

# Sullivan College of Technology and Design

3901 Atkinson Square Drive  
Louisville, Kentucky 40218

## Catalog Supplement B

Supplement to 2011-2013 Catalog & Student Handbook  
April 30, 2012

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### Catalog Supplement Acknowledgement

I acknowledge receiving a copy of the Sullivan College of Technology and Design catalog supplement for the above named program changes:

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Student Name (Print)

Student Signature

Date

Title: Catalog Supplement B – 2011

Sullivan College of Technology and Design

## Catalog Supplement B for 2011-2013 Catalog & Student Handbook

### **BOOKSTORE RETURN POLICY** (Effective March, 2011; supplements information in Catalog, p. 44)

All returns must be accompanied by the original bookstore receipt. Returns will be allowed only in the first two weeks of class. Books must be unopened and sealed in original condition. Textbooks must have been purchased for the current quarter. Supplies and kits are non-returnable. The bookstore reserves the right to evaluate the conditions of all books being returned.

### **ACG and SMART Grants** (Effective March, 2011)

The federal Academic Competitive Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (SMART) have been discontinued by the federal government.

### **FRIDAY NIGHT EVENING CLASSES** (Effective Summer, 2011)

Beginning in the summer quarter of 2011, some evening classes may be scheduled on Friday evenings in order to provide computer resources. The Registrar and Academic Dean, working with the Department Chairpersons, will make those scheduling decisions when they are necessary.

### **THANKSGIVING BREAK** (Corrects errors in Catalog, p. 98)

The 2011 Thanksgiving break is Nov. 21 – 27. In 2012, it is Nov. 19 – 25, and in 2013, the break is Nov. 25 – Dec. 1.

### **CLOCK HOURS IN INTERIOR DESIGN BACHELOR'S DEGREE** (Corrects error in Catalog, p. 43)

The total clock hours in the Interior Design bachelor's degree program is 2,496, not 2,466. The associate degree phase contains 1364 clock hours (including the 704 contact hours in the diploma phase), and the bachelor's degree phase alone contains 1,132 clock hours.  $1,364 + 1,132 = 2,496$  clock hours.

### **ONLINE COURSES** (July 1, 2011)

Online and hybrid classes utilize the Blackboard/ANGEL platform, which is a nationally recognized learning management system used by K-12, post-secondary, government, and business to provide online education and training. It is a secure platform that requires the user to have a unique username and password in order to access material. Students are assigned an individual secure log-in ID and password to enter the software platform. They can only use these in the individual courses in which they are enrolled. Students' grade books and drop boxes for assignments can only be viewed by that individual student and instructor. In addition, Acxiom, a nationally recognized company that provides identify verification based on public information, is used in conjunction with Blackboard/ANGEL to provide an additional level of security and verification. These questions can be set to appear before for one exam or every exam. They can be set for a few students or all students. Students never know when they might be required to answer the security questions. If selected for verification, they may not proceed to the exam questions until they have successfully answered the security questions. There is no additional charge for students associated with this security feature.

### **ACADEMIC CREDIT / CREDIT HOURS** (Sept. 15, 2011; clarifies information in Catalog)

Sullivan College of Technology and Design (SCTD) is a degree granting postsecondary institution nationally accredited by the Accrediting Council of Independent Colleges and Schools (ACICS) located in Washington, D.C. SCTD bases its definition of academic credit and the quarter credit hour on standards provided by ACICS and approved by the U. S. Department of Education.

The number of credit hours assigned to an SCTD course is determined by the kinds and amounts of activities that occur within that course: classroom lecture and discussion, outside reading and other assignments, laboratory or shop hours and, in some cases, practicum or externship hours at an actual job site. Ten hours of classroom lecture accompanied by 20 hours of homework are the equivalent of one credit hour. Twenty hours of laboratory or shop work equals one credit hour, and thirty hours of practicum experience are the equivalent of a credit hour.

