



2023-2024
College Catalog

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About Sura College

History

Sura College was established in July 2020 with the objective to provide graduate nursing students with an affordable, high-quality, flexible, and convenient way to earn a Master of Science in Nursing (MSN) Degree with a Nurse Educator focus.

The College reflects the teaching philosophy established by its Founder and President, Dr. Habeeb Rahman, across more than 30 years of practice. Adult learning theory, constructivism, and competency-based learning guide the academic environment at Sura College.

The online format of the MSN degree program allows students to learn at any time and from any place with Internet access in the world. All faculty members have earned an advanced healthcare degree and are dedicated to the success of the students. The administration and staff provide the highest level of support to make the student experience educational and enjoyable.

The MSN degree program at Sura College helps meet the societal need for nurses with an advanced specialty practice who will perform more skillfully as an expert nurse educator.

Institutional Mission

To empower nursing students through innovative, high-quality, and flexible distance education to become highly competent and effective practitioners and lifelong learners.

Vision

To transform healthcare through quality education that elevates the lives of graduates, the profession, and society.

Institutional Learning Outcomes (ILOs)

The institutions goals are that all graduates will:

1. Model skills that promote life-long learning.
2. Practice as ethical and competent professionals
3. Integrate relevant evidence to improve practice.
4. Serve diverse communities to promote equity and inclusivity.

Business Structure

Sura University, doing business as Sura College, is an Arizona corporation with its primary office located in Scottsdale, AZ. Dr. Habeeb Rahman is the sole investor.

Habeeb Rahman, MD, is an infectious disease specialist in Hoboken, NJ, and has been practicing for 31 years. He graduated from Bangalore Medical College in 1989 and began educating colleagues on clinical topics in various settings in 1999. Dr. Rahman was recognized early on for his excellence as an educator and was awarded the Best Teaching Attending of The Year award and Harrison Teaching award from St. Mary's Hospital in New Jersey in 2003 and 2004, respectively. It was around this time that Dr. Rahman established an annual calendar of clinical

teaching events under the name Awesome Review that would capture practitioner interest nationwide. Dr. Rahman's teaching, predicated on learning concepts such as scaffolding and constructivism, has grown through word-of-mouth to reach tens of thousands of healthcare providers annually. Spanning over twenty years, Dr. Rahman's teaching experience ranges from online to in-person and from MSN to MDs with the underlying mission to improve patient health outcomes at every level. Sura College and its mission are an embodiment of Dr. Rahman's passion as a clinical educator.

Sura College Board of Trustees

Dr. Joseph W. Bascuas, Chairman

Dr. Bascuas received a B.A. in Psychology from LaSalle University in Philadelphia and then earned an M.A. and a Ph.D. in Clinical Psychology from Temple University, also in Philadelphia. He has held faculty and/or administrative appointments at Salve Regina University, Nova Southeastern University, Antioch/New England Graduate School, and Florida Gulf Coast University. He was the Founding Campus President of the Atlanta Campus of Argosy University (initially known as the Georgia School of Professional Psychology), President of Medaille College in Buffalo, NY, interim President of Becker College in Worcester, MA, and Interim Chancellor of the Miami Campus of Albizu University. Currently, Dr. Bascuas consults to higher education institutions and is active in the accreditation activities of the American Psychological Association and the Middle States Commission on Higher Education.

George A. Tashji, Board Member

George is a seasoned medical device entrepreneur with over 25 years of experience in the medical device industry. He founded Uni-Cath inc, a start-up, to develop state-of-the-art high-pressure PTCA balloons and stents. George worked closely with top physician leaders in the field across the US, Europe, Asia, and South America. He also is the founder of Cath Labs, a company that developed highly specialized catheters and custom medical devices for Japan and the Far East. George consulted for Johnson & Johnson, Boston Scientific, Medtronic, and Advanced Cardiovascular Systems. Previously, George was a marketing production manager and had an engineering career in the development of artificial kidney dialysis, Pharma solutions delivery systems, and diagnostic devices with National Medical Care, Datascope and Abbott Laboratories. He conducted clinical trials and worked in the regulatory field, FDA, CE, EU MDR, Canada, and Japan. Currently Mr. Tashji holds 17 US and international patents, with several more in development and pending.

Ravi Sachdev, Board Member

Ravi holds a bachelor's degree and postgraduate credits in marketing and sales management. His employment field for the past 30 years includes many leading Fortune 500 companies including AstraZeneca, WPP, Publicis, Euro RSCG, and Cipla. He has entrepreneurial business start-up experience. Mr. Sachdev built a start-up company, Expect Advertising, INC., from the ground up. In addition, he holds a Council Member seat in Saddle River, New Jersey.

Nursing Advisory Council

The Nursing Advisory Council is comprised of the following members:

Cameron Davidson, JD, MBA, Consumer Representative
 Carol Patton, Dr. PH, FNP-BC, CRNP, CNE, Program Director
 Cassi Engibous, BSN, RN, Student Representative
 Deborah Long, DNP, MSN/ED, RN, CNA, Sr Director of Nursing Regulatory Affairs
 Johanna Bruner, MSN, RN, Retired Dean of Nursing
 Juli Fryer, PhD, CCRN, CNW, Adjunct Faculty
 Lauren Murdock, MSN, RN, Sura College Alumni
 Michelle Altshuler, MSN-Ed, RN, CNA, Director of Nursing
 Paul Tenkersley, PhD(c), RN, CPHQ, CPHRM, Director of Quality and Regulatory Services
 Phyllis Bond, MSN, RN, Retired Associate Dean of Nursing
 Valda Upenieks, PhD, RN, Director of Nursing Practice and Research

Administrative Staff

President: Habeeb Rahman, MD
 Executive Assistant to the President and Bursar: Karen Bugno
 Provost: Douglas M Turner, PhD, DNP, RN, CNE, NE-BC, NEA-BC
 Executive Dean of Nursing: Janice Unrun Davidson, PhD, DNP, DrPH(c), RN-BC, FNP-BC, NEA-BC, CNE, ANEF, FAANP, FNAP
 Director of Support Services: Robert Turner, MEd
 Support Specialist: Lindsay Mouradian
 Librarian: Jeannine Diggs, MLS

Licenses and Approvals

State License

Sura College is a private institution, which is conditionally approved to operate by the Arizona State Board for Private Postsecondary Education (AZPPSE) institution. Students may direct questions about our institution to:

The Arizona State Board for Private Postsecondary Education

1740 West Adams Street, Suite 3008, Phoenix, AZ 85007

Phone: 302-542-5709

Fax: 602-542-1253

<http://www.azppse.gov>

As a licensed private institution, we acknowledge that within 10 days from the date we revise a catalog, or publish a new catalog, we shall submit a written or electronic copy of the catalog to the State Board.

Disclosures

- Sura College is an unaccredited institution.

- Sura College is not an eligible institution for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of the Title IV school loan.
- Notice Concerning Transferability of Credits and Credentials Earned at Sura College. The transferability of credits earned at this College is entirely at the discretion of the institution to which the student may seek to transfer. Sura College cannot guarantee acceptance of the credits awarded or the degree earned at the College by other institutions or employers.
- Catalog Availability: Our Catalog is available to the general public at www.suracollege.com. Prospective students are not required to provide any personal contact information to access or download the Catalog.

Master of Science in Nursing with a Nurse Educator Focus

MSN Program Mission

To prepare nurses that directly or indirectly improve healthcare outcomes, demonstrate excellence in practice, collaborate with healthcare practitioners, and become lifelong learners.

Overview

According to the American Association of Colleges of Nursing (AACN), a master's education should prepare nurses to be leaders who can function in various roles and settings to promote health, and improve care for the individuals and populations (AACN, The Essentials of Master's Education in Nursing, 2011).

There is also a critical shortage of nursing faculty in the United States. There are not enough nurse educators to educate the number of nurses needed to alleviate a nursing shortage in the United States (Gazza, 2019). Master's prepared nurse educators can help to alleviate that shortage. Core content for nurse educator programs includes research, theory, evidence-based practice, role transition, and health policy. Sura College's MSN curriculum is built on AACN's Masters' Essentials. The Essentials provide the necessary curricular framework for all MSN students regardless of specialty.

Sura College offers the traditional post-BSN to MSN program. Students admitted to the program must have graduated from an accredited BSN program and hold an unencumbered RN license.

Program Description

The Master of Science in Nursing (MSN) program is designed to prepare students to function as nurse educators. The program is innovative in approach and design, providing students with a high-quality, flexible, and convenient way to earn their Master of Science in Nursing degree. The online format of the MSN degree program allows students to learn at any time and from any place with Internet access in the world.

MSN Program Outcomes

1. Integrate theoretical knowledge to improve specialty nursing practice.
2. Demonstrate leadership, collaboration, and interprofessional practice to guide contemporary advanced nursing practice.
3. Synthesize relevant diversity, equity, and inclusion strategies to meet the ethical and cultural needs of individuals, aggregates, or populations.
4. Design quality and safety initiatives using data and information management constructs to positively impact healthcare outcomes, directly and indirectly.
5. Create evidence-informed or evidence-based processes that guide health policy and/or contemporary specialty nursing practice.

MSN Nurse Educator Specialty Competencies (NECs)

The curriculum is guided by the following competencies for Nurse Educators as established by the National League for Nursing. Upon completion of the program students will be able to:

1. Facilitate Learning
2. Facilitate Learner Development and Socialization
3. Use Assessment and Evaluation Strategies
4. Participate in Curriculum Design and Evaluation of Program Outcomes
5. Function as a Change Agent and Leader
6. Pursue Continuous Quality Improvement in the Nurse Educator Role
7. Engage in Scholarship
8. Function within the Educational Environment

Program Delivery

All didactic courses are delivered from a distance using the Populi Learning Management System (LMS) and similar technologies to deliver didactic course content. Students are required to have a reliable computer and reliable Internet access.

Graduation Requirements

For degree conferral, a student must have earned all credits in the program by passing each course with a letter grade of C (2.0) or higher, achieved a 3.0 or higher cumulative grade point average, and fully satisfied all financial obligations to the College. Students who have met all requirements for graduation must complete an intent to graduate with the Registrar's office at least 14 days prior to the last day of the semester in which they will complete degree requirements. The College confers degrees within five business days after the semester ends if all obligations and requirements have been met.

