

## **Sullivan University**

### **THINGS A STUDENT MUST KNOW**

#### **On-Time Graduation vs. Financial Aid/Planning**

##### **Full-time Status:**

Academic programs at Sullivan University are designed to be a specific length; i.e. 3, 6, 8, etc. academic quarters. Each academic quarter is approximately 3 months (eleven weeks) in length followed by a short break period. It is the student's responsibility to be aware of their academic program length. If it is the student's intention to graduate within this allotted time period, the student must attempt and successfully complete an appropriate course load per quarter as measured in credit hours. The quarterly credit hour course load is determined by dividing the program's total required credit hours by the number of quarters defined as the program length. As an example: An associate degree program with a 6 quarter (18 month) program length and 96 credit hours required for completion, would require a quarterly course load of 16 credit hours to graduate on schedule. (96 Program Total Credit Hours ÷ 6 Academic Quarters = 16 Credit Hours per Quarter.) Failure to maintain the appropriate number of credit hours each quarter will extend the number of quarters required to complete the academic program.

However, the Federal Department of Education, and other organizations and agencies, have specified minimum number of credit hours per quarter to define full-time status to receive full-time financial aid or assistance. These agency definitions for "full-time" status are not to be confused with the required number of credit hours needed to complete a program of study within the University defined program length. For example: The Federal Department of Education defines full-time attendance for receiving a Title-IV loan as attempting a minimum of 12 credit hours per quarter. This minimum credit hour course load will allow a Title-IV eligible student to receive the maximum Title-IV financial aid allowed each quarter based on his/her qualifications, fund limitations, and the source of the funds. However, a 12 credit hour course load may extend the number of quarters needed for graduation. Failure to maintain a minimum number of credit hours may reduce the student's financial aid eligibility.

##### **Financial Aid and Other Financial Assistance:**

Title-IV Federal Financial Aid, state and other financial assistance typically have a limited aggregate/total amount a student can obtain. It is important for the student to monitor his/her aggregate financial assistance amounts to

minimize the chance that financial assistance may be exhausted prior to completion of their academic studies.

Use of Title-IV funds for surplus/stipends may increase loan debt requiring repayment with interest and the possibility of exhausting available financial assistance. Students are advised to carefully consider the consequences of utilizing surplus/stipend funds.

Changing course schedules, especially the number of credit hours attempted each quarter, may change the student's eligibility for current and future financial aid. It is the student's responsibility to monitor and follow the financial aid plan developed with the assistance of their financial planning coordinator. It is highly recommended that the student discuss any schedule changes, including complete withdrawal, with their Financial Planning coordinator and an academic advisor prior to making a schedule change.

It is the student's responsibility to be aware of criteria necessary for maintaining eligibility for all scholarships and/or grants whether sponsored by Sullivan University or other sources. Failure to maintain eligibility for any financial aid, including scholarships and grants, may increase the student's personal financial obligation to the University.

##### **Graduation Requirements:**

To graduate from a program of study a student must successfully complete all related course work as outlined in the University catalog and/or addendum/errata; pay all tuition, fees and other financial obligations to the University; complete the graduate exit process with Financial Planning, Academic Services and Career Services, and return all school property.

##### **Tuition and Fees Rate Changes:**

Tuition and fees are subject to change without notice.

##### **Program "Contract" Enrollment vs Credit Hour Enrollment:**

**Program Enrolled Students:** Sullivan University offers some academic programs on a full program contract. A student enrolled on a full program "Contract" enrollment agreement will be charged an equal quarterly tuition rate for the specified number of quarters defined for their academic program regardless of the number of credit hours attempted each quarter. Once a student enrolled on a program contract has paid the entire program tuition in full, the student will be allowed an unlimited time to complete their program of study without additional tuition charge as long as the student remains continuously enrolled and progress is being achieved. The student must also continue

to meet all other conditions of enrollment; i.e. SAP, tuition payment, etc. as defined in the University catalog. (Other fees may continue to apply.)

If the student accelerates their progress to completion by taking additional classes per quarter which reduces the number of required quarters for graduation than originally planned, the quarterly tuition rate may be adjusted to accommodate the altered course load, and the student remains obligated for the full program tuition amount.

### **Repeated Courses:**

The student will be charged the current credit hour rate, or its equivalent, for each course repeated/reattempted for any reason.

### **Class Availability:**

Sullivan University typically offers classes on a variety of “shifts”: day (7:00 a.m. to 5:00 p.m.), evening (6:00 p.m. to 9:40 p.m.), weekend and/or online format. In order to continue in their program of enrollment, a student may be required to take one or more courses via online and/or a shift different from his or her original quarter schedule. Classes may be rescheduled or cancelled if sufficient enrollment is not achieved.

Students are advised to monitor class pre-requisites and course rotation schedules to ensure appropriate classes are being taken in a sequence that will prevent disruption to course availability, desired graduation date, financial aid, etc.

### **Career Services and Graduate Employment**

#### **Assistance:**

Sullivan University provides a Career Services department to assist graduates and alumni who have met all requirements for graduation. While formal education may enhance a person’s likelihood of becoming employed in a field related to their studies, there are many variables that contribute to obtaining that employment. Thus, Sullivan University cannot and does not guarantee employment upon graduation.

#### **Catalog:**

This document, *Things a Student Must Know*, is intended to provide clarification and awareness to students on select topics to minimize disruption to their educational goal and process. However, it is not intended to replace or supersede the University catalog. For a more comprehensive list of University policies, course or program information, satisfactory academic progress, financial aid, and much more, refer to the Sullivan University catalog and its addendum/errata.

### **Right to Revise:**

In order for Sullivan University to remain a viable institution while assisting students in their academic pursuits, providing qualified graduates to the workforce, and achieving compliance with a variety of regulating, accrediting, licensing, and approval agencies, Sullivan University reserves the right to revise and alter academic programs, policies and procedures in all areas of University operations at any time. Students are advised to consult with an appropriate school administrator before finalizing plans regarding the topics referenced in this document and/or their academic pursuits.