As examples of this credit-hour formula, a four credit-hour course at SCTD normally contains 40+ hours of classroom lecture and discussion plus approximately 80 hours of outside work; a three credit-hour course normally contains 20 hours of classroom lecture and discussion plus approximately 40 hours of homework and 20 hours of laboratory work. The majority of courses at SCTD contain 44 contact hours between the instructor and students. An externship or practicum

course is typically a three credit-hour course requiring 90 hours of student work with an approved employer. Modular courses in Computer Network Administration are assigned 12 credit hours and contain 140 contact hours. Approximately 100 of those hours are used for lecture/discussion (plus outside work) and 40 for laboratory assignments.

#### **COMPUTER GRAPHIC DESIGN BACHELOR'S DEGREE ELECTIVES** (Effective Fall, 2011)

DWD 265 Web III has been dropped as a possible elective for the Computer Graphic Design bachelor's degree and DWD257 Client Side Programming has been added in its place.

#### **TUITION DISCOUNT FOR MILITARY PERSONNEL** (Effective Fall, 2011)

Active military personnel and military veterans may qualify for a tuition discount. The discount applies to tuition only and may cover up to 25% of tuition charges remaining after military benefits have been applied. The Financial Planning Department will determine if a student may be eligible for the military discount during the initial appointment or during the reapplication process.

#### **DISCONTINUED PROGRAMS**

Effective November 1, 2011, the associate degree program in Civil Computer Aided Design Drafting was discontinued. Effective February 6, 2012, the diploma in Interior Design and the certificate in Drafting were discontinued.

#### **COMPUTER NETWORK SECURITY AND FORENSICS COURSES** (Effective Winter, 2012)

CNS183 Firewall Mechanics and Implementation (3 credit hours) and CNS189 Intrusion Detection Systems (4 credit hours) have been combined in a single course, CNS157 Network Defense Tactics (seven credit hours).

#### **ADDITIONAL SCHOLARSHIP INFORMATION**

In fall, 2011, the **Harshaw Trane and Ingersoll Rand Foundations** established scholarships for students in the HVAC-R Technology program. Scholarships are awarded quarterly, and the number and amount of scholarships awarded in any one quarter will depend on the number of qualified potential recipients. To be eligible to apply, a student must meet all scholarship requirements including having a minimum of a 3.50 cumulative GPA after three quarters in the program. The complete criteria for determining scholarship winners are contained in the Scholarship Criteria Checklist, which is available from the Department Chair.

Effective winter, 2012, three kinds of **Imagine America Scholarships** are available for students: the high school scholarship, the Adult Skills Education Program (ASEP) and the Military Award Program (MAP). To learn more about these scholarships, students may speak with a college Admissions Officer or go to the Imagine America website at [www.imagine-america.org](http://www.imagine-america.org). Imagine America Scholarships are for \$1000, and SCTD may award as many as 40 scholarships annually.

For 2012, the total amount of GED Scholarships has been set at \$27,000, and the total amount of SkillsUSA Scholarships has been set at \$30,000.

The **Outstanding Career and Technical Student Scholarship** is for one-half the tuition for an associate degree program. It is awarded each spring to as many as five high school seniors who become full-time students at Sullivan College of Technology & Design in the summer or fall of their high school graduation year and who meet the following qualifications:

- Upon graduation from high school have a cumulative GPA of 3.5 or higher
- Achieve a Composite Score of at least 170 on the CPAt (or 23 on the ACT)
- Become accepted by the college
- Provide a recommendation by a senior counselor or instructor at the high school
- Submit a brief (250-300 words) written explanation of what abilities, skills, strategies, etc. have contributed to his/her academic success
- Participate in a 20-30 minute discussion of the written statement with the selection committee

From among the pool of applicants each spring, the selection committee will determine which student(s) fully meet the scholarship criteria and qualify for the award. The scholarship is renewable for the length of an associate degree program provided so long as the student maintains full-time status and at least a 3.2 cumulative GPA. It will be applied to the student's tuition charges quarterly for the duration of his/her program of study. Unless otherwise noted, the Outstanding

Career and Technical Student Scholarship is administered according to the basic terms of all Sullivan College of Technology and Design Scholarships. See the *2011-13 Catalog and Student Handbook*, p. 52.

