of Ohio. Registration Number: 83-12-0874B.



Sullivan University is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical and business practices, health and safety, and fiscal responsibility.



The Culinary Arts Program and Baking and Pastry Arts Programs at Sullivan University's National Center for Hospitality Studies are accredited by the American Culinary Federation's Accrediting Commission.

ABA

The Paralegal Programs of The Institute for Legal Studies at Sullivan University's Louisville and Lexington campuses are approved by the American Bar Association.



The Professional Nanny Program at Sullivan University is an approved member of the American Council of Nanny Schools (ACNS) and the International Nanny Association (INA).

Note: The statements set forth in this handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While provisions of this handbook will ordinarily be applied as stated, Sullivan University reserves the right to change any provision listed in this handbook without actual notice to individual students. Every effort will be made to keep students advised of any such change. Information on changes will be available in the office of the Dean of Students and the Administrative Office.

DAY DIVISION REGULAR & INCLEMENT WEATHER SCHEDULES

Class Period	Regular Schedule	Snow Schedule*
Period A	7:10 – 8:05	9:30 – 10:05
First Period	8:05 – 9:00	10:05 – 10:40
Second Period	9:00 – 9:55	10:40 – 11:15
Third Period	10:05 – 11:00	11:15 – 11:25
Fourth Period	11:00 – 11:55	11:25 – 12:00
Fifth Period	11:55 – 12:50	12:00 – 12:35
Sixth Period	12:50 – 1:45	12:35 – 1:10
Seventh Period	1:45 – 2:40	1:10 – 1:45
Eighth Period	2:40 – 3:35	1:45 – 2:20
Ninth Period	3:35 – 4:30	2:20 – 2:55
Tenth Period	4:30 – 5:25	2:55 – 3:30

* Please listen to WHAS/840 AM on your radio for snow and weather reports.
See Dress Standards for cold weather dress policy.

Note: All classes and labs meet on this inclement weather schedule.

ACADEMIC CALENDAR

YEAR BY QUARTER	2004	2005	2006
Winter Quarter Holidays ML King, Jr. Holiday Spring Break	*January 5 - March 19 January 19 March 20 - 28	*January 3 - March 18 January 17 March 19 - 27	*January 3 - March 17 January 16 March 18 - 26
Spring Quarter Holidays Memorial Day Summer Break	*March 29 - June 11 May 31 June 14 - 27	*March 28 - June 10 May 30 June 13 - 26	*March 27 - June 9 May 29 June 9 - 25
Summer Quarter Holidays Independence Day Labor Day Fall Break	*June 28 - September 10 July 5 (observed) September 6 September 11 - 26	*June 27 - September 9 July 4 September 5 September 10 - 25	*June 26 - September 8 July 4 September 4 September 8 - 24
Fall Quarter Holidays Thanksgiving Week Winter Break	*September 27 - December 17 November 22 - 26 December 18 - January 2	*September 26 - December 16 November 21 - 25 December 17 - January 2	*September 25 - December 15 November 20 - 24 December 16 - January 1

Weekend classes follow a slightly different ending quarter calendar. See posted schedule for details.

CAMPUS LIFE INFORMATION

Activities:

Campus activities are coordinated by the Department of Student Services and are supervised and facilitated by the department, a faculty or staff member, or someone appointed by the Dean or Associate Dean of Students.

Activities are open for all students as the University believes sponsored events can provide an enjoyable and beneficial "extra" to each student's education. Activities also afford the student an opportunity to meet different people and interact with the faculty and staff in a less structured environment. All activity sponsors are reviewed and selected by the Associate Dean of Students and must be a member of the faculty, staff or administration of the University.

The Sullivan community has many opportunities for involvement throughout the year. These opportunities may include: the summer picnic, canoe trips, Belle of Louisville cruise, blood drives, Halloween costume day, ski trip, jam session, cookouts, intramural sports, Six Flags Kentucky Kingdom, student appreciation week, country line dancing/chili fest and more!

The student activity program at Sullivan is designed to meet the needs of Sullivan's students. Ideas for new activities or expansion of current ones should be discussed with the Associate Dean of Students.

Address and Name Changes:

The Academic Services Office should be notified whenever your address and/or name

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changes. This is to ensure that you receive important information including your grades and tuition notices.

Bookstore:

The Sullivan University Bookstore serves the students, faculty and staff of the entire University community. Bookstore hours change during finals and the first week of classes, however, the Bookstore's normal operating hours are as follows: Monday - Thursday: 7:30 am to 3:00 pm and from 5:00 pm to 8:00 pm The Bookstore is also open on Fridays and Saturdays from 9:00 am to 12:00 noon.

Students are responsible for purchasing their own books and supplies unless arrangements have been made for purchases through the use of financial aid resources. All books and supplies needed are available in the University bookstore, but students may purchase books from any source they choose. In addition to textbooks, students will find other items such as art supplies, toiletries, clothing, glassware, general interest books and more. Students are encouraged to familiarize themselves with a written copy of the Textbook Return Policy, which may be obtained in the Bookstore at the time of your book purchases.

The Bookstore accepts personal checks for merchandise under the following conditions:

- 1) You must use your own personal check with your name and address printed on the check. No two party checks will be accepted; and,
- 2) You must present a valid driver's license and student identification upon tendering a check for payment. Checks should be made out to Sullivan University System prior to reaching the cashier. Do not fill in the amount of the check until the cashier has recorded all items and added applicable sales tax.

General Bookstore policies and guidelines are as follows:

- a) No cash refunds.

- b) \$15.00 service charge on all returned checks.
- c) Textbook returns must be made by the second week of classes.
- d) No refunds given on used textbooks.
- e) Minimum \$10.00 purchase for Visa[®]/MasterCard[®] use.
- f) Only textbooks may be placed on a financial aid account.
- g) The Bookstore does not give out change - *see accounting*.
- h) Supplies may not be returned or refunded unless damaged at the time of sale.

Campus Communications:

Sullivan University encourages and supports open and frequent communication between all individuals associated with the University. In keeping with that commitment, then, the University has several modes of communication as follows:

- a) **Bulletin Boards:** Students, clubs, faculty and administrators are encouraged to utilize the numerous bulletin boards throughout the building as communication devices.
- b) **"Guaranteed Answer Suggestion Box:"** University administrators and faculty urge students to use the suggestion box to make their concerns known. Suggestion boxes are located outside the *a la carte cafe* and on the second floor by room 218. Signed suggestions will receive



a prompt response by the appropriate individual. Suggestions signed or unsigned, of general interest, may be printed and responded to in the weekly newsletter.

- c) **Neighborhood News:** This monthly newsletter published by the department of housing and residence life is distributed to all students living in Sullivan University student housing.
- d) **Newsletter:** The weekly newsletters, the "Student Scene" and the "Night Scene" allow the University to communicate both academic and social information to all students. This is the "key" method by which students receive information. Students are encouraged to pick up a newsletter each week.
- e) **Sullivan Herald:** The University newspaper is published and distributed quarterly. It informs students of past activities and upcoming events.

Check Cashing

The National City Bank located at 3010 Bardstown Road, across from the University in the Gardiner Lane Shopping Center has agreed to cash out-of-town checks for up to \$25.00. The Sullivan University Accounting Office must have previously approved the check and you must present your student ID card to the teller.

Computer Usage

It is the policy of the Sullivan University System to provide for the course related computing needs of its students. The system and machines used to this end are to be used only for University purposes and protected from misuse and unauthorized access.

Software: The System legally licenses the use of software from many vendors and developers. It does not own the related software or docu-

mentation. Unless specifically authorized in writing from the vendor or developer, no one has the right to copy this software or documentation. Only company authorized software used in accord with the applicable licensing agreement shall be run on Sullivan University System equipment. Violations of this policy are to be reported to the campus or division head.

According to US copyright law, illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment.

Electronic Mail (e-mail): Offensive or vulgar e-mail messages such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the University existing policies against harassment and discrimination.

Students may not attempt to use passwords to gain access to another students or employee's e-mail or computer files without prior authorization.

The University owns the e-mail system and information transmitted and stored within the system. Students have no expectation of privacy or confidentiality in any of their e-mails. Student e-mail may be monitored and is subject to inspection at any time.

Students who make, acquire, or use unauthorized copies of computer software or violate the e-mail policy are subject to appropriate disciplinary action, up to and including expulsion from university.

Purpose: This section is to establish a clear Acceptable Use Policy for Internet access for the Sullivan University Library and Resource Learning Center. The Library endeavors to develop collections, resources, and services that meet the bibliographic, informational, and educational needs of its diverse, multicultural community of users. The Library provides Internet access within this collection development criteria context, and, also, as a means of marketing

its resources and services, and providing remote, asynchronous access to its card catalog, locally-produced files and tutorials, subscription databases, web links, and e-mail. The Internet is a global electronic network comprising an ever-growing, disparate collection of resources on a wide range of topics. Resources available on the Internet supplement and complement the collections of the Sullivan University Library. In interacting with the world wide community through electronic media, the user's code of behavior is expected to be an extension of the Sullivan University Code of Conduct.

Library Information Resources:

Access: In order to enhance and support its educational, instructional, and research-related mission, as well as to raise educational standards, to support course work and students, and to facilitate management of information resources, the Sullivan University Library and Learning Resource Center provides in-Library PCs for internet access for Library cardholders, i.e., primarily on- and off-campus Sullivan University System's (SUS) students, faculty, and staff.

In addition:

- 1) Users are expected to use the Internet for educational and research purposes. Conventional chat room sessions, game playing, and abuse of e-mail privileges are not considered educational research.
- 2) Users must respect copyright laws pertaining to material obtained.
- 3) Accessing and printing inappropriate materials is prohibited.
- 4) Users must properly cite and not plagiarize any sources.
- 5) Users will be held accountable for all activities including the content of materials sent by mail, news, or any other

means using the account privileges. Users should follow the electronic mail policy as delineated in the SUS Information Technology's Users' Privileges and Responsibilities.

- 6) E-mail is provided as an aid to the University's educational, instructional, and research-related mission. However, sending obscene, harassing, or threatening e-mail is prohibited.
- 7) The privacy of other users should be respected especially in respect to disclosing passwords to anyone; reading the mail of others; and revealing personal addresses or phone numbers.
- 8) By the same token, users should avoid listing personal information in such an insecure forum as the Internet.
- 9) While all due care will be taken by the Sullivan University Library to ensure responsible use of the Internet connection, all users will assume full liability, legal, financial, or otherwise for their actions.
- 10) Users will not masquerade as or misrepresent other users.

A user who does not comply with the Internet Access Policy will lose access privileges.

Availability: Access to the Internet is a privilege and not a right, and is to be available equally to the entire SUS community of users. Internet access is not free, and requires care and respect of University hardware and software to minimize damage, expense, and to insure continued availability. The educational opportunity of all users to access the Internet will be encouraged. Access is on a first-come, first-serve basis with no reservation or advance sign-ups required. However, as a courtesy to others who may be waiting to use the PCs, a one hour limit is desirable.

By using a public Internet workstation at the Sullivan University Library you agree to the following guidelines:

Time limits: No sign-ups are necessary before using the Internet computer;

A valid Sullivan University Library card is necessary for computer use.

As a courtesy when others are waiting to use these electronic resources, please limit use to one hour.

Printing/Downloading: You may print materials, or, on some PCs, download to a pre-formatted disk. However, users are encouraged not to rely exclusively upon pre-formatted disks, which can be corrupted or fail mechanically, but to save materials to their network storage space on the Sullivan University file server. Access to individual storage space is password protected, and this server is backed-up regularly so materials are secure. Access to this file server is available on campus or off campus via FTP (file transfer protocol).

You must provide your own disks.

The Library is not responsible for any loss or damage to personal disks when downloading.

E-Mail: The university offers students, faculty and staff electronic mail accounts and the Library has a link to the university email server.

The prevailing standards of netiquette should be used, e.g., flaming (verbal-written attacks), or spamming (unsolicited advertising) is prohibited.

You may download your e-mail if you know the Internet address of your private account.

You may not:

- Use the Library's workstations as a staging ground to gain unauthorized access to the Library's networks or computer systems or to any other network or computer system.
- Obstruct the work of others by consuming gratuitously large amounts of system resources or by deliberately crashing any Library computer system.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations in a malicious manner.
- Make any attempt to cause degradation of system performance.
- Use any Library workstation for illegal or criminal purpose.
- Engage in any activity which is deliberately and maliciously offensive, libelous or slanderous.
- Represent yourself as another person for purposes of fraud or other illegal activity.

ILLEGAL ACTS INVOLVING LIBRARY RESOURCES MAY BE SUBJECT TO PROSECUTION BY LOCAL, STATE OR FEDERAL OFFICIALS.

The Library reserves the right to terminate an Internet session at any time.

Censorship: The Sullivan University Library does not generally monitor Internet use and is not responsible for its contents, and consequently has no control over the information so accessed, either on workstations within the Library building, or remotely. University librarians and staff offer assistance, guidance, and instruction on using the Internet as a research

and information resource. The Internet contains information which may be inaccurate, outdated, or offensive. Use of the Internet carries with it a responsibility to evaluate the quality of information accessed. The Library assumes no responsibility and shall have no liability for any direct, indirect or consequential damages arising from the use of information found on the Internet, or any communications sent through the Library's Internet terminals. The Library does not monitor an individual's use of the Internet; nor does the Library employ filtering software

Privacy: Users, NOT the Library or its staff, are responsible for the Internet information selected and/or accessed. Internet users in the Library building should be aware and respectful of the desire of others not to be inadvertently exposed to material and images which they find offensive. The University seeks to protect First Amendment Rights, including freedom of access to information, for users; also, the individual right to privacy. However, those using the Internet must be sensitive to the fact that workstations are in public areas and screen images may be viewed by others. Also, electronic media do not afford privacy in communication, especially with respect to agencies other than the Library indispensable for electronic communication.

Disclaimer: Links to Internet sites, selected by university librarians to support the curricula, can be found on the Sullivan University Library web pages. The Library follows its materials selection guidelines in linking other web sites to its home page and accepts recommendations for sites from its usership based upon certain criteria. However, web users should be aware that the Library has not participated in the development of these other linked sites and does not extend any editorial or other control over these sites. Any link from the Library's web site to another web site is not an endorsement from the Library. The Library does not warrant that its web site, the server that makes it available, or any links from its site to other web sites are free of viruses or other harmful components.

Copy Machines:

Copy machines for student use are located in the library and on the second floor of the main building near Room 218. There is a nominal fee per copy.

Counseling Services:

Any student who feels he/she is in need of a counselor should meet with the Director of the Wellness Center to discuss the issue. When appropriate, the student will be referred to an outside professional resource when the student and the University agree that such is in the best interest of the student. The University can assist the student in finding transportation, if needed, to reach outside resources. The University will make reasonable effort to monitor the completion of any program as well as the general well being of the student.

A "Resource Guide" is available from the Director of the Wellness Center with information on community resources.