Plan of Study
For students admitted prior to Fall 2023 Semester

Year 1					
Semester	Course Number	Course Title	Credit Hours	Didactic Hours	Practicum Hours
1	NUR 505	Role Transition RN to MSN	2	30	
1	NUR 510	Biostatistics	3	45	
1	NUR 511	Advanced Pathophysiology	3	45	
1	NUR 529	Theoretical Foundations for Advanced Nursing Practice	3	45	
Semester Total			11	165	
Year 2					
2	NUR 532	Advanced Practice Health Assessment and Clinical Decision Making Across the Lifespan	3	30	45
2	NUR 535	Advanced Pharmacology	3	45	
2	NUR 536	Translating Evidence into Practice	3	45	
Semester Total			9	120	45
3	NUR 541	Advanced Foundations of Nursing Education	3	45	
3	NUR 553	Curriculum Planning and Development	3	45	
3	NUR 563	Innovative Design Methods for Distance Education	3	45	
Semester Total			9	135	
Year 2					

4	NUR 566	Curriculum Evaluation	3	45	
4	NUR 688	Health Policy and Finance	3	45	
4	NUR 699	Nursing Education Capstone	3	15	90
Semester Total			9	105	90
Program Totals			38	525	135

Plan of Study

For students admitted in or after Fall 2023 Semester

Year 1: Semester 1				
Course Number	Course Title	Semester Credits	Didactic Hours	Practicum Hours
Block A (7 ½ weeks)				
NUR505	Role Transition to MSN	2	30	0
Block B (7 ½ weeks)				
NUR512	Advanced Pathophysiology, Pharmacology, and Health Assessment for the Nurse Educator	3	45	0
NUR529	Theoretical Foundations for Advanced Nursing Practice	3	45	0
Semester 1 Total		8	120	0
Year 1: Semester 2				
Block A (7 ½ weeks)				
NUR536	Translating Evidence into Practice	3	45	0
NUR688	Health Policy and Finance	3	45	0
Block B (7 ½ weeks)				
NUR541	Advanced Foundations of Nursing Education	3	45	0

Semester 2 Total		9	135	0
Year 1: Semester 3				
Block A (7 ½ weeks)				
NUR563	Innovative Design Methods for Distance Education	3	45	0
NUR553	Curriculum Planning and Development	3	45	0
Block B (7 ½ weeks)				
NUR566	Curriculum Evaluation	3	45	0
Semester 3 Total		9	135	0
Year 2: Semester 4				
Block A (7 ½ weeks)				
NUR698	Nurse Educator Practicum	3	0	135
Block B (7 ½ weeks)				
NUR699	Nursing Education Capstone	3	15	90
Semester 4 Total		6	15	225
Program Total		32	405	22

ADMISSIONS

Admission Requirements

Applicants must have earned a Bachelor of Science in Nursing (BSN) degree from an institution accredited by an agency recognized by the U.S. Department of Education, be a resident of Arizona, possess a current and unencumbered Arizona license as a Registered Nurse (RN), have access to the required technology to participate in the program, complete an online application, and complete an online readiness assessment.

Admissions Process

Prospective students must complete an online application at www.suracollege.com. An application fee is not required.

The Admissions Department will contact and assist the applicant as necessary. Unofficial transcripts may be used during the admissions review process, but official transcripts are required prior to matriculation. Official electronic transcripts must be requested from the granting institution and sent to Registrar@Suracollege.com.

Students who are accepted less than one week prior to the semester start date, earned a BSN

degree from an institution that does not offer electronic official transcripts, and provides evidence of having requested the official transcript, may petition the Provost for a two-week extension to comply with this requirement. If the requirement is not met by the end of the second week of the semester the student will be withdrawn without financial penalty.

The Admissions Review Committee reviews every application to confirm the applicant meets the admissions criteria and demonstrates the ability to effectively learn in an online environment.

If the applicant has applied for transfer credit(s), that request will also be processed by the Registrar's office in conjunction with the Executive Dean of Nursing, and the applicant will be informed of the decision.

The College reserves the right to limit the number of applicants admitted during any semester or to any program offered.

Technology Requirements

Students are required to have access to a reliable computer and high-speed Internet access. The computer must meet the following minimum specifications:

- Windows 10 or higher, or a Mac with a currently supported operating system
- Broadband Internet capability
- Soundcard & speakers
- Current Internet web browser: Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari

English Competency and Transcript Evaluations

Applicants whose native language is not English must demonstrate competency in written and spoken English, as evidenced by a minimum total score of 60 on the paper-delivered Test of English as a Foreign Language (TOEFLPBT), or 71 on the Internet Based Test (iBT).

Transcript Evaluation

International transcripts must be evaluated for U.S. degree equivalency. Transcripts not in English must be evaluated and translated into English by the Commission on Graduates of Foreign Nursing Schools (CGFNS). More information is available at www.cgfns.com.

Enrollment States and Program Start Dates

All applicants are notified by the College by email as to their status for enrollment in the program. Applicants accepted will be provided with an enrollment agreement which must be electronically signed in the Populi SIS by the applicant within five (5) days to secure their place in the program. Students will be scheduled to start the next available semester start date.

Online Orientation Module

New students complete an online orientation that supports their success at Sura College. Topics include the college's policies and procedures, orientation to the learning management system, the

standards for academic conduct, and tips and practices for being successful in the distance-learning format.

Practicum Requirements

Students must arrange for and comply with the requirements of the organizations where the direct and indirect practice experiences are completed. These requirements may include (but are not limited to) a criminal background check, active and unencumbered license verifications, immunization records, and professional liability insurance. Students may incur additional costs to meet organizational requirements (ex. Drug screening, physical examination co-pay, etc.). These requirements must be met prior to registering for a course that includes a practicum experience. Students are encouraged to carry their own medical malpractice insurance while enrolled in practicum courses.

The College asks students to identify potential practicum sites and preceptors in their geographic area. The student and College work collaboratively to ensure the site and preceptor meet necessary program and accreditation requirements and that all requirements of the site are met, including processing letters or memorandums of understanding, affiliation agreements, preceptor training, and other stipulations of the practicum site.

Drug Testing and Background Checks

The College reserves the right to require background checks and/or random drug testing at any time during or after the admissions process is complete.

Medical Clearance

The College reserves the right to require written medical clearance prior to a student returning to class after an absence or LOA related to a medical condition.

Reenrollment

If a student withdraws from the program and later wishes to reenter the program, he or she must reapply and meet all admissions requirements at the time of reapplication.

Students who are not on an approved Leave of Absence (LOA) and that do not register for a course for more than one semester are dismissed from the program and must reapply as a new student.

Technical Standards and Minimum Functional Abilities

Individuals admitted to the College must possess the capability to complete the entire program of study, which requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative, and interpersonal skills. Therefore, the following abilities and expectations must be possessed by all applicants to the College. If you have questions regarding these standards or your ability to meet these standards, you should contact the Admissions Advisor and/or the Compliance Officer.

Motor Skills

Essential abilities:

Students must have sufficient motor function to be able to execute physical movements required to provide general care and treatment to students and to all patients in all health care settings.

Technical standards:

Students must be able to meet all physical requirements of practicum rotations and patient care. Examples include performance of basic life support, to function in an emergency situation, to safely assist a patient in moving from one place to another, or to stand for extended periods of time.

Gross Motor Skills

- Move within confined spaces
- Maintain balance in multiple positions
- Reach above shoulders/overhead (IV poles, monitors, etc.)
- Reach below the waist (electrical plugs, etc.)
- Reach in front (assist patient with arms out)

Fine Motor Skills

- Pick up objects with hands
- Grasp small objects with hands (IV tubing, pencils, electrode patches, etc.)
- Write with pen
- Use computer (type)
- Pinch/pick or otherwise work with fingers (use syringe, etc.)
- Twist at waist
- Twist wrists/hands (turn objects/knobs using hands)
- Squeeze with fingers (eye droppers, bulb syringes, ear bulb, etc.)

Endurance:

- Walk long distances (transfer patient, etc.)
- Stand (at patient's side during surgery or therapeutic procedure, etc.)
- Sustain repetitive movement (CPR compressions, bagging, etc.)
- Maintain physical tolerance (stand/walk/work on your feet for 8-12 hours at a time with minimal breaks)

Strength:

- Push and pull 50 pounds (position patient, move equipment, etc.)
- Support 50 pounds of weight (ambulate patient, assist to bedside toilet, etc.)
- Lift 50 pounds (pick up a child, transfer a patient, etc.)
- Carry equipment/supplies
- Use upper body strength (CPR, physically restrain patient, etc.)
- Squeeze with hands (operate fire extinguisher)

Mobility:

- Twist
- Bend
- Stoop/squat
- Move quickly (respond to emergency)
- Climb stairs
- Walk
- Stand

Sensory and Observation

Essential abilities:

Students must be able to observe a client accurately, at a distance or close and to observe and appreciate non-verbal communications. This includes perceiving signs of disease and/or infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues and auditory information (voice, heart sounds, bowel and lung sounds).

Technical standards:

- Students must have sufficient use of the senses of vision, hearing and smell necessary to directly perform a physical examination.
- Students must be able to perform inspection, palpation, auscultation and percussion.
- Students must be able to observe and participate in all demonstrations and experiments in the basic sciences, including computer assisted instruction.

Hearing:

- Hear normal speaking level sounds (person-to-person)
- Hear faint voices
- Hear faint body sounds (blood pressures, lung sounds, heart sounds, placement of tubes)
- Hear in situations when not able to see mouth (when masks are being used)
- Hear alarms (monitors, fire alarms, code alarms, call light)

Visual:

- See information up to 24 inches away (monitors, computer screens, skin conditions)
- See objects up to 20 feet away (patient in room, students in class)
- Use depth perception
- Use of peripheral vision
- Distinguish color and color intensity (flushed, as colored, or pale skin, color of labels)

Textile:

- Feel vibrations (pulses)
- Detect temperature (temperature of skin, IV solutions, etc.)
- Feel differences in characteristics of skin (rash, turgor, etc.)
- Feel difference in sizes, shapes (palpate veins, body landmarks)
- Detect environmental temperatures

Smell:

- Detect odors (drainage, alcohol, smoke, gasses, etc.)