**Summer Camp Scholarships** are awarded to high school seniors who participate in Sullivan College of Technology and Design's (SCTD) summer camp and, as determined by a scholarship committee, excel in their chosen camp's learning project. First-place awards are for \$3,000, second-place for \$2,000 and third for \$1,000. Activities at the summer camp focus on one or more of the programs of study offered at the college, and for each set of program activities there will be a culminating project or event in which the participants have the opportunity to apply what they have learned. These student projects will be evaluated, and the top three in each program represented at the camp will receive scholarships. Winners will be announced on the last day of the summer camp. Winners must use their Summer Camp Scholarships at the Sullivan College of Technology and Design in the summer or fall immediately following their graduation from high school. Summer Camp Scholarships are administered according to the basic terms of all Sullivan College of Technology and Design Scholarships. See the *2011-13 Catalog and Student Handbook*, p. 52.

**SATISFACTORY ACADEMIC PROGRESS TERMINOLOGY** (Spring, 2012; revises information in Catalog) In keeping with changes made in 2011 in federal regulations governing Title IV Higher Education Authority student financial aid, the section entitled **Probation/Suspension** on pp. 63 – 64 of the *2011–2013 Catalog and Student Handbook* has been revised to read as follows:

#### **Warning / Suspension / Probation by Appeal**

Students who fail to meet the Satisfactory Academic Progress standards of the College will be placed on **Financial Aid Warning** if they are receiving Title IV HEA and/or Kentucky state financial aid. If they are not receiving Title IV HEA and/or Kentucky state financial aid, they will be placed on **Academic Warning**. Students placed on Warning will be notified of their status and its potential consequences. They may continue to attend class and receive financial aid.

When a student on Financial Aid Warning or Academic Warning recovers cumulative Satisfactory Academic Progress for both GPA and Completion Rate, the student will be removed from Warning status.

If a student on Financial Aid Warning or Academic Warning does not achieve Satisfactory Academic Progress standards for at least the current quarter, the student will be **suspended**. A student who is suspended must withdraw from the College for a minimum of one quarter. A suspended student is not eligible for Title IV HEA and/or Kentucky state financial aid.

A student on Financial Aid Warning who wishes to appeal his/her pending **Suspension** due to extenuating circumstances must follow the Appeal Procedure explained on p. 64 of the *2011–2013 Catalog and Student Handbook*. If the appeal is granted, the student is placed on **Financial Aid Probation by Appeal**. This status allows the student to recover eligibility for Title IV HEA and/or Kentucky state financial aid and to continue his/her program of study. While on Financial Aid Probation by Appeal, a student must meet the conditions of an Academic Improvement Plan including Satisfactory Academic Progress standards.

A student on Academic Warning who wishes to appeal his/her pending Suspension due to extenuating circumstances must also follow the **Appeal Procedure** explained on p. 64 of the *2011–2013 Catalog and Student Handbook*. If the appeal is granted, the student is placed on **Academic Probation by Appeal**. This status allows the student to continue his/her program of study. While on Academic Probation by Appeal, a student must meet the conditions of an Academic Improvement Plan including Satisfactory Academic Progress standards.

If a student wishes to return to the College after being on suspension, he/she must follow the procedure explained in the section **Reinstatement After Suspension** on p. 64 of the *2011–2013 Catalog and Student Handbook*. Students who are allowed to return from suspension will also be placed on Financial Aid Probation by Appeal or Academic Probation by Appeal depending on their use of Title IV HEA and/or Kentucky state financial aid.