Directory of Records:

Various offices maintain records on each individual student who has made application to, attends or has attended Sullivan University. The following record types are housed in each office indicated:

- a) Academic files: Academic Services
- b) Financial aid files: Financial Planning office
- c) Graduate Employment Services: Graduate Employment Office
- d) Transcript Files: Academic Services
- e) Housing/Residence Life Files: Student Services

Disabled Student Services:

Sullivan University is strongly committed to the success of students, faculty, staff and visitors with disabilities. The University and its staff also strongly support the tenets and the spirit of the Americans with Disabilities Act (ADA). To properly support those with disabilities and for responding to requests for disability-related accommodations, anyone enrolled or visiting the University in need of accommodations should see the following individuals for assistance:

- Undergraduate students with academic-related disabilities: Vice President of Academic Affairs
- Graduate students with academic-related disabilities: Dean of the Graduate School
- Mobility-related or other needs: Dean of Students

All three individuals listed above may be contacted through the administrative office.

Emergency Messages:

The University will make reasonable effort to contact students with emergency messages. Callers asserting a need to contact a student on an emergency basis will be asked the nature of the emergency by office staff to ensure the requirements of this policy are met.

Entrances to Building:

Two student entrances are located on the east side of the building - the south tower and the north tower. A third student entrance is located in the west wing of the building. Students may also use the cafeteria entrance, all of which are conveniently located near the parking areas. Students should not enter through the octagon-shaped receptionist area, which is reserved for visitors.

Financial Obligations:

Students who fail to meet any financial obligation with the University including charges for tuition, books and supplies, housing, parking, etc., can be suspended from Sullivan University. No transcript or diploma will be released until all financial obligations are met.

Financial Planning:

Sullivan University's Financial Planning Department processes all student financial aid requests and "packages" students according to personal and financial aid resources available. Students are encouraged to meet with a Financial Planning Advisor whenever questions arise regarding an individual's financial status.

Financial Aid Probation occurs when a student passes fewer than the minimum number of hours as defined in the quantitative standards section for any one quarter, or falls below the GPA minimum as defined in the satisfactory academic progress verbiage. The student will then have one quarter to reestablish the minimum GPA required.

Financial Aid Suspension occurs when the student fails to pass the minimum number of hours for two consecutive quarters or falls below the GPA minimum for two consecutive quarters. Following financial aid suspension, the student is ineligible for all financial aid.

Once placed on financial aid suspension, the student will be considered for financial aid at Sullivan University only when one of the following conditions has been met:

- 1) Sufficient credits have been completed and/or the minimum cumulative GPA requirement has been satisfied.

- 2) It is established through the financial aid appeals process that the student encountered extenuating circumstances that hindered academic performance such as a documentable medical problem during the quarter in question.

Students wishing to appeal a financial aid suspension must do so in writing with any appropriate documentation to the Director of Financial Planning. This appeal will be discussed with the Financial Aid Appeals Committee. If the Committee decides not to approve a student's appeal, the student may appeal directly to the Executive Vice President/C.E.O. of the University. The Executive Vice President/C.E.O.'s decision is final.

Part-time jobs are often submitted to the GES office by local agencies and institutions seeking part-time employees. As a service to the student, GES provides job opening boards, which are posted behind glass outside the University's cafeteria.

Health Services:

Sullivan University maintains that student health and well-being is a vital part of everyday university life. To that end, then, if a student is in need of health-related services, they are encouraged to meet with the University's Health Officer to discuss the need. The University's Health Officer may then refer the student to an appropriate community resource to provide the appropriate level of service.



Graduate Employment Services (GES):

Sullivan University provides full-time graduate employment professionals to assist graduates in locating employment. Students who cease their studies prior to graduation are not eligible for career employment assistance. Graduates from any Sullivan University program, however, are eligible for lifetime, fee-free graduate employment assistance. Students are encouraged to attend the Career Expo that is sponsored by the GES office each fall and spring. This event attracts representatives from companies across the nation and gives students the opportunity to begin networking and considering various employers in their chosen field.

The University has designated two professionals who can provide educational seminars on various issues that may include sexual assault, rape awareness, AIDS awareness, sexually transmitted diseases and drug and alcohol abuse. These professionals are the University's Health Officer and the Associate Dean of Students.

Housing and Residence Life:

Sullivan University provides housing near the campus for those students who are unmarried and under the age of 21. Arrangements for housing should be made well in advance of reg-

istration for the University to ensure a place in University Housing is secure. Details are available through each student's admissions officer. Housing is limited to individuals who live outside a boundary from which one might reasonably be expected to commute to the University. Students are not required to live in University sponsored housing.

Hours of Operation:

The main building is accessible between the hours listed below. Please plan your work accordingly so that you can avoid the need to access the interior of the buildings while they are closed. Under normal circumstances, the main building will be unlocked and open during the following times:



Monday - Friday: 6:00 am - 10:00 pm
Saturday: 7:00 am - 5:00 pm
Sunday: 8:00 am - 5:00 pm

Library Hours:

Monday - Thursday: 7:00 am - 9:45 pm
Friday & Saturday: 8:00 am - 4:00 pm
Sunday: 12:00 noon - 5:00 pm

I.D. Cards:

During registration, each student is given a University photo I.D. card which gives entrance to University sponsored activities. In addition, a University I.D. is required to check out library materials. Your University I.D. is also required for check cashing services and to use the discount I.D. program. Students needing a replacement I.D. should inquire at the administrative office. There will be a \$3.00 replacement charge. Your I.D. can be used to check out materials from the library.

Imminent Danger:

The University recognizes the possibility of emergency situations that may give rise to varying levels of imminent danger. In such events, the University affirms the right of students and staff to protect themselves and others from unreasonable risk and/or imminent danger.

In the event such behavior or situations arise and University faculty or staff are not able to control the situation, civil authority lies with Administrative officials of the University. This includes members of the Public Safety/Security Staff. In the event an Administrative official is not available, students and staff should contact metropolitan authorities to rectify the situation and/or report the situation. The Dean of Students should be notified as soon as possible when an incident has occurred. He/she will then take the appropriate action to document and respond to the situation.

The Sullivan University Library and Learning Resource Center

The new handicapped-accessible, Sullivan University Library and Learning Resource Center, opened in January, 1999, contains approximately 20,000 volumes, 200-plus journal subscriptions, and many electronic databases.

The library building was designed to fully support as well as to integrate utilization of the library into coursework by means of its classrooms, media center, computer lab, and group study rooms. The library's rooms should be reserved in advance for use. The library has two photocopy machines.

The University boasts a hi-tech, state-of-the-art library, unrivaled in the traditional and electronic resources available to support the university curricula. In addition to the thousands of unique, up-to-date business, management, culinary, paralegal volumes in its collection, the library offers web-based access in-house and remotely to full text subscription databases, such as:

ABI/Inform®, a database providing citations, abstracts, and full-text and full-image articles from 800+ periodicals focusing on North American business issues, particularly in the area of management. ABI/Inform also includes information on advertising, economics, human resources, finances, marketing, and computers.

Culinary periodicals Index (CPI), providing indexing by subject and article description to approximately twenty culinary periodicals in the Sullivan University library collection since 1999.



Hoover's Online®, "the ultimate source for company information," includes: company history profiles; in-depth financials; current company news; stock charts; Fortune 500® and S & P® status; subsidiaries/affiliates; competitors; products/operations; officers; annual reports; investor relations information; real-time SEC filings; research reports; insider trade reportage; patents; company ranking; an industry snapshot; and, company job openings.

The Library also belongs to a consortium which provides access to the Kentucky Virtual Library (KVL), a statewide web-based gateway permitting access to the following wide range of online sources: periodical, newspaper and reference book databases; government information; the Kentuckiana Digital Library photographic archives; and electronic catalogs for other major libraries in Kentucky.

Lexis-Nexis® and **WestLaw®** the premier legal databases for US Supreme Court, US Code, State codes and case laws. It also provides bibliographic and full-text articles in the areas of domestic and international business, current events, computers, accounting, etc. Access to these legal databases is provided in the library only for Legal Studies students

Opposing Viewpoints® Resource Center database, an online database comprising the full-text from books providing both sides of controversial social issues.

ProQuest®, providing full text, full images, and citations from leading business, management, computing, and vocational journal databases.

The library has an extensive network of **KVL** cutting-edge computer workstations, including laptops; and, a new web-based card catalog and automated check-out system, as well as a web page. The library's web page, which functions as a virtual counterpart to the new library building, may be accessed 24-hours a day, 7-days a week, at: <http://library.sullivan.edu>

The web page not only affords students the opportunity to access a wide range of databases, but also database tutorials; lists of current periodicals; a virtual tour of the library; web links supporting the curricula; a Reserve section indexing materials which instructors have put on reserve for their classes for the current quarter, as well as class syllabi, and full text electronic Reserves, etc. The library's web-based card catalog may be accessed in the library or remotely; and, provides access to the library's collection of books, audiocassettes and videotapes. These materials are all arranged on the open shelves in Dewey Decimal order, e.g.:

000 General	500 Science
100 Philosophy	600 Technology
200 Religion	700 Arts
300 Social Science	800 Literature
400 Language	900 History

In order to check out library materials using the library's automated check-out system, users need to have their Sullivan University IDs. Books may be checked out for two weeks; audiocassettes and videotapes may be checked out for one week. Materials may be renewed if no other user has them on hold for their use. No fines are charged for overdue materials; however, if materials are not returned, students' grades and schedules will be held and replacement costs charged to their accounts. Graduates may also check out materials, but must leave a deposit.

The Sullivan Archives contain a reference collection of Sullivan University Historical materials, including Sullivan Heralds and graduation programs, some of which are available online as searchable image files. Contact the Archivist for more details, or see the web site.

The Sullivan University Library and Learning Resource Center is staffed with experienced, professional librarians and library assistants to assist the University community with its resource needs. One unique program, called the "Librarian-Is-In," provides one-on-one assistance between a librarian and a student who may have questions about resource

needs relating to a particular topic. To schedule a "Librarian-Is-In" appointment, please call the library circulation desk (456-6773) 48 hours in advance. In addition, the library offers classes during the quarter (see the college newsletter or the library web page for dates) on basic internet, its electronic databases, and Lexis-Nexis®. Sullivan students may contact librarians via the library's homepage for online library support.

The Library's hours are:
 Monday - Thursday 7:00 a.m. - 9:45 p.m.
 Friday and Saturday 8:00 a.m. - 4:00 p.m.
 Sunday 12:00 p.m. - 5:00 p.m.

Lockers:

Lockers are available through the bookstore on a first-come, first-served basis. All locker fees are payable at registration or in the bookstore. Questions regarding lockers should be directed to the bookstore staff.

Organizations:

All students are encouraged to participate in extracurricular activities. Participation in student organizations helps develop a sense of responsibility and leadership, which employers look for in potential employees. Some of the various organizations in which a student can become involved in include:

- a) **Student Activities Committee (S.A.C.):** The Student Activities Committee works through and with the Office of the Associate Dean of Students to plan, organize, and present activities on the Sullivan campus. S.A.C. has a student government structure and utilizes a budget to accomplish goals set by the committee. S.A.C. was created to give all students a voice on activities they would like to see on campus and to achieve a sense of leadership within the student body.
- b) **Travel Club:** The Travel Club is composed of students from any program and plans several trips a year. Recent trips

have included Chicago, Washington D.C., New York, Epcot, Nashville, St. Louis, Indianapolis and Cincinnati.

c) **Sullivan Christian Fellowship:** The Sullivan Christian Fellowship is designed for Christian people who want to continue their spiritual development while preparing for their careers. Weekly spiritual activities are conducted and led by a student minister from the SCF ministries.

d) **NCHS Culinary Competition Team:** Chosen annually in the month of January, this team offers a limited number of students opportunities for further professional development. Members represent the NCHS at various highly visible civic functions and compete in local, region and national culinary competitions and have won over 300 medals and awards over the last fourteen years.

e) **Phi Beta Lambda:** PBL is a collegiate continuation of the Future Business Leaders of America (FBLA). The goal of PBL is to provide the students with a better insight into the business community and its workings through seminars, field trips, and guest speakers.

f) **Kentucky Medical Group Management Association (KMGMA):** KMGMA helps to expose medical students to professionals working in medical administration and management. KMGMA has a mission to develop a better understanding of the medical office managers' role, to provide interaction with other students, educators and medical professionals, and to promote the exchange of ideas and experiences within a medical office.

g) **International Association of Administrative Professionals (IAAP):** This organization provides up-to-date research on office trends, cutting-edge publications, outstanding seminars

and conferences, and top-notch resources to help administrative professionals enhance their skills and become more effective contributors to their employers.

h) **Student Paralegal Association:** This student driven association provides paralegal students with the opportunity to develop leadership and organizational skills through activities such as fund raisers, law related field trips and community-oriented projects.

** To be recognized by the University as an official entity, each student organization must have a faculty or staff sponsor. These individuals often help to provide direction and support to their respective groups. Although advisors typically do not involve themselves in routine group decision making, the University, on behalf of the sponsor, reserves the right to change any course of action or decision by a group that is deemed not to be in the best interest of the group or the institution. See the Dean of Students for more information.*

Personal Phone Calls:

The University's office phones are not for student use. There are pay phones in the north east tower and on the second floor near rooms 220 and 252. Personal calls for students from family or friends will not be accepted. Students are given messages for extreme emergencies only in accordance with the policy governing emergency messages.

PLUS Friday:

PLUS Friday is one of Sullivan University's unique approaches to assist students academically. This academic "extra" is designed to provide more individualized help for students who are behind in their studies, miss class during the week, or just want to get ahead for the next week. Full time faculty are on campus from 8:00 a.m. to 12:00 noon (part time faculty are available by appointment) to provide assistance. Attendance for some students on PLUS Friday may be mandatory at the discretion of the instructor.

Public Safety/Security:

Sullivan University maintains public safety/security staff to patrol the campus and respond to various situations. Officers affiliated with this area enforce parking regulations, document violations of law, answer calls for emergency services, maintain campus publications relative to campus security, and provide educational seminars associated with individual security as needed. Members of the public safety staff are also available to escort individuals to their vehicles as requested. Public safety officers may be contacted through the administrative office or the campus receptionist who is located in the guest lobby. Public safety officers have arrest authority as described in KRS 431.005 (4).

Reductions:

The tuition reductions policy is stated clearly in full in the University Catalog and on the tuition agreement form, a copy of which is given to the student at the time of application. Housing rent is due and payable for the full period of the lease.

Register to Vote:

Students are encouraged to exercise their right to participate in the democratic process. Voting in local, state and national elections is one of the most direct ways of participating in the process. Voter registration information and the application for a voter registration card are available through a web site sponsored by the Commonwealth of Kentucky's State Board of Elections.

The application and information can be accessed by viewing the State Board of Elections web site at:
<http://www.kysos.com/index/main/elecdiv.asp>

Rights:

Each individual student of Sullivan University is encouraged to help develop a responsible, intelligent community. The University demands

high standards of personal conduct from each student. Students are encouraged to maintain integrity through self-discipline. The University adopts only such reasonable rules and regulations applicable to a student as are necessary for the orderly, harmonious and beneficial functioning of the entire community. Accordingly, each student must respect the rights of others and should abide by the spirit as well as the letter of regulations of the University, the laws of the community, state and nation. Students at Sullivan are only a few months from assuming life-time responsibilities.