Environment:

- Tolerate strong soaps
- Tolerate strong odors
- Tolerate disturbing sounds (vomiting, diarrhea, coughing from trach)

Communication

Essential abilities:

Students must communicate effectively and sensitively with other students, faculty, staff, clients, and other professionals. This includes clear expression of personal ideas and feelings,

demonstration of bidirectional feedback, and sensitivity to persons with ideas and experiences that differ from their own.

Students must be able to comprehend and communicate information with accuracy in a timely manner. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and/or consultation in a timely manner.

Technical standards:

- Students must be able to communicate effectively in both oral and written modes.
- Students must be able to convey or exchange accurate information in a clear and efficient manner that permits the development of a health history, problem identification, explanation of alternative solutions, and provision of health education and directions during treatment and post-treatment.

Interpersonal Skills:

- Establish rapport with others
- Respect/value cultural differences
- Negotiate interpersonal conflict

Communication Skills:

- Teach others
- Influence people
- Direct/manage/delegate activities to others
- Speak in English
- Write in English
- Listen/comprehend spoken/written work
- Collaborate with others
- Manage information

Cognitive

Essential abilities:

Students must be able to measure, calculate, reason, analyze, integrate, synthesize and problem solve in the context of the level and the focus of their curricular program. Students must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical settings. Students must possess and demonstrate factual, conceptual, procedural and metacognitive knowledge. Students are expected to be able to access and seek consolation where appropriate, accept and apply constructive criticism by adopting appropriate modifications in their behavior.

Technical standards:

- Students must be able to read and comprehend extensive written material in a timely manner.
- Students must be able to learn to analyze, synthesize, solve problems, and reach diagnostic and therapeutic judgments.
Students' cognitive abilities must permit them to reach accurate diagnostic and therapeutic judgments.
- Students must be able to learn to respond with precise, quick, and appropriate action in emergency situations.

Students must be able to learn to respond with quick and appropriate action in emergency situations.

- Students are expected to be able to learn and perform routine laboratory tests and diagnostic and therapeutic procedures.

Students are expected to be able to accept constructive feedback and adopt appropriate modifications in their behavior.

Reading:

- Read and understand written documents (charts, orders, flow sheets, graphics)
- Read digital displays

Math:

- Comprehend and interpret graphic trends
- Calibrate equipment
- Convert to and from metric system, apothecaries' and American system (dosage calculations)
- Tell time
- Measure time (CPR, contractions)
- Count rates (drip rates, pulse)
- Read and interpret measurement tools (measure tapes and scales)
- Add, subtract, multiply, and divide
- Compute fractions and decimals (dosage calculations)
- Document numbers in records using computerized database
- Transfer knowledge from one situation to another
- Process and interpret information from multiple sources
- Analyze and interpret abstract and concrete data
- Evaluate outcomes
- Problem-solve
- Prioritize tasks
- Use long-term memory
- Use short-term memory
- Synthesize knowledge and skills
- Sequence information
- Independent decision making
- Adapt decisions based on new information
- Ask questions
- Gather relevant information
- Think through solutions and conclusions
- Consider alternative systems of thought
- Communicate effectively
- Admit when wrong or when they don't know the answer

Behavioral and Emotional

Essential abilities:

Students must possess the qualities, skills and experience necessary for effective and harmonious relationships in diverse academic, cultural and work/study environments. This includes

emotional health as required to exercise good judgment and fully utilize intellectual abilities. Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways. Students must understand that their values, attitudes, beliefs, emotional and experiences affect their perceptions and relationships with others, and use that knowledge in interpersonal communications. Students must be willing and able to examine and change their behavior when it interferes with productive individual or team relationships.

Technical standards:

- Students must be able to relate reasonably to patients and establish a sensitive, professional and effective relationship with patients.
Students must be able to create and maintain mature, sensitive and effective relationships with patients, other students, faculty, staff and other professionals under all circumstances, including highly stressful situations.
- Students must be able to complete all responsibilities attendant to the diagnosis and care of patients, families, populations. This includes the experience and effective expression of empathy for the situations and circumstances of others.
Students are expected to be able to communicate the results of the examination to the patient and to their colleagues with accuracy, clarity, and efficiency.
- Students are expected to possess the perseverance, diligence, and consistency to complete their respective program's curriculum and enter the health professions as a licensed and certified member of the interprofessional patient care team.
 - Establish professional relationships
 - Provide emotional support (patient and families)
 - Adapt to changing environments/stress
 - Deal with the unexpected (patient crash, death, etc.)
 - Focus attention on task
 - Cope with your own emotions
 - Multitask
 - Cope with strong emotions in others (family grieving, patient upset, etc.)

Professional Conduct

Essential abilities:

Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, respect, accountability and tolerance. Students are expected to possess the ability to work collaboratively with all members of an interprofessional health care team. Students must be able to reason and practice nursing in an ethical manner. Students must be willing to learn and abide by the professional standards of practice defined by the discipline.

Technical standards:

- Students must be able to engage in patient care delivery in all settings to patients with a variety of medical conditions; to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally challenged persons, medically compromised patients and vulnerable adults.

- Students are expected to be able to display good judgment, in addition, the student must be able to learn and demonstrate the ability to recognize limitations in their knowledge, skills and abilities and to seek appropriate assistance with their identified limitations.
- Students are expected to be able to display accurate judgment. This includes the ability to recognize limitations in their knowledge, skills, and abilities and to seek appropriate assistance as indicated.

TUITION AND FEES

Please note that tuition and fees are subject to change at the discretion of the college. Textbooks and other required study material or costs associated with practicum are not included in the tuition (see additional costs for program completion below.)

For students admitted prior to Fall 2023

Tuition 38 semester credits @ \$330.00 per credit	\$12,540.00
Term Registration (\$75.00 per semester, nonrefundable x4)	\$300.00
Graduation Fee (Charged in the last semester)	\$75.00
TOTAL TUITION and FEES	\$12,915.00

For students admitted during or after Fall 2023

Tuition 32 semester credits @ \$391.87 per credit	\$12,540.00
Term Registration (\$75.00 per semester, nonrefundable x4)	\$300.00
Graduation Fee (Charged in the last semester)	\$75.00
TOTAL TUITION and FEES	\$12,915.00

Additional Costs for Program Completion

The total costs to complete the program may include the costs of purchasing a laptop computer and access to the internet (estimated to be \$850.00) and required books and supplies (estimated to be \$225 per semester; \$900.00 total). These costs are not paid to the college but are the students responsibility to acquire for participation in the program.

Students must arrange for and comply with the requirements of the organizations where the direct and indirect practice experiences are completed. These requirements may include (but are not limited to) a criminal background check, active and unencumbered license verification, immunization records, and professional liability insurance. Students may incur additional costs to meet organizational requirements (ex. Drug screen, physical examination co-pay, etc.). These requirements must be met prior to registering for a course that includes a practicum experience. Students are encouraged to carry their own medical malpractice insurance while enrolled in

practicum courses.

Payment of Tuition and Fees

Tuition and fees for each course must be paid in full prior to the course start date.

Other Fees

A \$50.00 fee is charged for the returned/denied payment or insufficient funds. Graduates are provided an official transcript and a diploma at no cost at the time of graduation. Additional official transcripts may be requested for a fee of \$5.00 for electronic transcripts and \$15.00 for paper transcripts. There is a \$25.00 charge for a duplicate or replacement diploma.

Course Repeat

If a grade of less than 2.0 (C) is earned in a course, the student is required to repeat the course and pay the cost of current tuition. Students earning more than one course failure are dismissed from the program. Students dismissed for this reason may request permission from the Executive Dean of Nursing to reapply but must show clear and compelling evidence that demonstrates a change that will support success after readmission. A subsequent course failure after readmission will result in permanent dismissal from the program.

Financial Assistance

NOTE: Sura College is not an eligible institution for participation in the Federal Student Aid (FSA) programs and cannot process a request or assist with a deferment of a Title IV school loan repayment.

Presidential Scholarship (Last offered to students entering in Fall 2023)

The Presidential Scholarship covers the cost of tuition, fees, and books for the length of the program. Presidential Scholarship applicants must submit a short personal statement that identifies professional goals, and that explains passion and interest for becoming a nurse educator. Applicants also submit a resume that identifies degrees earned and practice experience as an RN. The admissions committee reviews all applications and makes a decision based on the likelihood of the applicant's success based on admission application and Presidential Scholarship application information.

STUDENT SERVICES

Office of the Registrar

The office of the Registrar supports faculty, staff, and students with services related to academic information and records. The services provided by the Registrar include:

- Management of student academic and attendance records
- Course registration and enrollment

- Maintenance of grades and transcripts
- Maintenance of the course catalog
- Processing transfer credit requests
- Issuing official and unofficial academic transcripts and conferral of degrees
- Consulting on academic policies and procedures, and student, faculty, and staff rights and responsibilities.

Academic Transcripts

Students may obtain an unofficial copy of their transcript at any time through the National Student Clearinghouse, by submitting a request in the Populi student portal, or by emailing Registrar@suracollege.com. Sura College retains academic transcripts in perpetuity.

Advisors

Each student is assigned an advisor from student services – this is the student’s personal point of contact for support and service issues from the date of enrollment through graduation. Students and their advisor stay in touch through e-mail, text, or phone calls, and the advisor is available to provide support in areas such as procedural questions, course selections and enrollment, graduation requirements, etc.

The advisor’s role is to encourage students and to ensure they achieve their academic goals. The advisor refers the student to the course faculty or Executive Dean of Nursing for issues related to the curriculum, assignments, or grades. Advisors also provide basic career services assistance to students and graduates.

Technology Support

Technical assistance for accessing course materials, posting assignments, and/or resetting course access is available to all students at no charge. Students may contact technical support by calling Sura College’s administrative office during posted office hours or emailing the Director of Support Services or course faculty at any time. Email responses occur within 24 hours on weekdays and within 48 hours on weekends, although response time is generally much faster on weekdays.

