I. Admission to the University

International student applicants for the Graduate School from foreign countries must fulfill the following requirements:

- Meet the regular admission requirements in order to be accepted into a Master or Doctoral program.
- Provide the University with an English translation of their previous college or university work.
- Meet TOEFL or IELTS (6.5) requirements.
- Adhere to the Sullivan University’s regular admission procedures as they pertain to international students.
- Graduate applicants must also provide a statement of purpose with their application.
- Students interested in participating in Curriculum Practical Training (CPT) must provide a resume or vita.

II. Academic Programs

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

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

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

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

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

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

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

C. OPT Track

What is Optional Practical Training (OPT)?

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

Who is Eligible?

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

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

When should you apply for OPT?

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

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

**Periods of Unemployment**

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

**Important OPT Information**

* Once your application for OPT has been approved, your Employment Authorization Document (EAD) will be mailed to the address you put on the I-765 form. The post office WILL NOT FORWARD mail from USCIS if you change your address after you apply. USCIS will also not deliver your EAD to a Post Office Box.

* You MUST have your EAD in-hand, and the start date must be valid, in order to begin employment. Although you are allowed to remain in the U.S. while your application is pending, you may not begin working.

* You MUST submit a photocopy of your EAD to International Programs Office upon receipt.

* If you cancel your practical training once you have received your EAD, the time granted on your EAD card will be counted regardless of your actual employment. You will not receive the $380 in return and you are unable to apply again based on that degree.

* Remember, while on OPT you are still a Sullivan University F-1 student.

* While on OPT you may be exempt from Social Security & Medicare Tax (FICA).

* You MUST report all changes of name, address, or employer to IPCS within 10 days.

**III. Rules and Regulations of Status**
Attendance

Students are expected to maintain ongoing attendance as outlined in the Student Handbook. Non-immigrant F-1 students may not be allowed to take more than one online class in any given quarter and are expected to login on a weekly basis to any online class of enrollment. Hybrid classes denoted with a “Z” meet one Saturday per month (Students who attend classes outside of Louisville must check their schedule at their local campus) similar to those in the EMBA curriculum. ATTENDANCE IN “Z” CLASSES IS MANDATORY – there are no exceptions.

Registration

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

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

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

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

Registered students are expected to attend and or login to the first class of the quarter. Students who are unable to attend the first class of a course should inform their instructor and the International Programs Office by e-mail of the intended absence before its start. Where this is not possible, notification by e-mail, in person, or by telephone (but not voice mail) must be received prior to the scheduled start of the second class. Students may be required to provide evidence of notification.

If registered students miss their first class and do not notify their instructors of their intent to remain in the course prior to the scheduled start of the second class, their seats in that course may be reassigned to other students. Any student whose seat is reassigned must
officially withdraw from the course. If withdrawal or course drop procedures are not completed, the grade of WF will be recorded. Deadline dates are designated in the official University calendar and registration guide.

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

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

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

**Change of Course Fee**

Courses may be added prior to the end of the first week of the quarter without fee. Starting the second week of classes, courses must be added on a course change form in the International Programs Office and a course change fee of $75 will be charged for each course added unless the lateness of the add is attributable directly to a Sullivan University action. The fee will be charged uniformly except in exceptional circumstances as determined by the International Programs Office. The change of course fee will be added to student accounts and will be subject to University rules governing the payment of these accounts. There is no fee for dropping courses.

Students who are arriving for their first classes must arrive in Louisville (unless attending classes in Lexington or Fort Knox), Kentucky and be registered for their full-time course load by Friday of week 1. There are no extensions granted beyond the first week.

Students who are on financial hold will not be able to register for classes and could miss registration for the following quarter, therefore, jeopardizing current F-1 status.

**Dropping and Adding Classes**

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

**Academic Requirements**

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

**Change of Major**

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

**Verification Letters**

Students who are initially arriving at Sullivan University will be provided with one support letter documenting that they are an active student. After a student arrives they will work with a university representative to get appropriately registered into classes, provided billing statement sheets and a photo ID, and given a letter of support. The letter of support, in conjunction with a current I-20, and passport will be required for a student to open a bank account.

Students will be able to use the same letter of support to apply for a driver’s license but must wait a minimum of 30 days before they are eligible to legally drive in the United States.

**Social Security Cards**

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

**Annual Vacations**

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

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

Travel Abroad

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

Change of Address

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

Extension of Program

Students may apply for an extension of program and must be based upon legitimate academic or documented medical reasons.

Late Fee Policy

Students must pay their full fees by Friday at the end of week 1. Students who fail to meet this deadline will be assessed a late payment fee of $150 on the first day of week 2. Sullivan University will also be charged a $100 reinstatement fee for every class placed on block status or financial hold. The entire balance of account must be paid in full for a student to regain the privilege to attend class(es), and if necessary, maintain F-1 and CPT eligibility. Attendance violations can, and will, seriously jeopardize a student’s F-1 status.

All payments being mailed must be received and posted by the Business Office prior to the due date. Accounts that do not meet payment deadlines will be assessed a late payment fee of $150. Please allow 5-7 business days for all mailed payments to be received and posted; payments may be made in person or via telephone and will be updated and reflected on a student’s account immediately.

Students who do not pay their fees in a timely manner may be blocked from attending and participating in class. Subsequently, students who do not attend classes regularly or maintain good academic standing may be out-of-status and terminated.
Please Note: Sullivan University does not have a recurring pay structure for international students.

Transfer Policy

Students who transfer to Sullivan University from another college or university must submit a complete application package as described in this catalog. Students who arrive from a regionally accredited university will be permitted to have their transcript reviewed and credits awarded accordingly. The DSO will review eligibility requirements including, but not limited to, other CPT experience documented on their past participation at their previous school.

Students who are transferring from Sullivan University to another suitable institution must be in good academic status and F-1 status in accordance to Federal regulations. By law, the university DSO has thirty days to transfer requested records. However, students who are not in good federal or academic status will be terminated. Students can request their transcript, it will not be provided if there are financial or academic holds on the student's account.