The following statements are the rights afforded every student at Sullivan University:

- 1) Every student has the right to the services of faculty, administrative officers and counseling referral programs of the institution without regard to race, color, sex, age, political belief, religious affiliation or ethnic origin.
- 2) Every student has the right to fair and impartial academic evaluation.
- 3) Every student has the right to a campus environment characterized by safety and order.
- 4) Every student has the right to a campus environment free of discrimination, harassment and/or sexual misconduct.
- 5) State and federal laws confer upon each student the right to have the institution maintain and protect the confidential status of certain records.
- 6) Students involved in University sponsored groups have the right to use campus facilities provided the facilities are used for a stated purpose on behalf of the organization and in accordance with regulations of the institution.
- 7) Registered student organizations may invite and hear speakers as long as they serve to meet the stated purpose of the group.

TARC:

The Transit Authority of River City (TARC) is the metropolitan bus system for the city of Louisville and Southern Indiana. The system has many convenient bus stops including one directly in front of Sullivan University. Students are encouraged to utilize TARC as an economical alternative to one's daily commute. Current bus schedules are available in the administrative office for routes in highest demand. Questions regarding TARC should be directed to the TARC customer service line at 585-1234.

Veterans:

Veterans should keep close communication with the University's financial planning staff, and Veterans Coordinator since Sullivan University is approved to prepare veterans for employment. Veterans may be eligible to receive G.I. benefits to help finance their education.

GENERAL GUIDELINES/POLICIES

Eating/Drinking in the Building:

Due to the carpeted halls and classrooms of the buildings, eating and drinking are only permitted in the *à la carte café*, and, of course, outdoors.

Family Educational Rights and Privacy Act (FERPA):

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which states: (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Within the Sullivan University community, only those members, individually or collectively, acting in the student's educational interests are

allowed access to student educational records. These members include personnel in the Student Services Department, Accounting, Financial Planning, Admissions, Dean, Director, Vice-President, and academic personnel within the limitations of their need to know.

At its discretion, Sullivan University may provide directory information in accordance with the provisions of the Act to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory information by notifying the Academic Services office in writing within two weeks after the first day of class each quarter.

Requests for nondisclosure and authorization to withhold Directory Information must be filed annually in the Academic Services Office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decisions of the hearing are unacceptable. The Academic Services Office at Sullivan University has been designated by the Institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic and financial files, academic, cooperative education and job placement records.

Students wishing to review their education records must make written requests to the Academic Services Office listing the item or items of interest. Only records covered by the Act will be made available within five days of the request. Students may have copies made of their records with certain exceptions (e.g., a

copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere.) These copies would be made at the student's expense at prevailing rates that are listed in the current catalog. Education records do not include records of instructional, administrative, and education personnel that are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, job employment records or alumni records. Health records, however, may be reviewed by a physician of the student's choosing.

Students may not inspect and review the following as outlined by the Act: a) financial information submitted by their parents; b) confidential letters and recommendations associated with admissions, employment or job placement records, or c) honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the Institution will permit access only to that part of the record which pertains to the inquiring student. The Institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended; they will be informed by the Registrar of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Executive Vice

President/C.E.O. who, within a reasonable period of time after receiving such requests, will inform students of the date, place and the time of the hearings. Students may present evidence relevant to the issues raised. The panel that hears such challenges will be appointed by the Executive Vice President/C.E.O.,

Decisions of the hearing panel will be final. They will be based solely on the evidence presented at the hearing and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panel, if the decision is in favor of the student. If the decision is unsatisfactory to the student, the student may place with the education records, a statement commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearings panel. The statement will be placed in the education records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of the Act may request, in writing, assistance from the President of the Institution to aid them in filing complaints with The Family Educational Rights and Privacy Act Officer (FERPA), Department of Education, Room 4074, Switzer Building, Washington, D.C. 20202.

Revisions and clarifications will be published as experience with the law and Institution's policy warrants.

Harassment:

Harassment of any student, faculty or staff member is strictly prohibited. Harassment is defined as but not limited to: any action, threat, gesture and/or fighting words directed toward another person which have the purpose to or which tend to incite a breach of peace or cause

physical injury or emotional distress to the victim. Harassing behavior will be cause for expulsion from the University.

Parking Rules and Regulations:

Although there are many convenient parking spaces on campus, these are limited. Students who commute to the University are encouraged to carpool. Students who purchase parking permits must do so during registration. Students residing in University housing have bus transportation provided by the University. Housing students are not permitted to park on campus. Refer to the parking rules and regulations for any questions. If you lose your parking permit, there is a \$10.00 replacement fee. ***All parking rules are enforced!*** Questions about parking should be directed to the Public Safety department.

- a) **Parking Permit:** All students who utilize the University parking areas must have a valid parking permit. There are three types of permits for campus parking: Student, Handicap and Temporary. Students who withdraw from the University will not receive a refund for future quarters of parking already paid for. Any car without a valid permit found on campus will be ticketed and/or towed at the owner's expense.
- b) **Placement of Permit:** All hanging permits should be hung on your rearview mirror. If you do not have a rear view mirror, place the permit where it is visible from the outside of the vehicle. Permits in the form of "stickers" should be placed as indicated at the time of purchase.
- c) **Lost/Stolen Permits:** If you lose or have your permit stolen, report it in the Public Safety Department immediately. If it is found on another vehicle, that vehicle will be towed. The charge for replacing a lost or stolen permit is \$10.00.

- d) **Changing Your Car:** If you start driving a different car, you must inform the Public Safety Department of the new license number, color and vehicle description.
- e) **Physical Placement of Vehicle:** For maintenance of the parking area by the security staff on campus, students are required to pull into parking spaces. Do not back in or pull through a parking space. Two reasons exist for this policy: first, it simplifies the checking of parking permits to prevent unauthorized parking on the campus; and second, the fumes from exhaust systems of cars damage the shrubs and other greenery on campus. Vehicles should also be positioned between the parking spaces. Overlapping or double parking is considered a parking violation.
- f) **Tow-Away Policy:** Any car without a valid permit parked at Sullivan University will be towed at the owner's expense. Any car belonging to a student, with or without a valid permit, which is parked in one of the following areas also will be ticketed and may be towed: Handicap areas, the visitor's area, a fire lane, on the grass, in an area blocking a drive or another car, in a space marked STAFF, RESERVED or "W".
- g) **Violations:** If you receive a ticket and do not pay the fine, you will not receive your grades at the end of the quarter; you will not have a schedule for the following quarter; and you will not be able to receive a copy of your transcript.
- h) **Towing Costs:** If your vehicle is towed, you will be charged to retrieve your vehicle from impoundment. If you have any questions regarding the towing policy, see a Public Safety staff member. If your vehicle is towed, contact a member of the Public Safety Staff.

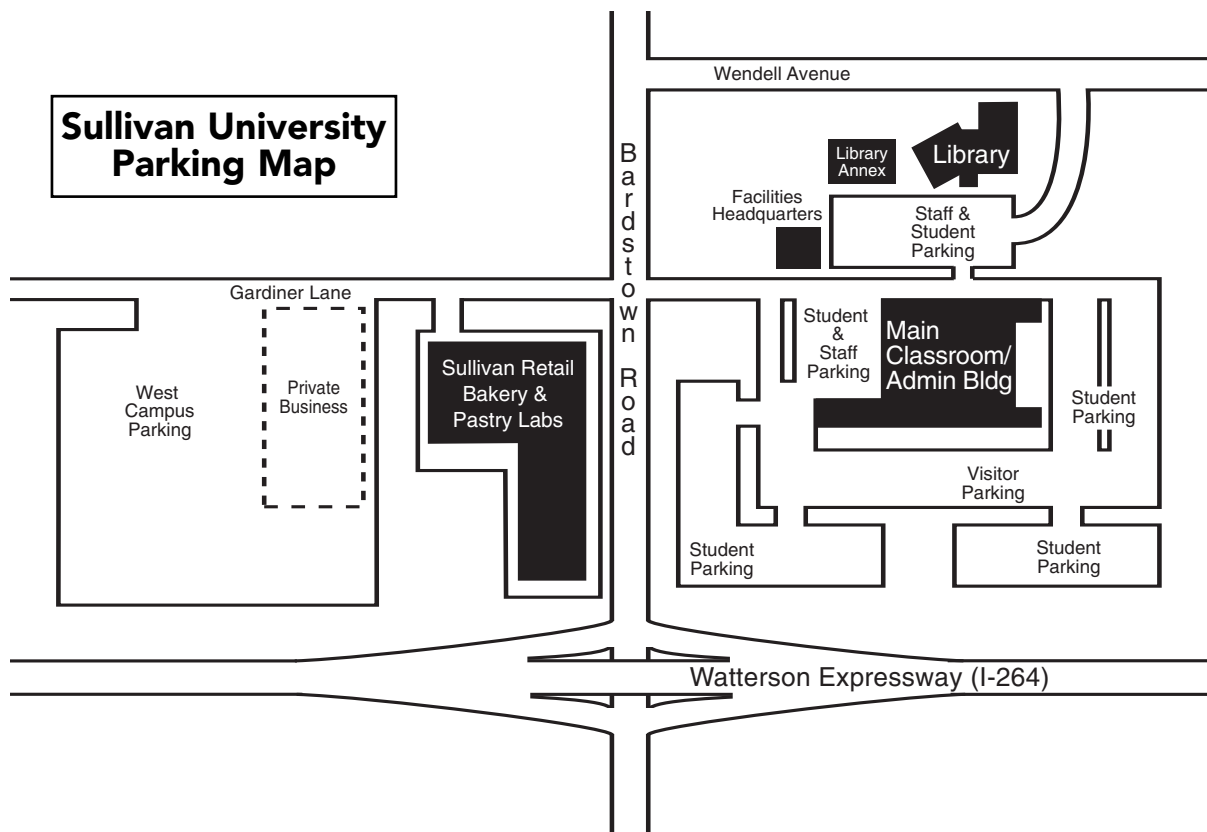
Students are responsible for all policies listed above, along with those contained in the Student Handbook Parking and Traffic Addendum which is available in the Administrative and Student Services Office.

Responsibilities:

Every student enrolling in Sullivan University assumes the obligation for conduct in a manner compatible with the institution's function. Misconduct for which students are subject to discipline includes, but is not limited to:

- a) **Dishonesty:** Cheating, plagiarism, or knowingly furnishing false information.
- b) **Physical Abuse:** Abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any person.

- c) **Theft or Damage to Property:** Such acts committed against the University or a member of the University community, student or campus visitor.
- d) **Disorderly Conduct:** Disorderly, lewd, indecent or obscene conduct or expression on University property; sponsored/supervised functions, and toward faculty staff of students.
- e) **Freedom of Movement:** Obstruction or disruption, which interferes with one's freedom of movement of any type on institutionally-owned or controlled property.
- f) **Firearms:** Possession or use of firearms, explosives, dangerous chemicals, other dangerous weapons or instruments used to simulate or reasonably may be identified as weapons are prohibited on University-owned or controlled property except as they may be required for law enforcement and/or duly authorized security personnel.



- g) **Non-Compliance:** Refusal by any person while on institutionally-owned or controlled property to abide by a request by an executive or other authorized official of the institution shall be considered a violation.
- h) **Unauthorized Use of Facilities:** Individuals who gain unauthorized access to and/or use of any University-owned or controlled facility, building or grounds will be found in violation.
- i) **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 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 will 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.
- j) **Gambling:** The acts of wagering, gambling and gaming for profit is strictly prohibited on University owned or controlled property. Such acts are also prohibited at any and all school functions.
- k) **Regulation of Conduct:** Any behavior and/or violation of University policy, guideline, campus rule or regulation, or state or federal law which adversely affects the student's suitability to be a member of the University community in the subjective opinion of an authorized university official will be considered cause for action under the student disciplinary code.
- l) **Threats:** made against any person and/or their property which may reasonably cause one unnecessary concern or anguish will not be tolerated. This includes threats made about a person and or their property to a third party.

Sexual Misconduct Policy:

Sullivan University seeks a safe and healthy environment for community members. The University will not tolerate any verbal or physical action by any student, faculty or staff member which harasses, disrupts or interferes with another's education or which creates an intimidating, offensive or hostile environment. While all forms of harassment are prohibited, it is the University's policy to emphasize that sexual harassment is specifically prohibited.

Sullivan University has developed the following policy on sexual misconduct/sexual violence and harassment to set forth definitions to reaffirm Sullivan's commitment to providing resources and processes for prevention, education, support, reporting, adjudication, protection from retaliation and to identify a range of penalties. The University will also provide a collection of information about incidents as a clear process for dissemination of sexual assault statistics for the University community.

For the purposes of this policy, sexual misconduct is defined as non-consensual physical contact of a sexual nature. It includes

acts using force, threat, intimidation, or advantage gained by the offended individual's mental or physical incapacity or impairment of which the offending student was aware or should have been aware. The use of any drug, including alcohol, judged to be related to an offense will not be considered a mitigation of circumstances, but rather an aggravating one. Sexual misconduct is strictly prohibited.

Sexual harassment is defined as sexual advances and/or requests for sexual favors that are unwelcome in nature. Such misconduct includes but is not limited to: sexual flirtations, touching, advances or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual's dress or body, sexually degrading words to describe an individual and the display of sexually suggestive objects or pictures including nude or sexually suggestive photographs. Sexual harassment is strictly prohibited.

Incidents reported to the appropriate department will be addressed promptly and confidentially in accordance with the University's disciplinary procedures. A victim's decision to file charges against a member of the University community is one that may be facilitated by an advisor or designated advocate. This individual would be appointed or selected by the Dean of Students.

In accordance with reporting procedures, Sullivan University will inform members of the community when an incident has been reported when, in the judgement of the administration, notification is appropriate and necessary.

Once a charge of inappropriate behavior is made, the University will utilize standard fact finding procedures to adjudicate the charge internally. Both the accuser and the accused will be advised of the final outcome and of any sanction(s) that are to be imposed. Both parties will be advised not to disclose this information to the public.

Sanctions and penalties that may be imposed include but are not limited to: probation, suspension, sanction, and expulsion from Sullivan University and any of its facilities or controlled properties. Other penalties may include file entry, transcript entry and parental notification. Information may be divulged to the parents of financially dependent students as defined by the I.R.S. without the student's consent in accordance with [34 C.F.R. 99.31 (a) (8)]. In addition, an individual charged may be subject to civil litigation, and/or prosecution by authorities in accordance with applicable State Criminal Statutes.

The use of these policies for false or malicious purposes is strictly prohibited. Any member of the Sullivan community, who exercises bad faith and brings a false, malicious charge in accordance with the above clause will be subject to disciplinary action.

If assaulted, victims should:

- 1) Preserve any and all evidence;
- 2) Call the police;
- 3) Ask for immediate medical attention;
- 4) Contact someone you trust
- 5) Communicate with University advocates.

Sullivan University reports campus and housing crime statistics to include sexual assaults in the Campus Security and Crime Awareness Annual Report. This publication is available in the Student Services Department.