Tutoring

Students who need tutoring services should contact their advisor or course faculty for assistance and guidance.

Career Services

Advisors assist students and graduates in developing and improving job seeking skills. The services provided include review and editing of resumes, developing students’ job interviewing skills, and providing guidance on conducting a job search.

Sura College does not guarantee job placement to graduates upon program completion.

Library Services

Online library resources and services are provided through the Library and Information Resources Network (LIRN). Students have access to the online library databases through the Populi Learning Management System. The library contains multiple databases including information related to the course offerings. The databases include a variety of resources such as academic journals, magazines, newspapers, books, and multimedia. A librarian is available, by appointment, to assist students.

Student Identity Verification Policy

Students are subject to one or more of the following student identity verification methods when protected information is involved.

- **Government-Issued Photo Identification:** Students provide a government-issued photo identification prior to matriculation. A photo is loaded into the student information system so students can be identified visually during a video conference meeting.
- **Secure, Individual Login and Passcode:** Students are assigned a secure, individual username and password upon enrollment. These assigned identifiers are used to access the learning management system where students complete a submit coursework and access grade information and the Student Information System, where they register for courses, view unofficial transcripts, complete enrollment agreements, and update their contact information.
- **Student Identifiers:** Acceptable identifiers include full legal names as recorded at Sura College, date of birth, student identification number, or email address on record with the College.

Administrative or Academic Practices

Students are subject to identity verification, at the Colleges discretion, using personally identifiable information provided by the student upon application to the college. Students must provide two pieces of identifying information that can be verified by faculty or staff using information contained within the Student Information System prior to the discussion or release of protected information. Changes in academic performance or writing style are monitored and may prompt a request for identity verification to ensure academic integrity.

ACADEMIC INFORMATION

Instructional Model

The College's goal is to provide a high-quality educational experience to students and faculty through online learning using innovative techniques. The instructional model is as follows:

- Students' progress through the program within cohorts.
- All instruction is provided in English.
- The college is structured on 15-week semesters.
- Courses are completed in two 7 ½ week blocks of instruction each semester.

- Students are required to meet participation requirements weekly.
- The final course grade is submitted within one business day of the course end date.

Course Load

Full-time students must complete at least six (6) semester credits each semester. Students may enroll in up to 12 semester credits per semester. Academic loads greater than 12 semester credits require the prior approval of the Executive Dean of Nursing. Part-time students complete at least three (3) but less than six (6) credits per semester.

Enrollment Status

Full-time and part-time students are accepted for enrollment, although part-time options are not guaranteed and may require semesters in which enrollment is not offered. Students interested in a part-time plan of study must contact the Admissions office for more information.

Definition of a Semester Credit

Each didactic semester credit consists of one clock hour of in-class activities per week for the 15-week semester. Students are also expected to complete at least two clock hours of out of class activity per didactic semester credit per week for a 15-week semester.

For a 7 ½ week course, each didactic semester credit consists of two clock hours of in-class activities per week with four clock hours of out of class activity. Some students will need more and others may need less than the times indicated. Each practicum semester credit consists of three (3) clock hours per week for a 15-week semester, which equates to six (6) clock hours per semester credit per week in a 7 ½ week course.

Course Format and Access

Students access their courses through the Populi Learning Management System (LMS) located at www.suracollege.populiweb.com. This platform has a user-friendly interface. The LMS is used by students and faculty for all course work, attendance, and grading.

Online Participation

Instruction takes place in an asynchronous manner – this means students are not required to be logged into the system at any specific time of the day or week. Rather, students have the freedom to select the most convenient days and times to participate within a week, as long as they meet all weekly requirements and deadlines. The academic week begins at 12:01 am on Monday and ends at 11:59 pm on Sunday for Block A courses. The academic week begins at 12:01 am on Friday and ends at 11:59 pm on Thursday for Block B courses.

All student work must be submitted in the online classroom to the correct assignment location and faculty members assign individual assignment and course grades directly through the gradebook in the online classroom.

Semester GPA is the Grade Point Average calculated based on courses completed during a semester.

Cumulative GPA is the Grade Point Average calculated based on all completed courses counted towards the completion of the degree requirements at the College. It does not include grades assigned for transfer credits from other institutions.

Grade Scale

The following grading scale is used for all courses:

Letter Grade	Numerical Equivalent	Quality Points
A	94-100	4
A-	90-93	3.70
B+	87-89	3.30
B	84-86	3.00
B-	80-83	2.70
C+	77-79	2.30
C*	74-76	2.00
C-	70-73	1.70
D+	67-69	1.30
D	64-66	1.00
D-	60-63	0.70
F	0-59	0.00
I	Incomplete	N/A
WF	Withdraw Failing	0.00
WP	Withdraw Passing	N/A
R	Course has been Repeated	N/A
TC	Transfer Credit	N/A

*Minimum passing course grade. Courses earning a grade of less than 2.0 (C) must be repeated.

Withdrawal Passing (WP)

Students will receive a grade of WP if they officially withdraw from a course prior to the withdrawal deadline stated in the academic calendar and they are passing the course at the time of withdrawal. The course grade at the time of withdrawal is calculated based on all assignments due by that date. Assignments not submitted but due or past due receive a grade of 0. WP has no impact on GPA.

Withdrawal Passing grades are included in the student academic record and transcript, and as credits attempted for satisfactory academic process.

Withdrawal Failing (WF)

Students will receive a grade of WF if they officially withdraw from a course prior to the withdrawal deadline stated in the academic calendar and are not passing the course at the time of withdrawal. The course grade at the time of withdrawal is calculated based on all assignments due or past due by that date. Assignments not submitted receive a grade of 0. WF has the same impact on GPA as the letter grade F.

Withdrawal Failing grades are included in the student academic record and transcript, and as credits attempted for satisfactory academic progress.

Incomplete (I)

An Incomplete (I) grade is available when a student is unable to complete coursework by the end of the course end date due to extenuating circumstances* documented in the SIS by the faculty member or advisor.

Students may request a grade of I if they:

1. will not complete all requirements by the end of the course due to a documented extenuating circumstance.
2. have completed at least 6 weeks of a 7 ½ course.
3. have a passing grade at the time of the request.
4. and believe with additional time they could reasonably complete the outstanding requirements and earn a passing grade in the course.

The request is made by the student directly to the course faculty in writing and the decision to grant or deny the request is at the discretion of the faculty member: Granting an I must be approved by the Executive Dean of Nursing. If an I is granted, both the student and faculty member must agree on a timeline for completion of all outstanding course work that is documented in the students file. The faculty member will complete a Grade Change form and the I grade will be converted to the grade earned if all work is completed within no more than 14 calendar days from the end of the course. Failure to complete all work by the agreed deadline, that may not exceed 14 days from the end of the course, will result in conversion of the grade from I to F. The grade of I is not used to calculate GPA. The F grade will be used to calculate GPA. A grade of I does not preclude the need to meet prerequisite requirements prior to beginning a subsequent course.

*For purposes of this policy, an extenuating circumstance is a significant life event beyond an individual's control that has an extreme impact on their ability to meet expectations or fulfill

obligations. It can refer to events such as severe illness, emergent issues requiring immediate attention, natural disasters, or other unexpected, unmanageable, and critical events that negatively affect an individual. An extenuating circumstance is not the result of a lack of planning or time management, misunderstanding of course requirements or expectations, individual technology issues, miscommunication, over-commitment, or any other issue not related to a significant and severe life event. The final determination of whether an event constitutes an extenuating circumstance is made by program leadership and requires supporting documentation.

Repeated Course (R)

In the event a student earns a non-passing grade or a grade of WP, the student is required to repeat the course. Upon successful completion of the course, the original grade is replaced with R. An R is not calculated in the GPA but is included in the student academic record and transcript and counted toward satisfactory academic progress. Students must pay the cost of tuition for any course repeated.

Transfer Credits (TC)

Transfer credits (TC) are credits completed at another college and accepted at Sura College. Transfer credits are not used in calculating the grade point average.

Grade Appeal

Individual assignment grades may not be appealed and shall be handled between the student and the faculty member for the course with mediation by the Executive Dean of Nursing, as necessary.

A student may appeal a final course grade only if there is clear, compelling, and credible evidence of arbitrary grading (not using the assignment rubric) or unprofessional conduct by the faculty member (inconsistency in how grades are assigned from student to student). It is the student's responsibility to provide credible and compelling evidence that clearly demonstrates arbitrary or unprofessional conduct has occurred.

The following policies and procedures apply to grade appeals:

1. The student must submit clear, compelling, and credible evidence that the final course grade is the result of arbitrary or unprofessional conduct. The appeal must be in writing and must be submitted to the faculty member within two (2) calendar days of the final grade being posted. The faculty member will forward the appeal to the Advisor who will archive it in the student's academic file.
2. The faculty member immediately contacts the student by email who is responsible for responding by email within 24 hours. If a satisfactory solution cannot be reached by the faculty member and student with two (2) business days, or the faculty member does not agree that arbitrary and unprofessional conduct has occurred, the appeal is immediately forwarded to the Executive Dean of Nursing.
3. The Executive Dean of Nursing will review all related documentation provided by the

student and may consult with the student and/or faculty member. A decision based solely upon the evidence provided in the appeal will be made within two (2) business days, provided in writing to both the student and faculty member, and placed in the students' academic record. The decision is final and binding.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) ensures that students are making adequate progress toward completing the degree program and are evaluated no later than five days after the end of each semester based on each of the following three measurements.