Smoking Policy:

Sullivan University believes that education and health are important to every individual and the University has therefore implemented a Smoke Free Campus Policy. Hence, Sullivan University does not permit smoking anywhere inside the building. Smoking is also prohibited within 20 feet of the north cafeteria entrance as

well as the walkway and the entrance to the library. Smoking is also prohibited on the disabled ramps and landings on the northeast end of the main building as well as on the front entrances where the white columns are located. Your cooperation is greatly appreciated.

ACADEMIC GUIDELINES

ACADEMIC HONORS

Dean's List

A student in full-time status who earns a term GPA of 3.50 or higher will be placed on the Dean's List for that quarter.

Graduation With Honors

To qualify for graduation with honors, students must meet the following criteria:

- a. complete all coursework satisfactorily for the degree sought;
- b. complete at least 25% of courses required for the degree with courses taken in residence at Sullivan University; and
- c. earn a GPA based upon courses taken at Sullivan University within one of the following guidelines:

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

The President's Cup

Along with other honors, the Board of Directors authorizes the additional distinction of the President's Cup. This award is reserved to Associate and Bachelor's degree recipients who have further distinguished their academic efforts by earning a cumulative GPA of 3.70 or higher.

ACADEMIC ADVISING

Academic Advisement and Scheduling

Academic Advisors are generally members of the faculty in the program in which the student is enrolled. Advisement may be required or

optional, dependent upon the field of study or the course level of the student. Those students who have not selected a program major will be assisted in the Office of the Registrar. A list of Programs of Study (Majors) is included later in this section.

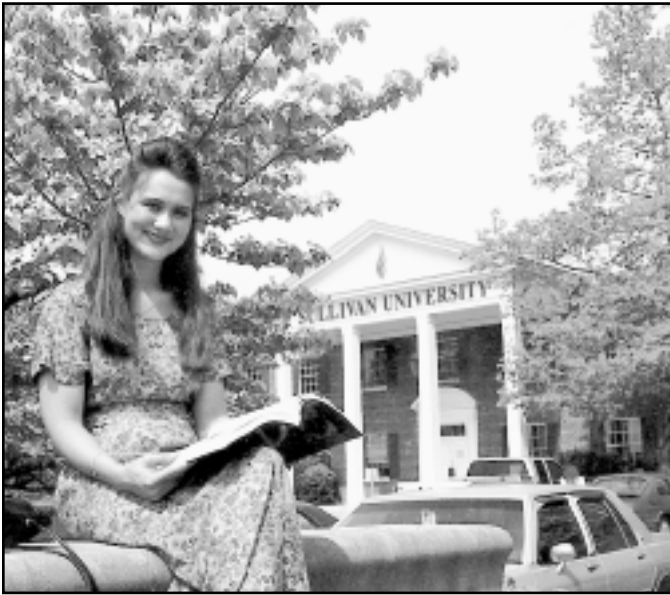
Faculty members maintain varied office hours during the normal term, and should be contacted through the Faculty Center. Students are urged to maintain close contact with Departmental faculty throughout the term, and well in advance of registration for classes.

Specific instructions concerning registration dates and times are included in the Schedule of Classes, and are announced in student newsletters. Registration advising generally occurs from the fourth through the seventh week of each quarter, and schedules are released to students beginning in the ninth week.

Those students who do not meet with faculty advisors during the scheduled time will be scheduled by the office of the Registrar during ninth and tenth weeks of the quarter. Their schedules will be made available during finals week.

Schedules for all active students are available online beginning in the last week of each quarter. Although academic advisement is available





and strongly recommended, it is the responsibility of each student to know and fulfill the academic requirements for the program of study they have selected, as well as the graduation requirements of the University as detailed in another section of this Policy Guide.

Declaring and Changing Majors (Program of Study)

Students who desire to change their program of study should initiate the change through the Office of the Registrar. Dependent upon the field being changed or added, some students will be referred to an Administrative Office for formal completion. Any student that 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.

Undeclared Students (Individual Subjects)

Students not declaring a major field of study may enroll in any class desired, provided there is space available in that class. Prior completion of any prerequisites is not required. However, students taking classes without meeting prerequisites may not later use the course toward completion of a degree. Prerequisite courses must be completed, and the course retaken, with the original grade waived.

CLASS ATTENDANCE

Attendance

Preparation for class and regular attendance are key to academic success. Poor attendance and lack of participation contribute to low grades and dissatisfaction. For this reason, attendance is monitored regularly for each class session. Individual instructors maintain attendance records for their own classes. Students in the day division will be Administratively dropped after accumulating eight absences in the class. Evening and weekend division students will be dropped after four absences. When a drop occurs, a grade of "NF" is entered for that course.

Students with several absences that are considering withdrawal from the course, should insure that withdrawal documents are processed as soon as possible.

No Show Policy

Any student that does not attend a scheduled class at the start of the term will have that class deleted from their schedule. Day division students will be deleted after the first full week of classes has been completed, while evening division must attend by the end of the second week.

Notification of those never attending will be made by instructors to the Office of the Registrar, and appropriate schedule changes made prior to the start of the third week of the quarter. Students should sign in to each class period attended during the first two weeks to avoid any questions concerning their attendance.

THE CREDIT HOUR

Credit for studies at Sullivan University is based upon the quarter hour. Each quarter hour of credit consists of one hour (50 minutes) in class per week. Most classes are 4 credit courses, meaning they meet for 200 minutes each week.

It is presumed that a student will spend

about two hours of preparation and assignments outside the classroom each week. Although important to successful course completion, students should not rely on time spent as the determining factor in successful course work. Mastery of course material and course objectives are the ultimate factors in this success.

Online and web assisted courses are based upon the same credit hour rule, but do not assume the same classroom attendance. Since delivery of course material is non traditional, the calculation of approximately 200 minutes per week on task per is a useful rule of thumb. Online courses are discussed in more detail in another area of this guide.

DEVELOPMENTAL COURSES

Who Is Subject to Developmental Course Requirements

Developmental courses are offered by Sullivan University to assist students in developing the knowledge and skills necessary to support a successful educational experience. Courses are taught by full- and part-time faculty to those diagnosed in testing as likely to benefit from the instruction, and are not applicable toward degree completion.

As indicated in admission requirements, all applicants must attain a minimum or higher score on either ACT, SAT, or CPAT tests to be considered for admission to the University. Placement scores, available from the Admissions Department, are used as a threshold tool in determining need for any or all of the courses.

These courses include ENG100 and MTH100 and are developmental in their respective departments, as well as BUS100, a course designed to acclimate the student to University life, and to provide the skills necessary for appropriate college level research.

Several degree programs have more stringent

entrance requirements that may require the applicant to attain a score allowing an advanced placement. Refer to Admissions Requirements for details.

Waivers of Developmental Course Requirements

Any student who attains an entrance test score equal or greater than the threshold scores may have the course waived. ENG100 and MTH100 are respective prerequisites for ENG101 and MTH101. Those students who receive credit in transfer will have the developmental course requirement waived. Although there is no direct course correlation for BUS100, it may be waived for those students who receive 24 or more hours of accepted transfer credit toward their degree program.

DISTANCE LEARNING

Many courses at Sullivan University are offered online as well as on campus. In the online course offerings, instruction is delivered by computer connection via the internet. Use of this medium allows the University to offer learning experiences worldwide that are more convenient for the student.

Online classes are offered for the student who cannot conveniently attend on campus. The student may take all classes online during a quarter, or may mix them with classes on cam-



pus. It should be remembered that although online classes offer flexibility in scheduling, they may require more time committed since the academic expectations are equal to those on campus.

Although physical attendance is not required for online classes, students must remember that there are specific requirements for time and frequency spent “logged on” to classes. These individual course requirements are noted in each course outline at the online registration site.

In addition to the online offerings, some classes are offered as “web assisted”, which may require a combination of online and classroom attendance. For a detailed list of online classes, please refer to the Schedule of Classes each quarter.

Registration for Online Classes

To take online classes, a student must be admitted to the University, and be eligible to register for courses, including having met all prerequisites for the course. Quarterly schedules are posted on the University web site or at home.sullivan.edu.

Students should not register for online courses unless they are thoroughly competent at sending/receiving email, navigating the Internet, and using Windows based programs. No class time is spent in basic computer instruction. The student should complete the Self Assessment Quiz located at the online registration site. It should be remembered that online coursework requires excellent time management skills and self discipline.

Course Materials

Printed texts, special software, and other material needed for online courses are available from the University Bookstore or online at www.sullivan.edu/online/bookstore.htm. Specific courses may also cite other research resources, but some might require specific library research.

Getting Started in Online Classes

When a student registers and receives confirmation for an online class, they **MUST** communicate with the instructor prior to the end of the first week of the quarter. If the student does not log into the class or communicate with the instructor prior to this time, they will be deleted from the class roll as a No Show. If the student cannot log on, or has difficulty in contacting the instructor, they should immediately contact the Associate Registrar for Online Services at 502-456-6508, 800-844-1354 Ext 498, or at registrar@sullivan.edu.

On-site Attendance

For web assisted classes, there are specific attendance requirements that may vary with each class. Attendance requirements for that class are detailed in the Schedule of Classes each quarter. If the meeting time for a web assisted class conflicts with another scheduled class, it is the responsibility of the student to notify both instructors, and to make arrangements that accommodate the conflict.

ENROLLMENT STATUS



Full Time and Part Time Status

Sullivan University recognizes that students arrive from a broad variety of circumstances and abilities. For this reason, students are welcomed in both full-time and part-time status. Students scheduling 12 or more credit hours per term are classified as full-time. Those who schedule less 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. This typically involves three quarters of 16 hours each.

To meet personal needs, students may choose to extend their program by reducing the course load. Outstanding students may accelerate the timetable by taking course overloads, with the approval of the relevant Dean.

Junior and Senior Standing

Courses numbered 100 and 200 are generally considered as lower level courses, generally applicable to Associate degrees. Courses numbered 300 and 400 are considered upper level, and generally open only to Bachelor's degree students.

Some courses may list prerequisites of Junior or Senior Standing. For the purposes of this requirement, Junior Status is defined as accumulation of 92 or more hours toward a degree program. Senior Status is defined as the accumulation of 136 or more hours toward a degree program. In certain circumstances, the Junior or Senior Standing prerequisite can be waived by the relevant Campus Director or Dean.

GRADING POLICY

Grading System

All courses listed in the student's quarterly schedule at the end of the drop/add period will be listed in the student Permanent Record with some grade designation, even if the student did not complete the work. The following grades are used in calculating Grade Point Average (GPA):

Grade	Explanation	Numerical Equivalent
A	excellent	4.00
B	good	3.00
C	satisfactory	2.00
D*	minimum	1.00
F	failing	0.00
WF	withdrawn failing**	0.00
I	Incomplete***	0.00
NF	failing dropped for attendance	0.00

* In many programs, "D" grades will not count toward graduation. Refer to the specific program for details.

** Withdrawal Policy is explained in a later section.

*** An Incomplete grade indicates that the student was doing satisfactory work, but due to non-academic reasons, was unable to meet the full requirements of the course. The grade is only appropriate when it is clear that the unfinished work can be completed in a reasonably short period of time. Courses assigned a grade of I will automatically be changed to F at the start of the third week of the quarter following assignment of the I if work is not satisfactorily completed

The following grades symbols are not used in calculating GPA:

S/U Indicates Satisfactory or Unsatisfactory completion of courses work. These grades are applied only to certain specific courses such as internships, externships, and clinical activities. Although the course may be required or applied toward graduation, it will not affect GPA.

W Indicates that student withdrew from the

course prior to the end of the seventh week of the quarter.

- AU Indicates that the student took the course in an audit status. The course may not be changed to credit status from audit, or vice versa. Courses taken in audit status may not be later attempted for credit.
- P Indicates that the student earned credit for the course by successful Bypass Examination.

Grade Point Average (GPA)

The academic standing of a student is expressed in terms of the GPA. It is determined by the total grade points earned by the total credit hours attempted. Grade points are accumulated by multiplying the course credit hours by the grade numerical equivalent. As an example:

Course	Credit Hrs	Letter Grade	Numerical Grade	Quality Points
ENG101	4	B	3.00	12
MTH101	4	A	4.00	16
MGT114	4	C	2.00	8
KEY102	2	C	2.00	4

40 points earned divided by 14 hours attempted = 2.86 GPA.

Grade Appeals

Students that desire to appeal a grade or other academic actions except suspension, should first attempt to resolve the matter with the appropriate instructor. If the effort is not satisfactory, or if the instructor cannot be contacted, the student the student should direct their appeal to the relevant department chairperson. Any appeal should be initiated as soon as possible. Appeals should be in writing, and include as much detail and mitigating evidence as possible.

Appeals submitted more than one quarter



after the dispute arose will not normally be considered. However, if there is clear evidence that prohibited the student from initiating the appeal in a more timely manner, it may be accepted.

Course Repeat Policy

Students may repeat any course previously attempted at Sullivan University. All attempts will be recorded on the transcript, but only the most recent will be counted toward graduation and determining GPA. Although this policy provides the opportunity to raise GPA by retaking a course, students must be aware that the most recent grade will count, even if it is lower.

ACADEMIC DEGREES AND GRADUATION REQUIREMENTS

For a detailed description of the various degrees, refer to the University catalog for specific listings. Students are responsible for the general requirements listed here, as well as detailed requirements included in the program of study.

Sullivan University offers academic degrees and

certificates in the following areas:

1. Baccalaureate degrees- The University offers Bachelor of Science degrees in Business Administration (BSBA), Human Resource Leadership, Paralegal Studies, and Information Technology. Baccalaureate degrees traditionally are 4 year programs of full-time study, longer for part-time enrollment. Since the University operates on a year- round calendar, the degree may be completed in 36 calendar months of full-time enrollment.
2. Associate degrees- Programs of study leading to the Associate of Science (A.S.) degree are offered in Business, Culinary Arts, Paralegal Studies, Information Technology, and Early Childhood Education. These degrees are generally structured to provide the first two years of work toward a Bachelor's degree, and the course work in the A.S. degrees is fully applicable in the Sullivan University curriculum toward the Bachelor's degree.
3. Academic Certificates- Sullivan University is uniquely structured to offer certificates and diplomas in a variety of fields of study. Most Associate degree programs are structured with a 9 or 12 month certificate or diploma as a basis. Students in these shorter programs are encouraged to complete the appropriate credential as an element of the stair step curriculum structure included with the Mission Statement of the University.
4. Post-Baccalaureate Certificates- In certain fields, such as Paralegal Studies and Legal Nurse Consulting, students may earn post-baccalaureate certificates in fields related to degrees already earned.

General Degree Requirements

In order to qualify for graduation from Sullivan University, students must fulfill all requirements for that degree or certificate as indicated in the University Catalog. Students must also meet the following general requirements. Specific programs may have additional requirements.

1. Residency- Students must establish residency at the University by completing a minimum of 25% of total degree courses at Sullivan University.
2. Major Field of Study- Students complete all credit hour courses listed for that degree program prior to attaining eligibility for that degree program.
3. Grade Point Average- The student must have a cumulative grade point average of at least 2.00 on all course work counted toward the degree. In addition, specific departments may have additional GPA requirements within a specific program.
4. Assessment Tests- Associate degree candidates are required to take the General Assessment Test prior to graduation. Baccalaureate candidates must take the Major Field Test appropriate to their degree field. Both tests are a part of the ongoing University Quality Enhancement program.
5. Application for Graduation- All students pursuing a certificate or degree from the University are required to submit an Application for Graduation prior to the midterm of the quarter prior to Commencement ceremonies. Students are designated as graduates as of the last day of the quarter in which they complete requirements. Currently, formal Commencement ceremonies are held in April and October, annually. Diplomas are available on the day of commencement, and may be picked up after ceremonies, or in the Office of the Registrar in the week following ceremonies. Diplomas not picked up are mailed to the current address on file.

Second or Dual Degrees

Students who desire to be awarded a second degree must meet all requirements for that degree, including any additional foundation coursework that might be required. Specific requirements for each degree are listed in the Catalog.

Student in dual degree programs must meet criteria as established by the department before dual degrees can be awarded. The National Center for Hospitality Studies (NCHS) dual programs require that all work for the basic Culinary Arts degree be completed prior to beginning courses in the dual field selected. The student in an NCHS dual degree program who desires to graduate at the completion of the Culinary Arts portion may do so by requesting to be placed in the Culinary Arts program during the last quarter of the field of study.

SATISFACTORY ACADEMIC PROGRESS

Completion Rate (Quantitative Review)

Each quarter, student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned (ie., those attempted hours where an acceptable passing grade was earned). The total of attempted credit hours will include all courses in which the student was actively enrolled. Students must earn a minimum of 2/3 of credits attempted to maintain satisfactory academic progress.

The following are considered when evaluating student satisfactory academic progress:

- Withdrawals, incompletes, instructor drops, and failures are considered as hours attempted, but not earned.
- Credit earned with a passing grade in courses attempted on a Pass/Fail basis are considered as both attempted and earned; those failed are considered as attempted only.
- Credit earned through Bypass testing is considered as both attempted and earned.
- Transfer credit, including credit received

from consortium study, is considered as both attempted and earned, but is not used in calculating cumulative GPA.

- Developmental courses required as a result of placement testing are considered as attempted and as earned when a satisfactory passing grade is earned.
- Repeated courses and courses for which a student has been granted academic bankruptcy are included in both attempted and earned credit.
- Courses audited for no grade are not considered as attempted or earned.
- Upon the change of a student's major, only those credits previously taken that will apply to the new program will be considered as attempted and earned. A student must complete a minimum of 94 credits to complete an associate's degree, and 180 credits to earn a bachelor's degree.

Cumulative Grade Point Average (Qualitative Review)

Financial Aid recipients are governed by the same academic performance standards as all other students of the University. In order to maintain satisfactory academic standing and retain financial aid eligibility, the full-time student must maintain a cumulative GPA of:

- 1.60 at the end of the first quarter;



- 1.80 at the end of the second quarter; and
- 2.00 at the end of the third and all subsequent quarters.

Part-time students (those enrolled in less than 12 credit hours) must attain the following cumulative GPA:

- 1.60 on the first 12 credit hours attempted;
- 1.80 upon reaching 26 credit hours attempted; and
- 2.00 upon reaching 40 credit hours attempted and beyond.

For the purposes of calculating Grade Point Average (GPA), any course taken where a grade of A, B, C, D, F, WF, or I is assigned is considered as attempted; those courses where a grade of A, B, C, or D is assigned are considered as earned, and quality points assigned to each are used in GPA calculation

Maximum Time Allowed

No student will be eligible to receive financial aid after 150% of the normal credit required for that degree has been attempted. For students of the University in programs requiring 106 credits, a maximum of 159 credit hours may be attempted. All previously attempted credits will be counted, including transfer, whether financial aid was received or the credits earned.

Quarterly SAP Review

Academic progress will be reviewed for all students at the end of each quarter, beginning with the completion of the first quarter for GPA calculation, and at the completion of the second quarter of attendance for Completion Rate calculations. Any student who does not meet the criteria stated above will be placed on academic probation for the next quarter of attendance, and will receive a letter of probation.

Probation/Suspension

The student may continue to attend classes and receive financial aid during probation. At the end of the probationary quarter, the student's SAP will be reviewed for the following:

- If both cumulative GPA and Completion Rate standards met, the student will be removed from probation; OR
- If one or neither of the standards are met, the student will be academically suspended, and will receive a suspension letter.

Appeal Procedure

To appeal academic suspension, the student must immediately, upon notification, submit a letter of appeal to the Suspension Appeals Committee, using the instructions provided in the suspension letter. The student must provide any evidence of extenuating, mitigating, or emergency (ie., health, family, or catastrophe) circumstances along with the letter of appeal. The Suspension Appeals Committee will notify the student of date and time to appear, as well as provide copies of all supporting evidence to the Financial Aid Appeals Committee for review. The Suspension Appeals Committee will render



a decision after meeting with the student, and provide written response to the appeal. If the appeal is denied, the student will remain on academic suspension for a minimum of one quarter, and must restart the appeal process in order to be readmitted to the University.

Reinstatement

Upon acceptance and approval of appeal, the Financial Aid Appeals Committee will be notified. The committee will determine if the student is to be reinstated to financial aid eligibility based upon the evidence submitted, and notify the student of its decision. If any acceptable circumstance is found, eligibility may be reinstated. If eligibility for financial aid is not reinstated, the student will remain ineligible to receive any form of financial aid until satisfactory academic progress is met by both Completion Rate and cumulative GPA.

Any transfer credit earned from another accredited institution during the financial aid suspension period may be used to satisfy credit deficiencies, but not GPA deficiencies. Grade changes to previously unsatisfactory grades may be considered in satisfying Completion Rate and GPA deficiencies.

REGISTERING FOR CLASSES

Schedule of Classes

A Schedule of Classes is published each quarter in paper form. Classes are scheduled in a variety of times throughout the day and evening, and to a lesser extent on weekends. The University makes an effort to schedule classes at convenient times, but due to resource limitations, times and course offerings may be limited. Students may have to adjust their personal situations to take needed classes when they are offered.

Students are responsible for fulfilling the

requirements for registering in a course. If those requirements have not been met, registration will not be permitted in the class in question until those requirements or prerequisites have been met.

Every effort is made to offer all needed courses in a timely and regular manner to allow students the opportunity to complete their studies and graduate in a reasonable time. However, the University reserves the right to delete or cancel classes for which there is insufficient enrollment. Where no other mitigating circumstance exists, classes must generally have a minimum of ten students registered in order to be offered.

Prerequisites and Corequisites

Many courses have pre- or corequisites as requirements for registration. See the Course Description area of the catalog for specific listings. The computer system is programmed to block the registration in classes where the prerequisites have not been met. However, this system is not perfect, and each student is responsible for complying with requirements, even if the electronic blocking fails. Students entering classes for which they do not qualify are subject to removal from the class, and may not reenter it until requirements are met.

Prerequisites may only be waived in the most exceptional of circumstances. This waiver of prerequisites may only be made by an Academic Dean or Department Chairperson. Other faculty members may not grant such waivers.

Schedule Overloads

Students in good academic standing may not schedule more than 20 hours in a given quarter without the express approval of either the Registrar or Dean. Applicable evidence, such as GPA and past performance will be taken into account in approving a waiver.

Students on Academic Probation or

Readmission from Suspension are limited to 16 hours per quarter until the probation is lifted. Approval for course loads above 16 hours may only be approved by the Dean, and require extreme mitigating evidence for approval.

Drop/Add and Changing Schedules

Each quarter, dates are specified to begin and end periods that allow schedule change. Once this period has ended, and the student attends classes, the schedule becomes official, and the student is financially obligated for tuition and fees. After this time, the student schedule can only be changed by official withdrawal, administrative or instructor drop.

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 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, and are not calculated in course load. The student must remember that courses taken in audit status may not be later retaken for grade.

Lifetime Review

Graduates of Sullivan University at any level are authorized Lifetime Review Privileges. Under this policy, the graduate may return to the University at any time and register for any course taken toward the earned degree at no tuition cost to the student. The student must complete a reentry application prior to registering for any course under this program.

TRANSFER CREDIT AND WAIVERS

It is the policy of Sullivan University to evaluate and accept as credit a broad range of educational experiences. This policy is to be used as a guide in the evaluation and entry of credit for previous college and education experiences. American Council on Education evaluations and recommendations are the primary instrument in this procedure.

Any acceptance or waiver of credit is to be performed on a course-for-course basis. Any three semester hour course from accredited postsecondary institutions, when accepted, will be entered as four quarter hours at Sullivan University. Official evaluation and acceptance of credit can only be performed after the receipt of "Official" documents, such as transcripts or score reports.

Only such credit for the degree sought will be entered in transfer. For those students currently or seeking to enroll in Associate degree programs, and who later intend to continue on in a Bachelor's degree program, should be advised that transcripts will be evaluated first for only those courses which will apply to the lower degree. Upon receipt of enrollment to the Bachelor's degree, transcripts will again be reviewed, and all credit applicable to that degree will be entered. Students not enrolled in a degree seeking program, or as Individual Subjects (IS) students are not eligible to have other coursework evaluated or accepted until they declare and pursue a specific program of study.

Although it is the policy of the University to accept any and all credit applicable to a degree, applicants must be advised of policies concerning credit earned in residence at the University. Any student in a degree seeking program must earn no less than 25% of all credit toward that degree at a campus of Sullivan University. This may be met by combinations of credit earned at any of those campuses. Resident instruction is defined as any class taken and successfully completed in classroom or online offering.

The policy for acceptance of credit by transfer

to graduate programs mirrors that of the general undergraduate policy with one exception. Students pursuing a graduate degree at the University are required to earn at least 75% (36 hours) of credit toward that degree in residence. For this reason, not more than 12 hours of transfer credit may be accepted toward any graduate program.

College Credit Transfer

- A. Regionally Accredited Institutions: Official transcripts received from regionally accredited colleges and universities will be evaluated and credit accepted based only upon the grades earned in individual courses. Any three semester hour or 4 quarter hour course taken, and grade of "C" or better earned, may be accepted in transfer credit.
- B. Other accrediting agencies: Course work earned at postsecondary institutions accredited by national or group organizations will be reviewed on a course-by-course basis. Any and all courses determined to meet Sullivan University course criteria will be accepted on the same basis as regionally accredited schools.
- C. Those schools awarding credit on the basis of the "clock hour" method will be reviewed, and credit awarded in a particular course or subject based upon the cumulative meeting of 40 clock hours to four quarter hours. It should be noted that Sullivan University

maintains a small General Studies Department. Many of the courses taken at other institutions may not be formally offered, or in the structure of Sullivan curricula. For this reason, a generic transfer policy has been put into place. Sullivan University adheres to the General Education structure suggested by the Accrediting Commission of the Southern Association of Colleges and Schools. This policy recognizes three broadly based areas of concentration: Humanities/ Fine Arts, Natural Science/ Mathematics, and Social/ Behavioral Sciences. Where courses have been taken in any of these areas, and no comparable Sullivan course exists, they may be accepted under the generic course prefixes of HFA, NSM, and SBS respectively. Up to 24 hours, or 6 classes can be accepted in each area from any individual institution.

In other disciplines of education that do not fall into any of the General Education categories, general, or "Free Elective" credit may be accepted in blocks of 4 hours, up to a maximum of 60 hours total. These credits are entered using the course prefix of "TRN."

Training Programs:

The American Council on Education has recognized and evaluated the validity of many organizational training programs. These evaluations are contained in the National Guide to Educational Credit for Training Programs. This guide should be used as an exclusive tool in the acceptance of credit for occupational and licensing training programs. Evaluation can be accomplished only by the receipt of ACE documentation of the individual and the specific training program. Guidelines for requesting these transcripts are contained in the ACE Guide.

Each recognized training program will have ACE credit recommendations, with specific courses noted in those recommendations. Such recommendations should be viewed as equal to resident instruction at a postsecondary institution. Care must be taken to avoid duplication of cred-



it where multiple courses are listed, or where progressive training in a particular subject occurs.

Evaluation of “non traditional delivery options”, and entry of any transfer credit will be performed upon the completion of 8 quarter hours in resident instruction at Sullivan University. This policy strictly coincides with the residence requirement in evaluation of military training and experience.

Military Evaluations:

Evaluation of credit for military experience and education is outlined in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. This guide assesses and recommends credit in each of the branches of service, and credit recommendations are contained for all military schools and specialties since 1954. These credits are to be viewed as discussed in the previous paragraph, and care must be taken to avoid duplication.

Evaluation for credit may only be performed by receipt of either service transcripts (AARTS, SMART, etc), or Department of Defense Form 214 (DD214). As with civilian training, credit may be awarded and entered upon completion of 8 quarter hours in resident instruction. This requirement is contractual with ACE and Servicemember Opportunity Colleges, and may not be waived.

Credit by Test Programs:

Sullivan University recognizes and accepts test results for individual courses from a variety of recognized sources. Most common of these is the College Level Examination Program, CLEP. Also included are DAN TES (Defense Non Traditional Education Services). Each test program offers a wide variety of specialized tests. Students desiring to receive credit for these tests should request to have test score reports forwarded to the University, ATTN: Registrar.

CLEP and DAN TES tests report test scores in

a standardized format, with recommended scores and corresponding credit on each report. Recommended minimum scores will vary from test to test. However, the minimum recommended score in every case, is a standardized score comparable to a grade of “C” in the course. Any student meeting or exceeding the suggested score should receive transfer credit for the course, provided the courses is applicable to the level of degree sought.

Waivers of Requirements:

Under certain circumstances, applicants may have certain requirements waived, or substituted. These are generally waivers for developmental or remedial courses in lower level programs. Such waivers are granted prior to registration for classes in the first quarter. Sullivan University uses the CPAt as a measuring instrument for new applicants in Associate degree programs, unless the applicant has previously tested under ACT or SAT guidelines.

Applicants for admission must score a minimum of 135 on CPAt for conditional admission, and 145 for regular admission. In addition, applicants must score at least 45 on two of three elements to the test.

Minimum acceptable score for the waiver of specific courses are as follows:

	CPAt	ACT	SAT
BUS100*	190	26	57 *-
ENG100	57	18	462
MTH100	58	18	450

Applicants attaining or exceeding the minimum standard scores shown above will have the corresponding course waived, and deleted from program requirements.

Additionally, new applicants scoring 55-59 on

CPAt, or 22-25 on ACT, may be placed into an advanced section of the BUS100 course. There is no corresponding reading section within the SAT, and CPAt reading portion may be substituted. These sections are designed to put the qualifying student into a more flexibly structured environment, allowing for more of an independent approach to the computer and research elements of this course.

Students entering the University in Associate degree programs, and who are awarded 24 or more hours of transfer credit, will have BUS100 waived from requirements. Students who receive ENG101 or MTH101 in transfer will have ENG100 and MTH100 waived respectively.

In the Bachelor's degree programs, students who have taken and successfully completed Principles of Accounting I and II in semester based programs will receive credit for ACT101 and ACT102 in the Sullivan curriculum. ACT103, Principles of Accounting II will be waived as a requirement, with a 4 hour elective necessary to fulfill total credit requirements. Likewise, the same applies for Intermediate Accounting I and II. If the student is pursuing a Bachelor's degree in Accounting, Intermediate Accounting I and II are accepted, Intermediate Accounting III is waived, and a 4 hour elective needed to fulfill total credit hour requirements for degree completion.