1. **Grade Point Average.** Students must maintain a cumulative grade point average (CGPA) of at least a 3.0 on a 4.0 scale. A student that earned a CGPA of less than 3.0 at the end of the semester is placed on academic warning for the following semester. Students with the CGMA below 3.0 for two semesters (consecutive or not) are dismissed from the program. If a grade changed after SAP is determined that impacts CGPA (such as the removal of an Incomplete grade) then academic standing may be impacted.
2. **Maximum Time of Completion.** Students must complete the program in no more than 1 ½ times the program plan of study. For example, if the program plan of study is four semesters, the program must be completed in no more than six semesters. Students that exceed 1 ½ times the plan of study are dismissed from the program. All credit hours attempted that are within the plan of study are included in this calculation and include withdrawals, repeated courses, and incompletes.
3. **Rate of Progress.** Students must make steady progress toward program completion. Steady progress is defined as completing at least 67% of all attempted coursework. A student that does not maintain steady progress is placed on academic warning. If the student fails to meet the steady progress requirement in any future semester they are dismissed from the program. All credit hours attempted that are within the plan of study are included in this calculation and include withdrawals, repeated courses, and incompletes.

The Effect on SAP if a Student Changes Programs or is Re-Admitted to the Same Program

If a student is re-admitted to the College or changes the program of study, the credits and grades that are applicable to the student's current program of study will be included in the CGPA and in credits attempted for determining the student's satisfactory academic progress.

The Effect on SAP For Transfer Credits

Transfer credits do not impact the CGPA but are included in the calculation of the completion rate.

COLLEGE POLICIES

Academic Honesty

The College takes academic honesty very seriously. Students are expected to always submit original work, and sources of information must be appropriately credited whenever used. Works that require citation include, but are not limited to, hard copy or electronic publications (copyrighted or not), or communication (verbal or otherwise) originating from identifiable sources. Academic dishonesty occurs when students use words or ideas that are not their original work in assignments, citations are not included for all outside sources used when creating the work, work is recycled from another course taken by the same student (unless agreed with the faculty member in advance), documents, such as transcripts or diplomas are forged, cheating occurs on quizzes, tests, or exams, etc.

Preventing Plagiarism

Faculty members are encouraged to monitor for plagiarism in all classes. Both students and faculty members are encouraged to check assignments using plagiarism checker software. Instances of plagiarism are addressed immediately and faculty are mandated to report all instances of plagiarism, whether intentional or unintentional and whether minor or major, to the Executive Dean of Nursing.

Academic Honesty Procedure

Violations of academic honesty, whether intentional or unintentional, are addressed by course faculty and the College. When academic dishonesty in an assignment is suspected, the faculty member will address the issue directly with the student to determine how the issue occurred. After discussing the issue with the student, if it is determined that academic dishonesty has occurred, the faculty will recommend action to the Executive Dean of Nursing from the following options.

Level 1: No more than three occurrences in an assignment of incorrect citation, citing direct quotes without the use of quotation marks unless a large quote per APA guidelines, and/or paraphrasing less than 10% of an assignment without the use of citations.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days. Assignments will not be accepted for grading after 3 days. Failure to resubmit within 3 days results in a grade reduction of 10%

Level 2: More than three occurrences in an assignment of incorrect citation, citing direct quotes without the use of quotation marks unless a large quote per APA guidelines, and/or paraphrasing more than 10-50% of an assignment without the use of citations.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days, and 10% grade reduction. Assignments will not be accepted for grading after 3 days. Failure to resubmit within 3 days results in a grade reduction of 20%.

Level 3: Use of no more than three direct quotes without a citation and/or paraphrasing more than 50% of an assignment without the use of citations.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days, and 20% grade reduction. Assignments will not be accepted for grading after 3 days. Failure to resubmit within 3 days results in a grade reduction of 30%.

Level 4: A-Use of more than three direct quotes without a citation.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days, and 50% grade reduction. Assignments will not be accepted for grading after 3 days. Failure to resubmit within 3 days results in a grade of zero.

B-Cheating on any type of graded assignment.

Sanction = Grade of zero on the assignment.

Level 5: Repeat offenses that escalate to Level 5 using the following process.

Each recurrence of a violation of this policy results in one level grade higher sanction than would have occurred without previous violation(s). For example, a student receives a sanction for a Level 2 offense and then commits another Level 2 offense: A Level 3 sanction is assigned to the latest offense. A student receives a sanction for a Level 2 offense and then commits at Level 4 offense: A Level 5 sanction is assigned.

Sanction = Course failure

Level 6: Level 5 offense by a student that has received a Level 5 sanction in a previous course or that has repeated offenses in the same semester that elevate the current offense to a Level 6.

Sanction = Dismissal from the program.

The Executive Dean will check with advising to determine if the student has had previous violations, review the facts of the case, and accept the recommendation of the faculty member unless there is clear and compelling evidence to act differently. In that situation, the Executive Dean meets with the faculty and student and makes the determination of sanction, which is applied by the faculty member.

The Executive Dean will notify the Advisor, who will record the violation and sanction in the students' academic record. The student may appeal the decision to the Provost with two (2) business days. The Provost will review the appeal documentation, confer with the student,

faculty, and/or Executive Dean of Nursing as deemed necessary, and provide a written decision to the student, faculty, and Executive Dean within two (2) business days. The Provost's decision is final and binding.

ALL suspected academic dishonesty issues must be reported to the Executive Dean of Nursing by the faculty member. Not all reports will result in a determination that a violation occurred but must be investigated appropriately.

Add/Drop Policy

A student may add a course in the plan of study within the first three days of a Block. A student may drop a course without penalty and receive 100% tuition refund within the first seven (7) days of a Block. Courses dropped through this process will not be recorded on the student's academic transcript. Students should consider the impact of dropping a course on the total time to complete the program and are encouraged to confer with the Advisor prior to adding or dropping a course.

Administrative Withdrawal

A student withdrawal initiated by the College is called administrative withdrawal. The College may initiate administrative withdrawal at its discretion in cases when a student fails to complete the registration process or fails to attend or participate in class, fails satisfactory academic progress as required, or in cases of academic dishonest or code of conduct violations. Whenever administrative withdrawal is initiated by the College, a notification is sent to the student, who will then have the option to dispute this action through the Grievance Procedure. A grade of Withdraw Failing or Withdraw Passing is recorded on the student's transcript if the withdrawal happens after the first seven (7) days of the course.

Exit Survey

The College requests that an Exit Survey is completed by all graduates and by all students who have withdrawn from the College for any reason. The Exit Survey provides the College with valuable information on the students' experience and can provide insight into ways the College can improve its operations.

Attendance Policy

Students must be active in the course on at least two separate days each week to meet minimum attendance requirements. Attendance is automatically logged when students are actively engaged in the course lesson, completing a quiz/test/exam, and/or participating in a weekly learning activity such as a discussion or peer collaboration. Logging in to submit an assignment does not meet the attendance requirements. Failure to meet the attendance requirements for two academic weeks (consecutive or not) will result in withdrawal with a grade of WF. Students with extreme extenuating circumstances may request a one-time exception by submitting a written request with evidence to support the extreme extenuating circumstances to the Executive Dean of Nursing.

Late Assignment Policy

All required or graded assignments must be submitted by the due date and time. Submission after the due date and time results in a 10% reduction in the total points possible for each day the assignment is late up to a maximum of three days. Assignments more than three days late will incur a grade of zero.

A request for extension of an assignment deadline will be considered by course faculty when requested before the assignment is due, if no prior extensions have been granted in the course, and extenuating circumstances are involved. Faculty may grant a deadline extension of no more than three days without written approval from the Executive Dean of Nursing. Extenuating circumstances include, but are not limited to, severe illness, death in a family, or other extreme and uncontrollable issues. Internet and computer issues are not considered extenuating circumstances.

Course faculty are not required to grant requests for extension of an assignment deadline and will make the decision based on the merit of the request and student performance in the course. More than one extension request may only be granted upon approval of the course faculty and the Executive Dean of Nursing.

Cancellation and Refund Policies

The policy as stated below is as lenient, or more lenient, as required by the State of Arizona Licensing Authority to comply with R4-39-404.

If for any reason an applicant is not accepted by the College, the applicant is entitled to a refund of all monies paid.

Five-Day Cancellation: An applicant who provides written notice of cancellation within five days of signing an enrollment agreement is entitled to a refund of all monies paid.

Other Cancellations: An applicant requesting cancellation more than five days after signing an enrollment agreement and making an initial payment, but prior to entering the College, is entitled to a refund of all monies paid, less administrative fees (not to exceed \$200.00)

Upon cancellation, a student whose costs for education are paid in full, but not eligible for a refund, is entitled to receive all materials including kits and equipment. If promissory notes or enrollment agreements are sold to third parties, the college ensures that it and any third parties comply with the cancellation and refund policies as stated on the student's enrollment agreement.

Refunds resulting from a cancellation will be issued within 30 days of the notice of cancellation.

Refund after the commencement of classes:

1. Procedure for withdrawal/withdrawal date:

A. A student choosing to withdraw from a course after the drop date posted on the

- academic calendar must submit a Withdrawal Form to the Registrar at Registrar@suracollege.com. The official withdrawal date is indicated on the form.
- B. For a student who is on authorized Leave of Absence (LOA), the withdraw date is the date the student was scheduled to return from the LOA and failed to do so.
 - C. A student will be withdrawn when they not participated in any class for more than two full academic weeks.
2. Tuition charges/refunds:
- A. Before the first day of the course, the student is entitled to a refund of 100% of the tuition.
 - B. After a course begins, the tuition charges for the semester to be refunded shall be determined as follows:

Percent of 7 ½ Week Course Elapsed:	Tuition Refund Amount:
Within the first week	100%
During the 2 nd week	75%
During the 3 rd week	65%
During the 4 th week	50%
During or after the 5 th week	No refund

Refund Example: A student enrolls in the Master of Science in Nursing, Nurse Educator program. The cost per credit hour stated on the enrollment agreement is \$391.87 over 7 1/2 weeks. If the student withdraws during the 4th week, 50% of the tuition charged for the course would be refunded.

Tuition charged for 6 credits during a 7 1/2 week course (6 x \$391.87)	\$2351.22
50% Refund of tuition based on last day attended in week 4 (\$2,351.22×50%)	- \$1485.00
Refund issued to student	\$1175.61

- C. Refunds will be issues within 30 days of the date of student notification, or date of school determination, or in the case of a student not returning from an authorized Leave of Absence (LOA), within 30 days of the date the student was scheduled to return from the LOA and did not return.

If promissory notes or enrollment agreements are sold to third parties, the college ensures that third parties comply with the cancellation and refund policies as stated.