High School Advanced Placement and Honors Programs

It is the policy of Sullivan University to promote and reward excellence displayed in the completion of secondary school graduation requirements. For this reason, the University accepts credit for degree completion from authorized advanced placement programs. Credit may be accepted providing the following criteria are met by the applicant. The student must:

1. Successfully complete an advanced placement program approved by their state of residence that meets a requirement applicable to their proposed degree field.
2. Achieve minimum or higher score on an approved advanced placement examination.
3. Forward an official copy of the score report to the Office of the Registrar for formal review and credit entry.

Upon completion of the review, the student may be awarded credit for the advanced curricula on an individual course basis with the grade of "P" entered. Credit accepted in this manner will be applied toward degree completion, but will not be used in the calculation of grade average.

TRANSIENT AND VISITING STUDENTS

Transient Credit

Sullivan University students in good standing who wish to attend another institution on a temporary basis to take classes that will count toward their degree at Sullivan may request to do so through the Office of the Registrar. Prior to enrolling at the other institution, the student must request and receive approval for the desired course.

Those students who are required to relocate prior to degree completion that have established residency at the University may receive advice on area schools, and possible courses to be accepted as credit for courses remaining toward the degree from the Office of the Registrar. Courses will be approved or disapproved by the Registrar based upon review of course content and appropriateness to the program.

Students in programs requiring developmental courses are not eligible for transient student approval until all such courses have been completed or waived. Students on F-1 Visas are not eligible for transient approval.

Visiting Students

Students in good standing at other institutions are eligible to enroll at the University as Visiting Students. Visiting status is generally limited to one quarter at a time, and is subject to the following conditions:

1. The applicant must complete an application for enrollment, and furnish documentation that includes:
 - a. Approval from the home school to enroll as a visiting student;
 - b. Statement that the student is eligible to return; and
 - c. A list of eligible or recommended courses to be taken at Sullivan University.
2. Visiting student status is on a space available basis, and some courses may be closed to visiting students.
3. Visiting students must meet prerequisite and course restriction requirements for courses even the sending school has approved the course.
4. Visiting students who wish to continue at the University as transfer students must apply through the Office of Admissions, and meet all transfer admission policies.

TUITION CREDIT

It is the policy of Sullivan University to accept credit from other accredited postsecondary institutions. Credit will be approved for transfer those of courses that are equivalent to courses offered at Sullivan, and in which the student has earned a grade of "C" or better. The Registrar is responsible for determining course work 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.

Students enrolled in programs that incur pre-

determined quarterly tuition rates will receive tuition credit for those portions of their program accepted in transfer. However, this tuition reduction will be calculated and granted only after the cost of the full program has been applied.

VETERAN'S AFFAIRS

The Assistant Registrar for Veteran's Affairs assists eligible veterans in using their educational benefits to the fullest advantage. Information on VA services and benefit application information can be found at www.gibill.va.gov/, or by calling the Office of the Registrar at 502-456-6508.

Sullivan University is approved for all benefits chapters, and assistance is available in determining type of potential eligibility and applying for those benefits.

Hardship Withdrawal and Emergency Circumstances

Students who are not able to officially withdraw during the standard times may be eligible for a hardship withdrawal after that period of availability has passed, even if a punitive grade has already been assigned. Eligibility for a hardship withdrawal is generally available to the student who was passing the course, but experienced an emergency, such as medical, that prohibited the student from filing a normal withdrawal in a timely manner.

Such hardship requests must be submitted in writing to the relevant Dean, and should include any appropriate documentation that might assist in making a decision. Such requests should be filed as soon as possible, taking the circumstances of the emergency into account. For those unable to quickly file due to emergency medical conditions, immediate family members may submit documentation to the Dean in support of an early approval.

Cheating/Plagiarism:

1. To plagiarize is to (a) steal and pass off (the ideas or words of another) as one's own, (b) use (a created production) without crediting the source (c) to commit literary theft (d) present as new and original an idea or product derived from an existing source.
2. Sullivan University also recognizes a person who allows their original work to be used by another student for academic credit is also guilty of plagiarism.
3. Students found guilty of first offense plagiarism or cheating are at the discretion of the instructor. Penalty for first offense includes failing grade for the course and a letter of explanation in the student's permanent academic file. If a second incident occurs, the student is exposed to the possibility of expulsion from the University through the office of the appropriate dean.
4. Student petitions for appeals must be directed through the office of the appropriate dean.

Class Repeat Requirements:

Any student who is attending Sullivan University on a full tuition basis must repeat any course in his or her program in which a grade of "F" has been earned. Students must also repeat a course in their major area of study for which they earn a "D" grade (for example, a Computer Science major who receives a "D" grade in any course designated CSC must repeat that course until the grade of "C" or better is earned.) The course or courses must be repeated at Sullivan University. Students are not permitted to transfer in courses which they have already attempted at Sullivan University. The earlier grade will remain on the student's transcript, but will not be used in computing the student's GPA and number of hours attempted/earned. 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. Students on a full-program tuition agreement are not charged additional tuition when repeating a course for the first time. However, any lab fees will be recharged. Credit hour students must pay to repeat courses. Those students on a contract tuition basis must pay the appropriate credit hour rate for the third and/or consecutive times a course is attempted.

Examinations:

A student who misses a regularly announced test and has a good reason for his or her absence may be given a make-up test. The decision to allow or not allow a make-up test is strictly the decision of the instructor. However, the test must be given at a time other than the regular class period. Plus Friday or another agreeable time is appropriate for makeup exams.

It is the policy of Sullivan University to allow only students currently enrolled at the University to challenge any course in which they think they already possess the necessary knowledge or skill. The following conditions apply to any bypass exam attempted:

1. The only information a student may receive to prepare for a bypass exam are the name of the course, course description (both of which may be found in the University Catalog), and the titles of the main textbooks for the class.
2. All bypass exams will be given on a pass/fail basis only. If a student receives a score of 90 or above on a bypass exam, the student will receive a grade of "P" for the course.
3. For students who earn a certificate or diploma, the student may replace the bypassed class with an extra class. If the student does not do a replacement, there is no tuition credit. However, if a student earns an associate degree, the student can replace a class from the associate degree planner for the bypassed class. In the case of a program that

is an associate degree only, the student may receive tuition credit during the final quarter.

4. Students should watch the newsletter or consult the appropriate academic department head or University Dean for procedures to take bypass exams.
5. There is a \$25.00 non-refundable advance fee for each bypass exam attempt.

Faculty Evaluations:

It is the policy of Sullivan University to allow the students a semi-annual evaluation of the faculty and library staff. This provides a way for the students to voice their opinion about the quality of education and services they are receiving.

Transcripts:

A transcript is a permanent and official record of a student's university courses and grades. All students receive one copy of their transcript free of charge; additional copies are available at \$5.00 each. It is the responsibility of the student to provide Sullivan University with an official copy of any transcript of grades for all classes (secondary and post-secondary) taken prior to attending Sullivan University. These documents should be forwarded from the previous school(s) directly to the Registrar's Office. A student may be admitted on a provisional basis for one term until the transcript is received. No transcript or diploma will be released until all financial obligations are met.

Withdrawal from a Class:

Students who wish to withdraw from one or more classes, but not from the University entirely should contact the Registrar's Office. Students withdrawing from a class after the seventh week of the quarter will receive a "WF" grade except under extraordinary circumstances.

Students who wish to have a withdrawal grade

entered must fulfill the requirements for that grade.

Withdrawal from Sullivan University:

Students finding it necessary to withdraw from school for whatever reason must participate in an exit interview with a member of the University's administration. Since students who withdraw prior to graduation are not eligible for lifetime graduate employment assistance or lifetime review privileges, careful consideration should be given prior to withdrawing. Withdrawal from the University entirely requires an appointment and meeting with the Student Advancement Coordinator. Contact the Student Services Office for an appointment. Students withdrawing from the University entirely after the 7th week of the quarter will receive a "WF" grade except under extraordinary circumstances.

STUDENT DISCIPLINARY PROCEDURES

Disciplinary Conference:

Disciplinary procedures may be imposed when a student has committed a violation of University policy. Usually but not always, disciplinary sanctions are imposed by authorized University officials following a conference in which the student has had the opportunity to be heard. Students who receive disciplinary sanctions may utilize the Disciplinary Sanction Appeal Process as described in this section if the student feels inequitable sanctions were issued.

Disciplinary Sanctions:

The following sanctions comprise a range of official University actions which may be taken as the result of a policy violation or disciplinary issue.

1. **Warning and/or Reprimand:** Official notice to a student that their conduct or actions are in violation. The continuation of such conduct or actions may result in further disciplinary action.
2. **Disciplinary Agreement:** Behavior contract between the University and the student whereby the student agrees in writing to correct their inappropriate behavior. This may also take the form of a creative discipline.
3. **Restitution:** Reimbursement by payment or service to the University or a member of the University community in an amount not in excess of the damage or loss incurred. Reimbursement may be accompanied by other disciplinary action.
4. **Suspension:** Removal from the University for a period of time, generally from one term to one year.
5. **Deferred Suspension:** Suspension from the University for a period of time, generally from one term to one year, but a term beyond the current term in which the incident has occurred.
6. **Probated Suspension:** Suspension from the University for a period of time but suspension being set aside due to mitigating circumstances.
7. **Expulsion:** Dismissal from the University for an indefinite period of time. Any student expelled may not, thereafter, be readmitted to the University except upon application to the Dean of Students. Unfavorable decisions regarding re-entry may be appealed to the Executive Vice President/C.E.O of the University.
8. In extreme cases of student misconduct, the University reserves the right to suspend, expel or otherwise separate a student from the University without any type of internal due process.

Disciplinary Sanction Appeal Process:

Students who feel that inequitable sanctions were issued as an institutional response to a policy violation or inappropriate behavior may utilize the Disciplinary Sanction Appeal Process. To avail oneself of the process, the student must submit in writing a letter to the Executive Vice President/C.E.O stating all facts relating to the situation. The letter should contain a formal request that the student receive an appeal hearing. The letter must be submitted by the student to the Executive Vice President/C.E.O within three (3) business days of the notification of a sanction. The decision regarding whether or not the appeal will be heard is made by the Executive Vice President/C.E.O. and will be available within three (3) business days following submission of the appeal. It is the student's responsibility to contact the Executive Vice President/C.E.O. within the above time frame to learn of his/her decision. The Executive Vice President/C.E.O.'s decision is final.

In the event an appeal hearing is granted, the student will have an opportunity to present his/her position before a committee consisting of a minimum of three professionals that may include faculty members and/or professional staff. Appointments to a disciplinary committee are made by the Executive Vice President/C.E.O. The committee will call for a discussion session during which a question and answer exchange will take place so that committee members may determine if a violation or misconduct has occurred.

Following the hearing, the Committee's options are either to (a) agree and uphold the original decision of the official or (b) implement an alternative direction due to mitigating circumstances. The Committee may only exercise the two options listed above. The Committee will meet directly following the hearing in private to discuss the hearing and to arrive at a decision regarding the Committee's action. The Committee will advise the official who made the original decision and the committee chair will compose a letter to the student with the results. An audible recording of the committee

hearing may be retained by the University.

Students are advised that during an appeal hearing, strict rules of evidence shall not apply. Neither federal rules of evidence nor any state's rules of evidence apply in student disciplinary proceedings. The hearing shall be closed except for witnesses during their testimony time if testimony is deemed necessary and appropriate by the committee chairperson. The hearing may be audio recorded and a copy of the recording may be retained by the University.

If the student requesting the appeal fails to appear for the hearing or provide adequate prior notice of a reasonable excuse for not appearing, the hearing may proceed without the accused student present. The evidence in support of the charges will be presented and considered, and the case will be heard in a manner that is deemed just.

During an appeal process, the student's presence will be allowed on campus unless such constitutes a clear and present danger to the university community or unless the student has been instructed to remain off-campus by an authorized official. Then, all communication must be via phone or in writing. The student will be allowed on campus only for their appeal hearing. Notification of the hearing's result will be made via U.S. Mail. Finally, the sanction initially issued will be and will remain in effect from the time of initial issuance until such time that the sanction/decision is changed by the process described above.

UNIVERSITY DRESS STANDARDS

Daily Dress Standards—Monday, Tuesday, Thursday, and Friday:*

Dress standards at Sullivan are based on two basic concepts:

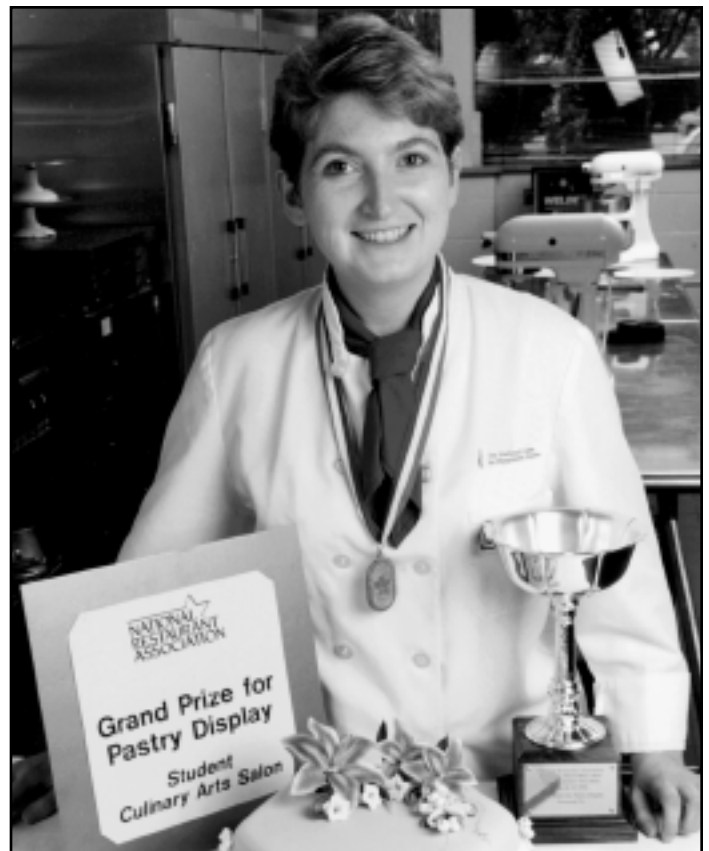
1. Many of you have chosen to enter the world of business where more conservative dress is

the rule rather than the exception.

2. Radical departures from conventional dress or personal grooming standards are not permitted. We expect you to conform to the minimum adult dress standards that you will have to follow when you go to work in the near future.

Rather than tell you what to wear, we ask that you try to dress in good taste and use good common sense. A few simple and basic good-grooming rules are to be remembered:

- Clothes should be clean and pressed;
- Shirts and blouses with tails are to be worn inside skirt or pants;
- Slacks and blouses or sweaters are to coordinate;
- Hats (headdress) of any kind cannot be worn while in the building. With the exception of NCHS students utilizing the togue



Acceptable Dress:

- Skorts
- Shorts (Not daisy dukes or hot pants)
- Nylon jogging suits
- Jeans

Unacceptable Dress:

- Spandex attire
- Hats, caps, bandannas or headdress of any type inside the building.
- Halter tops, backless shirts, blouses or dresses, or tank tops
- "Biker" shorts
- Flip flops or bare feet
- Sweats

Professional Interview Dress Day*:

The dress standards stated previously are in effect each day at Sullivan University except for Professional Interview Dress Day on Wednesday. On this day, students are to dress as if they were going on a professional job interview. Students are required to abide by the following each Wednesday. Although Professional Dress Day is not applicable to evening students, the standards for acceptable and unacceptable dress ***do apply*** to all evening and weekend students.