Other fees and Charges

Book fees are paid directly to outside vendors, chosen by each student, and book refund fees are

subject to the book vendor policies and agreements with the student. The College is not responsible for refunding book fees.

Student Code of Conduct

Students are required to act in a professional and courteous manner at all times. Engaging in any of the following can lead to disciplinary actions, determined by the Provost in conjunction with the Academic Council, up to and including dismissal from the College:

1. Insubordination to faculty or administration including using abusive, foul, or threatening language toward students, faculty, or administration.
2. Inappropriate use of public communication, including social media.
3. Engaging in harassment or bullying of any form whether verbal, written, or physical.
4. Conduct contrary to the best interests of the College.
5. Use, possession, sale, transfer, or being under the influence of illegal drugs or alcohol when representing the College.
6. Breach of confidentiality or privacy whether intentional or inadvertent.
7. Actions or behaviors inconsistent with the Code of Ethics for Nurses published by the American Nurses Association.

The above list is not inclusive. Other unprofessional or inappropriate behaviors or actions may result in disciplinary action, up to and including dismissal from the College.

Copyright Policy

The College prohibits any employee or student from violating copyright laws.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes as infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed as not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed, A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Section 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>

Course Repeat Policy

Students may repeat a course once. The cost of repeating a course is the cost per credit multiplied by the number of credits in the course. When a student repeats a course, the first grade recorded will be replaced with an R to note that the course was repeated. Only the last grade earned and associated semester credits will be used in calculating the cumulative GPA. Semester credit is earned only once for each course in the program. The College does not guarantee that all courses will be offered each semester and there could be a gap between withdrawing from or failing a course and the course being offered again.

Credit Transfer Policy

Students may transfer up to six (6) semester credits from comparable coursework completed at an institution accredited by an agency recognized by the U.S. Department of Education. Requests for transfer credit are evaluated based on their individual merit by the Registrar with consultation by the Executive Dean of Nursing. Only coursework that earned a minimum GPA of 3.0 (B) will be considered for transfer. Students are responsible for providing all information necessary for the validation of transfer credits. For example, an official transcript, the academic catalog, and/or the course syllabus from the institution which awarded the credit. There is no fee charged for the evaluation of transfer credit(s). Courses for which transfer credits have been accepted will reflect TC on the students' academic transcript. Transfer credits are not used to calculate the students grade point average at Sura College.

The College does not offer experiential learning credit.

Email Communication

Sura College provides Microsoft365 email and software for all faculty and students.

Faculty and students are required to use the official Sura College email account: Personal emails are prohibited and faculty are prohibited from responding to students' personal email accounts to maintain FERPA requirements.

Grievance Policy

Sura College is dedicated to preventing retaliation toward students who pursue their rights involving discrimination, harassment, violation of a college policy, or other concerns. The grievance policy may only be accessed after exhausting any appeal process that addresses the student's concern. A grievance will not reverse grade decisions made through the appeal process and instead will focus on the policy related to grade appeal.

Students must use the following procedure to file a grievance.

1. Students are encouraged to first attempt to address the issue with the responsible party in writing. A copy of the communication shall be preserved in the student's academic file.
2. If a satisfactory solution cannot be found, the student may submit a Grievance to the Office of the Provost or his/her designee with five (5) business days of the alleged

incident. A Grievance form is available upon request from the Office of the Provost. Grievances may not be filed verbally.

3. The Provost shall review the written grievance and may meet with the student and others named in the grievance. A written decision will be provided to the student within five (5) business days. A copy of the decision is archived in the students' academic record.
4. The student may appeal the decision in writing to the President within three (3) days of receiving the Provost's decision, and a final written decision will be made by the President within three (3) days of the receipt of the appeal.

NOTE: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details. The State board address is 1740 West Adams Street Suite 3008, Phoenix, AZ 85007, Phone #602-542-5709, website address: www.azppse.gov.

Non-Harassment or Non-Discrimination Policy

Sura College does not tolerate harassment or discrimination based on sex, race, color, religion, national origin, age, disability, gender identity, gender expression, or sexual orientation. All accusations are taken very seriously and should report the incident to Compliance@Suracollege.com.

Conduct on the part of faculty, staff, or students, which violates this policy includes but is not limited to:

- Unwelcome or unwanted sexual advances or requests for sexual favors, or insinuations that a grade of other academic achievement is dependent upon the granting of sexual favors.
- Unwelcome physical contact, including patting, pinching, hugging, kissing, fondling, etc.
- Offensive conduct, verbal or written, including sexually explicit jokes, comments, innuendo, or other tasteless actions that would offend a reasonable sensitive person.
- The display of sexually offensive pictures, posters, illustrations, or objects.
- Slurs, jokes, or ridicule based on race, ethnic or national origin, religion, gender, or disability.

Individuals who have questions or who experience harassment should immediately report the offence to the College Compliance Officer at Compliance@SuraCollege.com.

Conduct Policy

The College will communicate directly with students whose conduct was deemed to warrant disciplinary action. Students may respond to the allegations by following the procedures listed under the Grievance Policy.

Leave of Absence Policy

A student may request a Leave of Absence (LOA), whenever it is necessary to take an academic

leave due to mitigating circumstances in the student's life. Mitigating circumstances may include poor health, family crisis, or other significant occurrences outside the control of the student.

Any time students are not in regular attendance, they jeopardize the quality of their education. Therefore, leaves of absence are not encouraged. Students may, however, be granted a leave of absence, the length of which may not be more than one complete semester. If a student requests an LOA during a semester the remaining time in the current semester is additional to the following complete semester included in the LOA. Students can receive multiple LOAs during the program, however, combined LOAs may not exceed one semester in a 12-month period.

Beginning an LOA after a semester begins has no impact on the grading or other academic policies within that semester.

A leave of absence will extend the time needed to complete a program, lead to an extension of a student's graduation date, or may create inappropriate sequencing of classes. The leave of absence may affect a student's satisfactory academic progress if the leave results in the student receiving grade(s) of WP or WF.

Time for an approved LOA will not be included in the calculation of a student's maximum program length when calculating Satisfactory Academic Progress.

A leave of absence involves no additional charge to the student. All leaves must be requested by the student in writing. A form is available from the Registrar's office.

Maintenance and Confidentiality of Student Records

The College strictly observes the Family Educational Rights and Privacy Act (FERPA) - a federal law, which protects the privacy of student education records, establishes the right of students to inspect and review their education records, and provides guidelines for the correction of inaccurate and misleading information.

Financial and administrative records are maintained for a minimum of seven years. All student records are maintained for at least seven years from the date the student exits the school. Student records shall include at least the following:

- Transcripts.
- Degree audit reports.
- Schedules of class.
- Class roles.
- Academic history reports.
- Grade rolls.
- A copy of the enrollment agreement and financial ledger.
- Student name.
- Permanent or other address at which the student may be reached.
- Records relating to financial payments and refunds.

- Record of attendance as determined by the school.
- Date of completion or termination of education and the reason(s) as determined by the school.
- Record of any student grievance and subsequent resolution.
- Copies of correspondence or other records relating to recruitment, enrollment, and placement of the student.

Examples of education records, to be retained in perpetuity, are: Transcripts, Degree Audit Reports, Schedules of Class, Class Rolls, Academic History Reports, Grade Rolls, etc. The following items are NOT education records, as defined by FERPA: sole possession records (records kept in the sole possession of the maker, used as a personal memory aid, and not revealed to others), law enforcement records, employment records, medical records, post-attendance records, psychological or mental health records.

As allowed by FERPA, disclosure of student records without consent is acceptable when disclosure is made to college officials of this college or other universities where the student seeks enrollment. Such officials must have legitimate educational interest – which is a need to review education records to fulfill professional responsibility.

Also as allowed by FERPA, Directory Information may be disclosed without consent UNLESS the student has invoked his/her FERPA right to limit disclosure of that information. Directory information includes name, address, email address, telephone number, previous educational institutions attended, major and concentration, degree and awards, dates of attendance, participation in school activities and sports, weight, and height.

Students who wish to inspect their education record can do so by submitting a request to the Academic Affairs office in writing – all requests will be honored within fifteen business days of request.

As required by FERPA, students can limit disclosure of personally identifiable information contained in their education records or in the school Directory. To invoke their FERPA rights to limit disclosure, students should submit a request to Academic Affairs in writing – all requests will be honored within fifteen business days of request.

Students who feel that Sura College has failed to comply with the requirements of FERPA have the right to file a complaint with the US department of Education.

Americans with Disabilities Act

Sura College complies with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities.

Reasonable accommodation is granted to qualified students under these regulations. To qualify, generally, students must demonstrate that the disability:

- Is based on documented individual needs

- Does not compromise essential requirements of a course or program
- Does not impose unusual or unreasonable financial or administrative burdens on Sura College

A course or program offered at Sura College should not be required to undergo modification to accommodate an individual with a disability.

When you become aware of a disability or accessibility concern, we encourage you to contact the Compliance Officer at Compliance@Suracollege.com to discuss accommodations for which you may be qualified. Reasonable accommodation is established through an interactive process between the student and the Compliance Officer.

Note that accommodations are not retroactive and that disability accommodations are not provided until acceptable documentation of a disability and its impact is received, and an accommodation letter has been processed. If you are unsure whether your condition qualifies as a disability or accessibility concern, please contact the Compliance Officer for determination.

Students are responsible for providing the Accommodation Letter to faculty in each course that they wish to receive approved accommodations. Accommodations are not retroactive within a course, so students are encouraged to provide the letter to faculty at the beginning of each course.

Students are responsible for informing Sura College of a disability and submitting required documentation prior to starting any activity at the college for which accommodation is sought.

The following procedure must be followed by students who want to request accommodation for a disability.

1. Student submits a written request to the Compliance Officer outlining the disability. All supporting required documentation must be provided by the student and at the student's expense. The Compliance Officer will determine what supporting documentation is required in order to process the accommodation request.
2. The Compliance Officer will determine the reasonable accommodation and provide the student with an Accommodation Letter 15 days of receipt of the request and all required documentation necessary to make a decision about the request.
3. Faculty will provide the accommodation(s) outlines in the Accommodation Letter after the student provides the letter. Faculty will not discuss the need or reason for the accommodation with the student and will not disclose the accommodation to anyone other than the student.