Men:

- a. Suit* or
- b. Sport coat* and dress slacks, and
- c. Dress shirt (solid color or stripes), and
- d. Tie
- e. Dress shoes and socks

** Suit coats, sport coats and jackets are not required in the Summer term.*

Women:

- a. Professional suit, or
- b. Professional dress, or
- c. Professional skirt and blouse, and
- d. Dress shoes and hose

Unacceptable Dress for Wednesday:**Men:**

- a. Bolero or short-waisted jackets
- b. Blue jean or denim fabric
- c. String ties
- d. Sport, casual shoes and sneakers
- e. Sport shirt (even with tie)

Women:

- a. Mini-skirts
- b. Blue jean or denim fabric
- c. Ribbed knit casual fabric
- e. Cocktail dresses
- f. Body dresses
- g. Sandals and sneakers

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 will be asked to leave classes if they are not properly attired. Please abide by the school's dress policy. Thank you for your cooperation.



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

All hotel/restaurant management and travel and tourism and event management students are required to be in uniform every Wednesday for Professional Dress Day.

The following attire is expected:

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.

All culinary arts, baking and pastry arts, and professional catering students are required to wear complete culinary uniforms to **all classes** daily for the entire day and Wednesday.

Uniform dress standards are described in the following chart. This chart can also be found in classrooms throughout the main building.

Toque
Will be worn while in food prep areas, straight across forehead at the eyebrows with no hair exposed

Neckerchief
To be worn tied with tail on inside of jacket

Apron & Sidetowel
Required in food prep areas

Black Checkered Pants
Cuff of pants should break at the top of shoes, will not be pegged or split and will be worn professionally at students' waist (not drooping down)

Plain Black Shoes
Absolutely no other color visible

Facial Hair
Neatly trimmed beards and mustaches are permitted

Student Name
Will be embroidered under the Sullivan Logo or the Sullivan-issued name tag will be worn in that position

Chefs' Jacket
Must be pressed, completely buttoned and sleeves rolled down or folded up one small turn only

Long Hair
Must be worn completely under toque (above), or with a hair net (below), while student is in food preparation areas

Professional Dress Standards

Appropriate Hygiene and Hair:

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 food 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 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 will require the student to wear a hairnet while in the food preparation areas. It is the student's responsibility to have one when needed.

Facial Hair: Students are allowed to have closely trimmed beards 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, watches, rings, and bracelets will not be worn either by male or female students while in food preparation areas. Earrings will not be worn while in culinary uniform (males or females), including jewelry for all other body piercings.

Cosmetics: Excessive use of cosmetics is not conducive to sanitary food preparation. Oils and powders cause excessive perspiration and may contaminate foods.

Hands: Hands must be washed before food is handled and whenever the student returns to class. The use of utensils to work directly with food is encouraged. Plastic gloves must be worn if there is a possibility of contamination.

Fingernails: Fingernails must be clean and trimmed to the base of the finger. Nail polish is not to be worn.

Illness: Since we are dealing with food and so many diseases can be passed to others through food, the Center is compelled to abide by a strict set of rules dealing with illness and injury to protect students and the public.

If a person has a communicable disease, infected wounds, 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 or has had:

- a) a fever,
- b) diarrhea or vomiting within the past 24 hours, regardless of the cause,
- c) excessive sneezing and/or coughing,
- d) a excessive nasal discharge (infected sinuses)
- e) a sore throat, or any other condition in a contagious state.



GRIEVANCE PROCEDURE

Sullivan University will always seek to operate the best school possible. However, if students have questions or complaints, they should follow the guidelines set forth below to seek a resolution to their issue.

Academic Grievances:

Students who feel compelled to issue an academic related grievance should first address their concern with the respective faculty member involved. If the student feels an equitable solution was not obtained, the student should then contact the department's chairperson. If further action is deemed necessary, students may submit a written grievance to the Academic Appeals Committee.

The appropriate procedure for submission of a grievance to the Academic Appeals Committee is as follows:

- Students in any certificate, diploma or associate degree program should submit their letter to the Vice President of Academic affairs.
- Students in any baccalaureate or master's degree program should submit their letter to the Program Coordinator.

Committee meetings are called as needed and deemed appropriate by the Vice President of Academic Affairs. Generally, a three-person committee comprised of faculty and/or professional staff will form the committee to review the student's grievance.

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 director.

Level Three: If a satisfactory solution is not achieved, the student may then seek resolution by arranging a meeting with the Executive Vice President/C.E.O. of Sullivan University.

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

President, Sullivan University System, Inc.,
PO Box 33-308, Louisville, KY 40232.

In such cases, as listed above, the instructor will assign alternate work to be done.

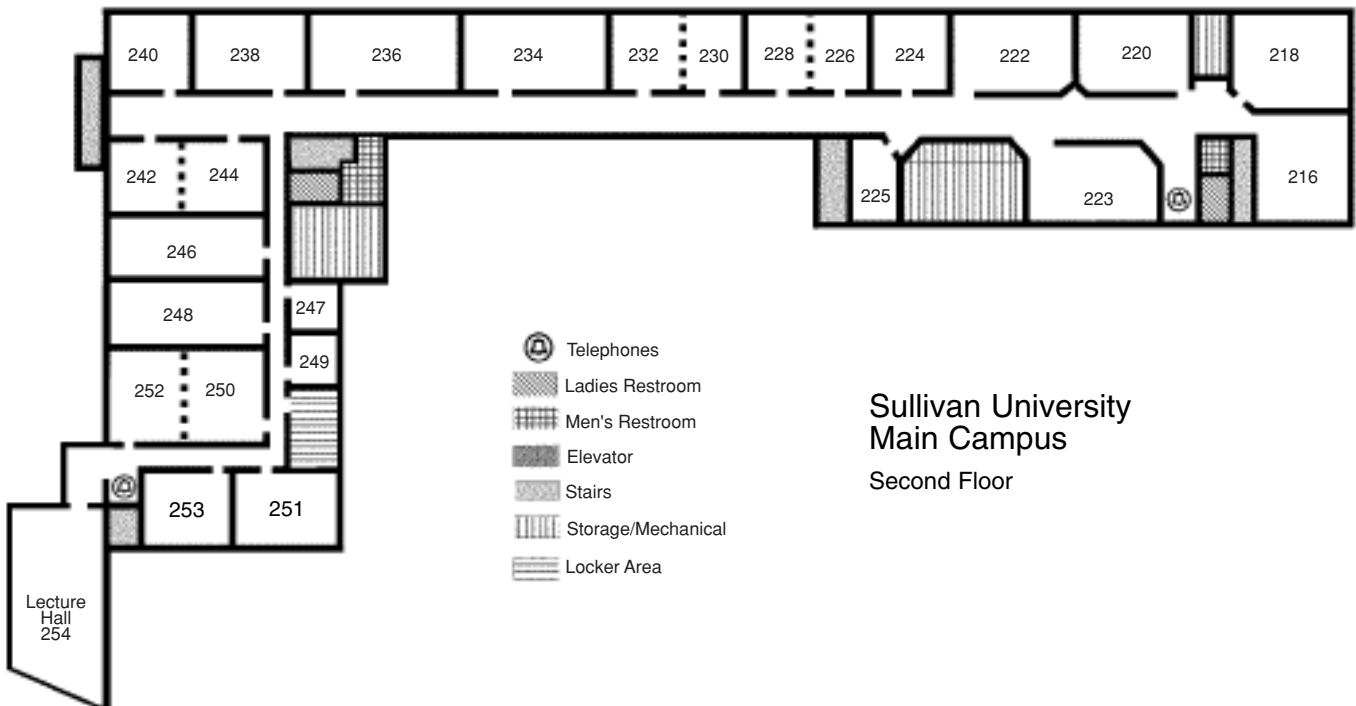
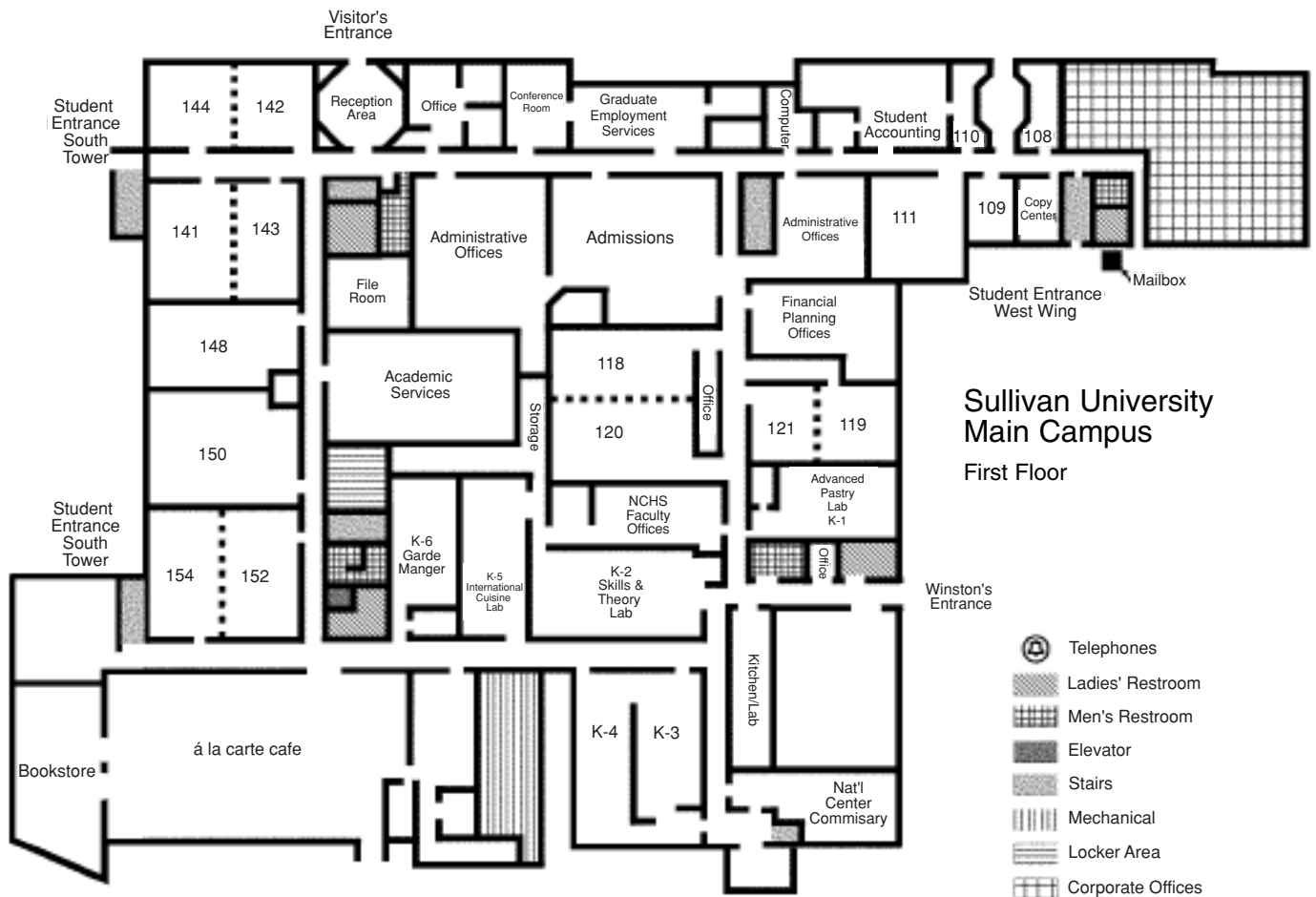


FOR ASSISTANCE

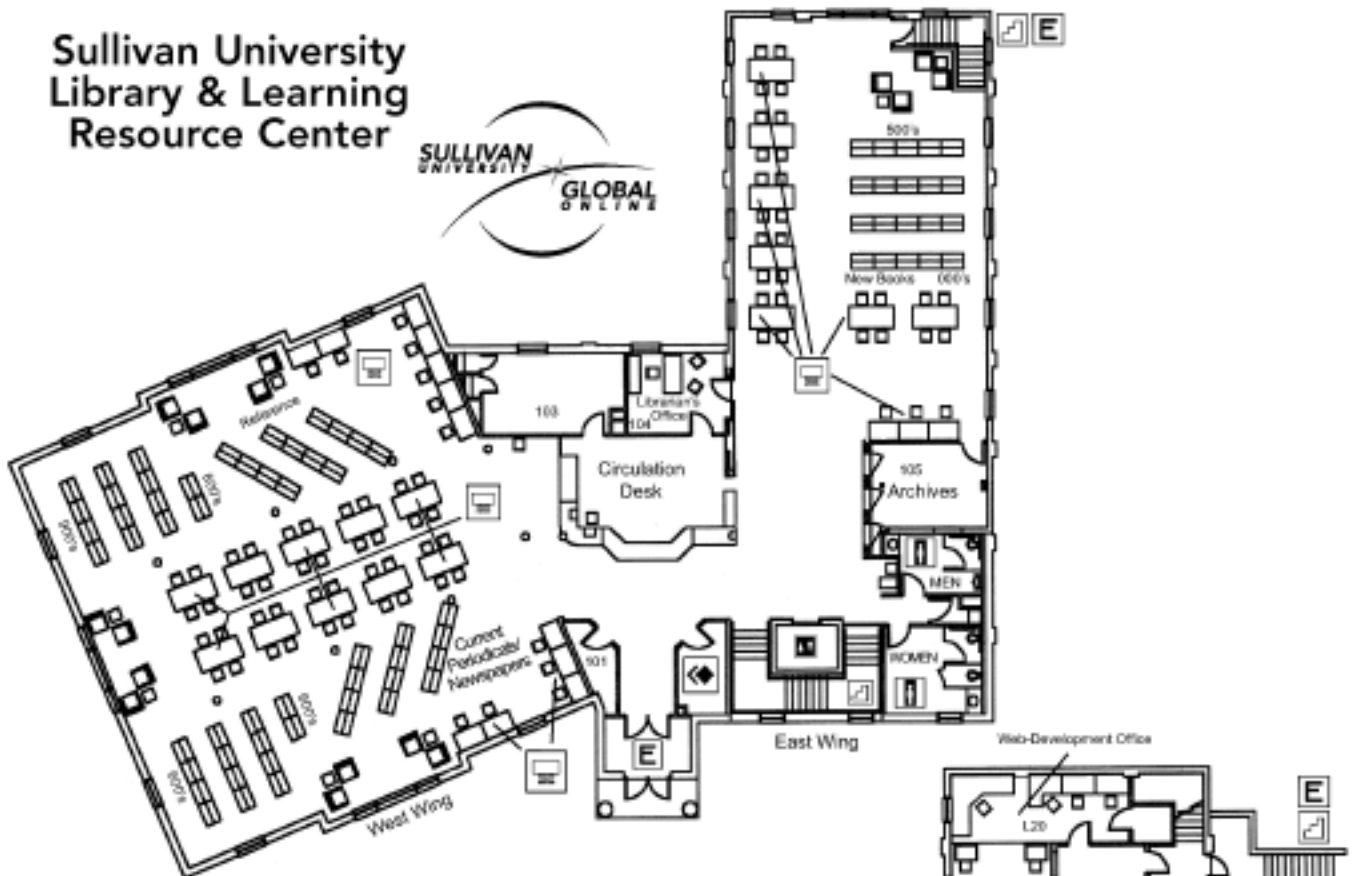
CONCERNING	OFFICE	ROOM
Academic Counseling	Administrative	139
Address Changes	Registrar	Academic Services
Admission to College (Referrals)	Admissions	116
Billing Information	Student Accounts	112
Books and Supplies	Bookstore	147
Change in Course of Study	Administrative	139
College Policies	Administrative	139
Course or Curriculum Information	Administrative	139
Financial Aid Information	Financial Planning	117
Job Placement Assistance	Graduate Employment Service	138
Library Services	Library	Circulation Desk
Parking Permits	Accounting	112
Personal Counseling	Wellness Center	Library
Reporting Accidents/Crimes	Student Services	Student Services
Student Housing	Student Services	Student Services
Transcript	Registrar	Academic Services
Veteran's Information	Financial Planning	117
Withdrawal from School	Student Services Dept.	139
Withdrawal from a Class	Registrar	Academic Services
Other Information	Administrative	139