Acceptable Documentation

For learning disability accommodations:

Documentation should be no older than 5 years and should be dated from a time that does not precede the student's 18th birthday.

For mental disability accommodations:

Documentation should be clinical in nature and should be dated within the last six months.

For physical disability accommodations:

Documentation should indicate if the disability is of a permanent or temporary nature and recent medical documentation (within 6 months of request) may be required to support the request for temporary physical disability accommodation.

All medical documentation should include medical diagnosis, detailed description, as well as interpretation of the condition, the students' limitations, and recommended accommodation. Medical documentation must be signed by a qualified and licensed professional appropriately based on the accommodation requested.

Students whose accommodation requests are denied have the right to appeal within fifteen business days of being informed in writing. The appeal must be sent to the President of Sura College at the following email address: hrahman@suracollege.com.

COURSE DESCRIPTIONS

Course Name: Student Orientation

Course Number: NUR001

Didactic Credit Hours: 0

Practicum Credit Hours: 0

Prerequisites: None

Corequisites: None

Course Description: New Student Orientation provides knowledge all students need to be successful at Sura College and should be completed prior to beginning the first semester. This is a non-credit, pass/fail course that is highly encouraged but not required.

Course Name: Role Transition RN to MSN

Course Number: NUR505

Didactic Credit Hours: 2

Practicum Credit Hours: 0

Prerequisites: None

Corequisites: None

Course Description: This course focuses on the key roles in both direct and indirect care settings as identified by the American Association of Colleges of Nursing (AACN). Other topics include: Overview of capstone project and synthesis of the courses into the project, nursing history, nursing process, nursing theory selection, nursing research ethics, clinical ethics, and understanding and application of the AACN essentials as it applies to the MSN graduate as an agent of change.

Course Name: Biostatistics

Course Number: NUR510

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: None

Corequisites: None

Course Description: This course covers basic concepts in biostatistics. The term biostatistics and how it is applied in healthcare is examined. Various research methodologies and data collection procedures are analyzed. The meaning of specific biostatistical tests, how to detect patterns in data, and how to judge the validity and reliability of data are explored. The generation of research questions using biostatistics to answer the questions is evaluated. Specific clinical applications of biostatistics related to advanced nursing practice are examined.

Course Name: Advanced Pathophysiology

Course Number: NUR511

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: None

Corequisites: None

Course Description: This course builds on knowledge of pathophysiology obtained at the baccalaureate level and focuses on the pathological conditions encountered in clinical practice across the lifespan. Emphasis is placed on regulatory and compensatory mechanisms as they relate to common diseases. Genetics and cultural influences and effects of aging will be addressed.

Course Name: Advanced Pathophysiology, Pharmacology, and Health Assessment for the Nurse Educator

Course Number: NUR512

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR529

Corequisites: None

Course Description: Builds on undergraduate level knowledge, skills, and abilities related to pathophysiology, pharmacology, and health assessment to advance the specialty practice of the Nurse Educator.

Course Name: Theoretical Foundations for Advanced Nursing Practice

Course Number: NUR529

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: None

Corequisites: None

Course Description: This course explores nursing as science and art. Students will analyze theories and propositions from nursing and other disciplines as a foundation to understanding

research, practice, and scholarship in nursing. Explore a variety of theories from nursing, with emphasis on middle range theories and concepts. Application, testing, and use of theories to provide quality healthcare in nursing practice and the healthcare delivery system will be discussed.

Course Name: Advanced Practice Health Assessment and Clinical Decision Making Across the Lifespan

Course Number: NUR532

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR510, NUR511, NUR529

Corequisites: None

Course Description: This course prepares the advanced practice nursing graduate student with theoretical and clinical foundation essential to perform a comprehensive history and physical on clients of all ages, developmental states, and diverse cultural backgrounds. Emphasis will be placed on implementation of assessment procedures and interpretation of findings to support differential diagnoses and problem identification. The problem-oriented system of organizing and recording data is applied.

Course Name: Advanced Pharmacology

Course Number: NUR535

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR510, NUR511, NUR529

Corequisites: None

Course Description: This course focuses on clinical decision-making in the pharmacological management of common conditions across the lifespan. Indications, adverse reactions, contraindications, dosage considerations, and administrative routes are reviewed. Client considerations including culture, genetics, economics, education, and monitoring of drug as well as strategies for identifying current practices and guidelines are explored.

Course Name: Translating Evidence into Practice

Course Number: NUR536

Didactic Credit Hours: 3

Practicum Credit Hours: 2

Prerequisites: NUR505, NUR512, NUR529

Corequisites: None

Course Description: This course focuses on analyzing methods for finding and critically appraising evidence to be translated into practice to inform nursing practice, policy, education, and delivery system change. Topics covered include evaluating sources and levels of evidence, strength of evidence, translation and quality improvement and safety models, appropriate data analysis, and issues in implementing evidence into practice.

Course Name: Advanced Foundations of Nursing Education

Course Number: NUR541

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR 505, NUR529, NUR536

Corequisites: None

Course Description: This course focuses on the development of the nurse educator in multiple settings. Introduces major theoretical perspectives on learning and how to guide educational policies and practices to foster learning. Includes theoretical basis for teaching and learning, the adult learner, learning theories, andragogy and linking theory to practice. Explores the role of the nurse educator in patient education, clinical, and academic settings.

Course Name: Curriculum Planning and Development

Course Number: NUR553

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR512, NUR529, NUR536, NUR541, NUR688

Corequisites: None

Course Description: This course focuses on evidence-based curriculum design and the instructional process. Faculty roles in higher education and healthcare organizations and issues in nursing education are explored. Development of a curriculum plan or an in-service is required.

Course Name: Innovative Design Methods for Distance Education

Course Number: NUR563

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR512, NUR529, NUR536, NUR541, NUR688

Corequisites: None

Course Description: This course is an introduction to design methods for distance education in academic, healthcare, and community settings. Building upon educational theory and teaching and learning theory the course explores various educational technologies and design issues to deliver distance education and address evidence-based delivery techniques.

Course Name: Curriculum Evaluation

Course Number: NUR566

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR512, NUR529, NUR536, NUR541, NUR553, NUR563, NUR688

Corequisites: None

Course Description: This course provides a broad perspective on evaluation for program improvement. Various evaluation models are discussed. Standards for accreditation and approval by professional nursing and state regulators are examined. Relationship between allocation of resources and opportunity for innovation are explored.

Course Name: Health Policy and Finance

Course Number: NUR688

Didactic Credit Hours: 3

Practicum Credit Hours: 0

Prerequisites: NUR505, NUR512, NUR529

Corequisites: None

Course Description: An introduction to health policy with a focus on health policy development, analysis, and implementation. The impact of health policies on the delivery of health care and nursing services and the relationship of policies to financing of health care are explored. Concepts of financing of healthcare including Medicare and Medicaid, private insurance, and the Affordable Care Act are introduced. Financial language and basic concepts of cost, budgeting, and reimbursement are discussed. Global, national, state, and local systems of health care financing are compared.

Course Name: Nurse Educator Practicum

Course Number: NUR698

Didactic Credit Hours: 0

Practicum Credit Hours: 3

Prerequisites: NUR505, NUR512, NUR529, NUR536, NUR541, NUR553, NUR563, NUR566, NUR688

Corequisites: None

Course Description: Completion of 135 precepted practicum hours in approved settings that include 1) a nursing education practice site that requires demonstration of knowledge, skills, and abilities appropriate to the Nurse Educator role and 2) a direct patient care practice site that requires demonstration of advanced knowledge, skills, and abilities relevant to the Nurse Educator role.

Course Name: Nursing Education Capstone

Course Number: NUR699

Didactic Credit Hours: 1

Practicum Credit Hours: 2

Prerequisites: NUR505, NUR512, NUR529, NUR536, NUR541, NUR553, NUR563, NUR566, NUR688, NUR698

Corequisites: None

Course Description: This course focuses on the culmination and application of theory in curriculum design, implementation, and program evaluation. Building upon foundational educational theory and teaching and learning strategies, a capstone project is fully implemented, evaluated, and disseminated.

Academic Calendar

**The College is closed during times highlighted in blue. Courses remain open for students.
Faculty & staff are unavailable.**

2023	
Fall 2023 Semester-Block A	
Block A Begins	August 28, 2023
Last Day to Add a Course	August 30, 2023 (Day 3 of Block)
Labor Day Holiday	September 04, 2023
Last Day to Drop a Course	September 05, 2023 (Day 7 of Block)
Last Day to Withdraw from a Course	September 24, 2023 (Sunday of Week 4 of Block)
Block A Ends	October 18, 2023
Deadline for Faculty to Post Block A Grades	October 19, 2023
Fall 2023 Semester-Block B	
Block B Begins	October 20, 2023
Last Day to Add a Course	October 22, 2023 (Day 3 of Block)
Last Day to Drop a Course	October 26, 2023 (Day 7 of Block)
Last Day to Withdraw from a Course	November 17, 2023 (Thursday of Week 4 of Block)
Thanksgiving Holiday	November 23-26, 2023
Block B Ends	December 10, 2023
Deadline for Faculty to Post Block B Grades	December 11, 2023
Faculty Retreat	December 12-15, 2023
Winter Break	December 16, 2023 to January 01, 2024