Important Sullivan University Phone Numbers

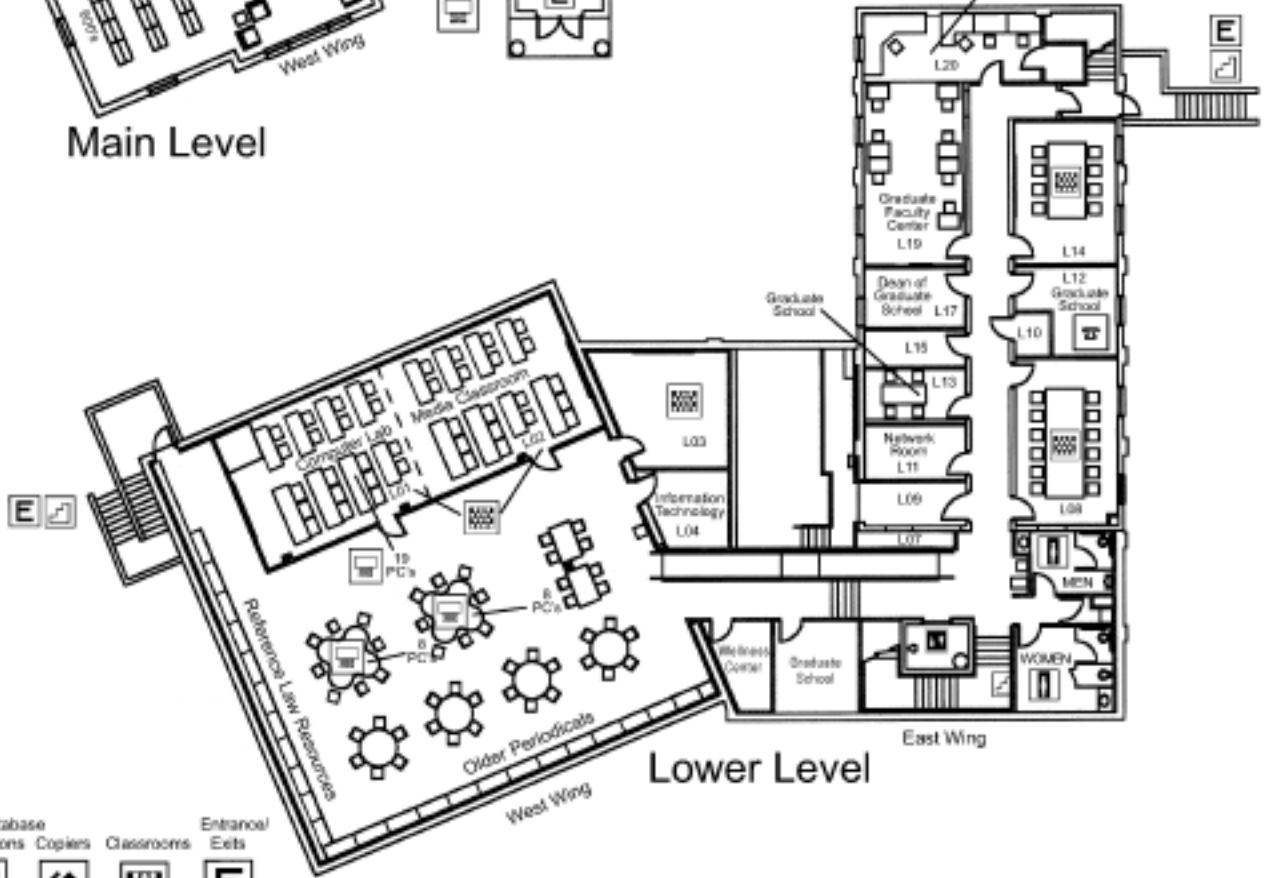
Main Campus 456-6504
 Admissions 456-6505
 Administration 456-6506
 Business Office 456-6507
 Registrar 456-6508
 Graduate Employment Service 459-3535
 Office of Financial Planning 456-6771
 Library 456-6773
 Institute for Legal Studies 456-6504
 Early Childhood Education 456-6504
 National Center for Hospitality Studies 456-6504
 Winston's Restaurant 456-0980



Sullivan University Library & Learning Resource Center



Main Level



Lower Level

Legend:

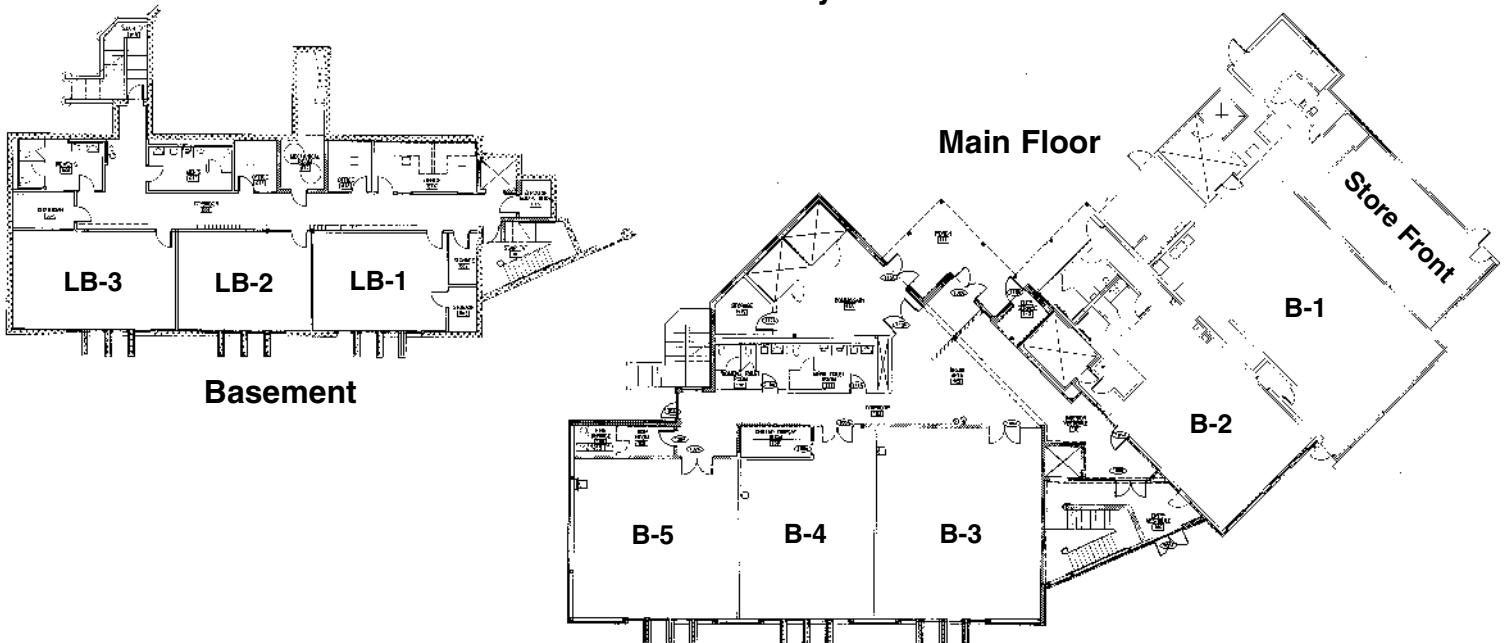
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| Internet/Database
Workstations | Copiers | Classrooms | Entrance/
Exits |
| | | | |
| Elevator | Restrooms | Stairs | Telephone |
| | | | |

INDEX

Academic Calendar	3
Academic Guidelines	23 - 39
Campus Life Information	
Activities	4
Address and Name Changes	4
Bookstore	5
Campus Communications	5
Check Cashing	6
Computer Usage	6
Copy Machines	9
Counseling Services	9
Directory of Records	9
Disabled Student Services	10
Emergency Messages	10
Entrances to Building	10
Financial Obligations	10
Financial Planning	10
Graduate Employment Services	11
Health Services	11
Housing and Residence Life	11
Identification Cards	12
Imminent Danger	12
Library	12
Library Map	40
Lockers	14
Organizations	15
Public Safety	16
Reductions	16
Register to Vote	16
Rights	16
TARC	17
Veterans	17

Class Schedule	
Regular and Inclement Weather	3
College Dress Standards	
Appropriate Hygiene and Hair	44
Daily Dress Standards	41
National Center for Hospitality Studies	
Dress Standards	43
Professional Interview Dress Day	42
General Guidelines/Policies	
Eating/Drinking in the Building	17
Family Education Rights and Privacy Act	17
Harassment	18
Parking Rules and Regulations	19
Responsibilities	20
Sexual Misconduct Policy	21
Smoking Policy	22
Important Phone Numbers	46
Map to Sullivan University	50
Mission Statement	2
Student Disciplinary Procedures	
Disciplinary Conference	39
Disciplinary Sanctions	40
Disciplinary Sanctions Appeal Process	40
Student Grievance Procedure	45
Welcome from Dr. Coppock	1
Welcome from Jay Marr	50

Sullivan University "The Bakery"



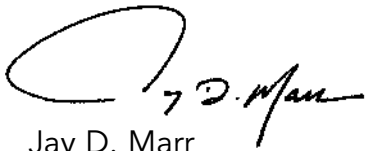
Welcome!

We hope the information in this Student Handbook will answer your questions about Sullivan University. We encourage you to become familiar with its contents – it will be your guide as you pursue your education and career goals.

We have tried to answer the questions that are most asked. However, if you cannot find an adequate explanation, please feel free to ask anyone in the Student Affairs Department and we will be happy to assist you.

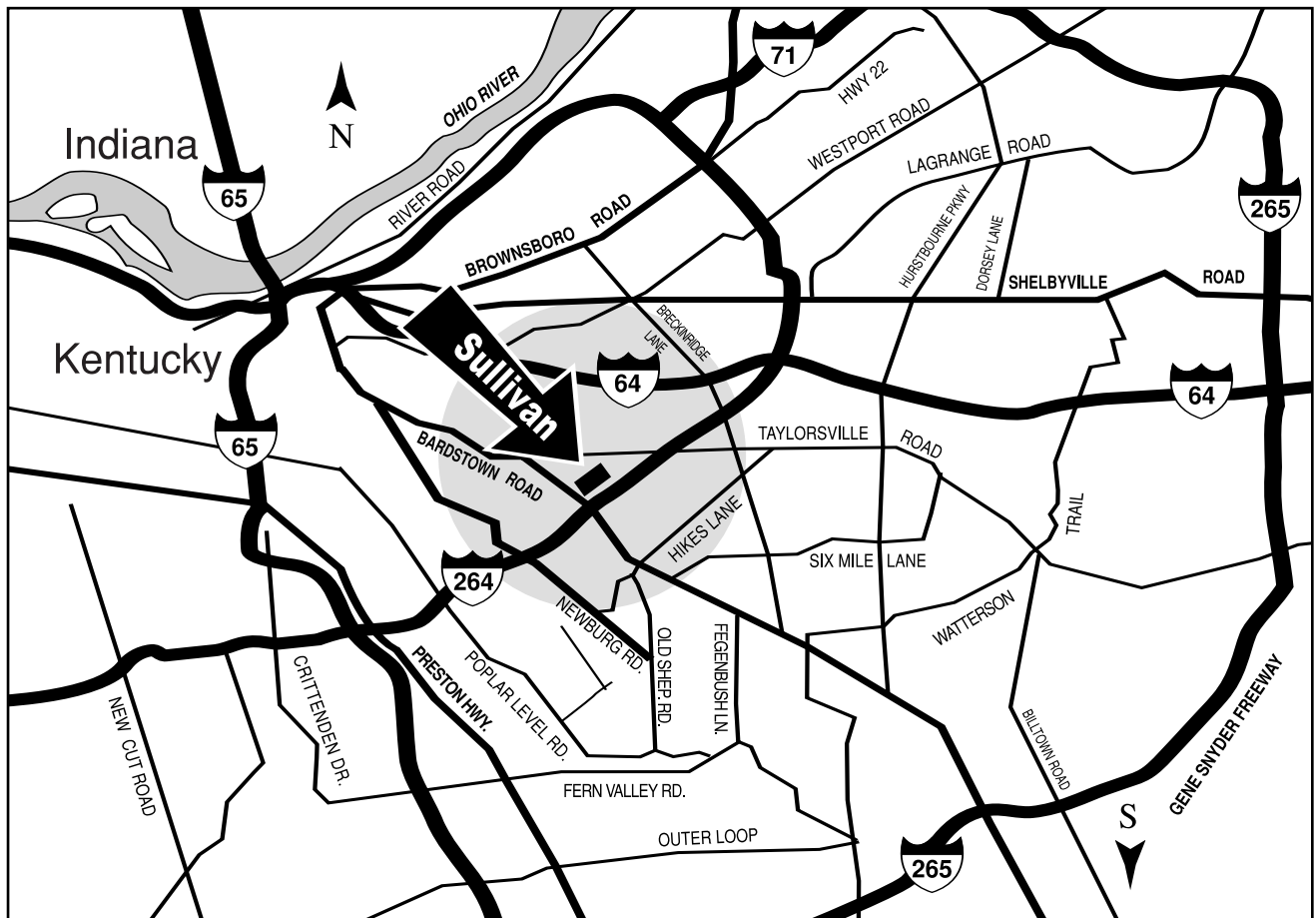
Good Luck at Sullivan University. We wish you the best success.

Sincerely,



Jay D. Marr
Dean of Students

Map to Sullivan University



The Sullivan Louisville campus is located at 3101 Bardstown Road, Louisville, Kentucky 40205.
All policies and procedures in this Student Handbook are subject to change without notice.