2024	
Spring 2024 Semester-Block A	
Block Begins	January 02, 2024
Last Day to Add a Course	January 04, 2024 (Day 3 of Block)
Last Day to Drop a Course	January 07, 2024 (Day 7 of Block)
Martin Luther King, Jr. Holiday	January 15, 2024
Last Day to Withdraw from a Course	January 28, 2024 (Sunday of Week 4 of Block)
President's Day	February 19, 2024
Block Ends	February 21, 2024
Deadline for Faculty to Post Block A Grades	February 22, 2024
Spring 2024 Semester-Block B	
Block Begins	February 23, 2024
Last Day to Add a Course	February 25, 2024 (Day 3 of Block)
Last Day to Drop a Course	February 29, 2024 (Day 7 of Block)
Last Day to Withdraw from a Course	March 21, 2024 (Thursday of Week 4 of Block)
Block Ends	April 14, 2024
Deadline for Faculty to Post Block C Grades	April 15, 2024
Faculty Retreat	April 16-19, 2024
Spring Break	April 20-28, 2024
Summer 2024 Semester-Block A	
Block Begins	April 29, 2024
Last Day to Add a Course	May 01, 2024 (Day 3 of Block)
Last Day to Drop a Course	May 05, 2024 (Day 7 of Block)
Memorial Day	May 27, 2024
Last Day to Withdraw from a Course	July 18, 2024 (Sunday of Week 4 of Block)
Block Ends	June 19, 2024
Deadline for Faculty to Post Block A Grades	July 18, 2024
Summer 2024 Semester-Block B	
Block Begins	June 21, 2024
Last Day to Add a Course	June 23, 2024 (Day 3 of Block)
Last Day to Drop a Course	June 09, 2024 (Day 7 of Block)
Juneteenth	June 19, 2024
Last Day to Withdraw from a Course	June 23, 2024 (Thursday of Week 4 of Block)
Independence Day	July 04, 2024
Block Ends	August 11, 2024
Deadline for Faculty to Post Fall 23 Block C Grades	August 12, 2024
Faculty Retreat	August 13-16, 2024
Fall Break	August 17-25, 2024
Fall 2024 Semester-Block A	
Block Begins	August 26, 2024

Last Day to Add a Course	August 28, 2024 (Day 3 of Block)
Last Day to Drop a Course	September 01, 2024 (Day 7 of Block)
Labor Day	September 02, 2024
Last Day to Withdraw from a Course	September 22, 2024 (Sunday of Week 4 of Block)
Block Ends	October 16, 2024
Deadline for Faculty to Post Block A Grades	October 17, 2024
Fall 2024 Semester-Block B	
Block Begins	October 18, 2024
Last Day to Add a Course	October 20, 2024 (Day 3 of Block)
Last Day to Drop a Course	October 24, 2024 (Day 7 of Block)
Last Day to Withdraw from a Course	November 14, 2024 (Thursday of Week 4 of Block)
Thanksgiving Holiday	November 28 to December 01, 2024
Block Ends	December 08, 2024
Deadline for Faculty to Post Fall 23 Block C Grades	December 09, 2024
Faculty Retreat	December 10-13, 2024
Winter Break	December 14, 2024 to January 06, 2025

2025	
Spring 2025 Semester-Block A	
Block Begins	January 06, 2025
Last Day to Add a Course	January 08, 2025 (Day 3 of Block)
Last Day to Drop a Course	January 12, 2025 (Day 7 of Block)
Martin Luther King, Jr. Holiday	January 20 2025
Last Day to Withdraw from a Course	February 02, 2025 (Sunday of Week 4 of Block)
President's Day	February 17, 2025
Block Ends	February 26, 2025
Deadline for Faculty to Post Block A Grades	February 27, 2025
Spring 2025 Semester-Block B	
Block Begins	February 28, 2025
Last Day to Add a Course	March 02, 2025 (Day 3 of Block)
Last Day to Drop a Course	March 06, 2025 (Day 7 of Block)
Last Day to Withdraw from a Course	March 27, 2025 (Thursday of Week 4 of Block)
Block Ends	April 20, 2025
Deadline for Faculty to Post Block B Grades	April 21, 2025
Faculty Retreat	April 22-25, 2025
Spring Break	April 26-May 04, 2025
Summer 2025 Semester-Block A	
Block Begins	May 05, 2025
Last Day to Add a Course	May 07, 2025 (Day 3 of Block)
Last Day to Drop a Course	May 11, 2025 (Day 7 of Block)
Memorial Day	May 26, 2025
Last Day to Withdraw from a Course	June 01, 2025 (Sunday of Week 4 of Block)
Block Ends	June 25, 2025
Deadline for Faculty to Post Block A Grades	June 26, 2025
Summer 2025 Semester-Block B	
Block Begins	June 27, 2025
Last Day to Add a Course	July 03, 2025 (Day 3 of Block)
Last Day to Drop a Course	June 15, 2025 (Day 7 of Block)
Juneteenth	June 19, 2025
Independence Day	July 04, 2025
Last Day to Withdraw from a Course	July 24, 2025 (Thursday of Week 4 of Block)
Block Ends	August 17, 2025
Deadline for Faculty to Post Fall 23 Block C Grades	August 18, 2025
Faculty Retreat	August 19-22, 2025
Fall Break	August 23-31, 2025
Fall 2025 Semester-Block A	
Labor Day	September 01, 2025

Block Begins	September 02, 2025
Last Day to Add a Course	September 04 (Day 3 of Block, adjusted for holiday)
Last Day to Drop a Course	September 07, 2025 (Day 7 of Block, adjusted for holiday)
Last Day to Withdraw from a Course	September 28, 2025 (Sunday of Week 4 of Block)
Block Ends	October 22, 2025
Deadline for Faculty to Post Block A Grades	October 23, 2025
Fall 2025 Semester-Block B	
Block Begins	October 24, 2025
Last Day to Add a Course	October 26, 2025 (Day 3 of Block)
Last Day to Drop a Course	November 06, 2025 (Day 7 of Block)
Thanksgiving Holiday	November 27-30, 2025
Last Day to Withdraw from a Course	October 26, 2025 (Thursday of Week 4 of Block)
Block Ends	December 14, 2025
Deadline for Faculty to Post Fall 23 Block C Grades	December 15, 2025
Faculty Retreat	December 16-19, 2025
Winter Break	December 20, 2025 to January 04, 2026

2026	
Spring 2026 Semester-Block A	
Block Begins	January 05, 2026
Last Day to Add a Course	January 07, 2026 (Day 3 of Block)
Last Day to Drop a Course	January 11, 2026 (Day 7 of Block)
Martin Luther King, Jr. Holiday	January 20 2026
Last Day to Withdraw from a Course	February 01, 2026 (Sunday of Week 4 of Block)
President's Day	February 19, 2026
Block Ends	February 25, 2026
Deadline for Faculty to Post Block A Grades	February 26, 2026
Spring 2026 Semester-Block B	
Block Begins	February 27, 2026
Last Day to Add a Course	March 01, 2026 (Day 3 of Block)
Last Day to Drop a Course	March 05, 2026 (Day 7 of Block)
Last Day to Withdraw from a Course	March 26, 2026 (Thursday of Week 4 of Block)
Block Ends	April 19, 2026
Deadline for Faculty to Post Block C Grades	April 20, 2026
Faculty Retreat	April 21-24, 2026
Spring Break	April 25-May 03, 2026
Summer 2026 Semester-Block A	
Block Begins	May 04, 2026
Last Day to Add a Course	May 06, 2026 (Day 3 of Block)
Last Day to Drop a Course	May 10, 2026 (Day 7 of Block)
Memorial Day	May 25, 2026
Last Day to Withdraw from a Course	May 31, 2026 (Sunday of Week 4 of Block)
Block Ends	June 24, 2026
Deadline for Faculty to Post Block A Grades	June 25, 2026
Summer 2026 Semester-Block B	
Block Begins	June 26, 2026
Last Day to Add a Course	June 28, 2026 (Day 3 of Block)
Last Day to Drop a Course	July 02, 2026 (Day 7 of Block)
Juneteenth	June 19, 2026
Last Day to Withdraw from a Course	June 28, 2026 (Thursday of Week 4 of Block)
Independence Day	July 04, 2026
Block Ends	August 16, 2026
Deadline for Faculty to Post Fall 23 Block C Grades	August 17, 2026
Faculty Retreat	August 18-21, 2026
Fall Break	August 22-30, 2026
Fall 2026 Semester-Block A	
Block Begins	August 31, 2026

Last Day to Add a Course	September 02, 2026 (Day 3 of Block)
Last Day to Drop a Course	September 06, 2026 (Day 7 of Block)
Labor Day	September 07, 2026
Last Day to Withdraw from a Course	September 27, 2026 (Sunday of Week 4 of Block)
Block Ends	October 21, 2026
Deadline for Faculty to Post Block A Grades	October 22, 2026
Fall 2026 Semester-Block B	
Block Begins	October 23, 2026
Last Day to Add a Course	October 25, 2026 (Day 3 of Block)
Last Day to Drop a Course	October 29, 2026 (Day 7 of Block)
Last Day to Withdraw from a Course	November 19, 2026 (Thursday of Week 4 of Block)
Thanksgiving Holiday	November 26-29, 2026
Block Ends	December 13, 2026
Deadline for Faculty to Post Fall 23 Block C Grades	December 14, 2026
Faculty Retreat	December 15-18, 2026
Winter Break	December 19, 2026 to January 03, 2027

College Directory

Administration & Staff

President: Habeeb Rahman, MD

Executive Assistant to the President & Bursar: Karen Bugno,

Provost: Douglas M. Turner, PhD, DNP, RN, CNE, NE-BC, NEA-BC

Executive Dean of Nursing: Janice Unruh Davidson, PhD, DrPH(c), DNP, RN-BC, FNP-BC, NEA-BC, CNE, ANEF, FAANP, FNAP

Director of Support Services: Robert Turner, M.Ed.

Support Specialist: Lindsay Mouradian, AA

Faculty

Dr. Janice Unruh Davidson

PhD, Nursing Theory Development/Research: Texas Woman's University

DrPH(c), Public Health: Walden University

DNP, Advanced Practice Leadership: Chamberlain University

MN, Nursing Education with a minor in Family Health: Wichita State University.

Dr. Meenu Joshi

MD, Internal Medicine: University of Maryland School of Medicine

Dr. Habeeb Rahman

MD, Internal Medicine: Bangalore Medical College, Bangalore, India

Dr. Douglas M. Turner

PhD, International Health with a minor in Education: Touro University International

DNP, Healthcare Systems Leadership: Chamberlain University

MSN, Nurse Anesthesiology: Wake Forest University and University of North Carolina Greensboro

MSN, Critical Care: University of Virginia

BSN: University of the State of New York at Albany

ASN: Wytheville Community College