



2024
College Catalog

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The catalog is updated annually. Revisions may be made periodically throughout the year.
Effective Jan 1, 2024 - Dec 31, 2024 unless superseded by a revision. Revised Apr 17, 2024, version 24-0417.

The current catalog can be found online: suracollege.com/catalog

Archived catalogs can be obtained by contacting registrar@suracollege.com

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ABOUT SURA COLLEGE

History

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

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 and constructivism guide the academic environment at Sura College.

The hybrid format of the MSN degree program allows students to access didactic content 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 who will perform more skillfully as an expert nurse educator.

Institutional Mission

To empower 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 competent skills that promote life-long learning.
2. Practice as ethically-driven professionals.
3. Integrate relevant evidence to improve practice.
4. Serve diverse communities to promote equitable 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 and the Chairman of the Sura College Board of Directors.

Sura College Board of Directors

Dr. Habeeb Rahman, Chairman

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.

Dr. Joseph W. Bascuas, Board Member

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 intuitions 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 with 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:

2 MSN students:

Tiffany Garza BSN RN
Krista Claypool BSN RN

2 MSN alumni:

Cassi Engibous MSN RN
Anita Walkingstick MSN RN

2 healthcare consumers:

Cameron Davidson JD MBA
Christopher Tex PhD MPH

2 nursing practice experts:

Paul Tankersley PhD(c) MPH MSN RN CPHQ CPHRM
Valda Upenieks PhD MPH RN NEA-BC

4 higher ed nurse educator experts:

Luba Ivanov PhD RN FAAN
Robin Kirschner EdD DNP RN NEA-BC CNE CNL
Deborah Long DNP MSN/ED RN CNE
Carol Patton DrPH FNP-BC CRNP CNE

N = 12

Administrative Staff

President: Habeeb Rahman MD

Executive Assistant to the President: Karen Bugno

Campus Director: Alex Hoffmann Ed.D.

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

Chief Financial Officer: Jim Killin

Compliance Officer: Jamie Morley PhD

Registrar: Sarah Marin, MBA

Administrative Support: Heather Baba

Librarian: Jeannie 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.

ACADEMIC PROGRAMS

Master of Science in Nursing with Nurse Educator Specialization

MSN Program Mission

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

Overview

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.

Sura College offers the traditional post-BSN to MSN program. Students admitted to the program must have a Bachelor of Science in Nursing degree from an accredited college or university by an agency recognized by the U.S. Department of Education, an unencumbered license as a Registered Nurse in the State of Arizona, and who are interested in becoming a nurse educator.

Program Description

The Master of Science in Nursing (MSN) program is designed to prepare students to function as nurse leaders in educational settings. The program is innovative in approach and design, providing students with a high-quality, flexible, and convenient way to earn their master's degree in nursing.

The curriculum encourages students to further their proficiency as nurse educators. Graduates will be prepared to assume leadership positions in a variety of nursing education roles and will be equipped to influence change within the healthcare delivery systems of the twenty-first century.

MSN Program Learning Outcomes (PLOs)

1. Integrate theoretical knowledge to improve specialty nursing practice.
2. Demonstrate interprofessional leadership to guide contemporary advanced nursing practice.
3. Synthesize relevant DEI (diversity, equity, and inclusion) strategies to meet the needs of individuals, families, or populations.
4. Design safe, quality-improvement initiatives using data information management systems to positively impact healthcare outcomes, directly or indirectly.
5. Create evidence-informed or evidence-based processes that guide health policies across contemporary specialty nursing practices.

AACN Essentials (2021) and MSN Nurse Educator Specialty Competencies (NECs)

The MSN program is guided by the AACN Essentials - Level 2 competencies (AACN, 2021) across its core curriculum as well as the NLN Novice Nurse Educator Competencies (Task Statements) across its specialty curriculum so that 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

Sura College uses distance learning methods of course delivery in which the Internet is primarily used as the medium of communication. Sura College uses Internet-based technologies which includes a modern learning management system (LMS), video conferencing, voice-over-IP (VOIP) calls, electronic mails, videos, and similar technologies to deliver course instructions and instructional materials to students. Students are required to have access to a computer with Internet connectivity when required to access course instructions and materials, interact with Sura College faculty and administrative staff, and provide feedback. Upon enrollment, Sura College provides all necessary tutorial instructions and materials for the above-mentioned technologies to students for them to learn how to use these technologies.

The program is comprised of 4 semesters full time, 6 for part time, with each semester consisting of two 7 ½ week terms (Terms A and B).

The first 26 semester credits in the program are delivered online, which allow students to learn from the convenience of their home or office, to engage weekly at any time, and from any place in the world that offers Internet access. The practicum hours required in the last semester must be completed by the student on ground. 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 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. Students must arrange for and comply with the requirements of the organizations where the direct and indirect practice experiences are completed. Sura College requires students to interact with both students and faculty, and to submit assignments timely so faculty can effectively monitor learning progress. Students can access their course activities and materials at any time and interact with Sura College faculty and administrative staff online during office hours. Students should note that some course activities have access expiration dates due to submission deadlines.

All didactic courses are delivered from a distance using the Populi Learning Management

System (LMS) and similar technologies to deliver 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. The College confers degrees within five business days after the semester ends if all obligations and requirements have been met. There is a virtual or in person graduation ceremony annually as marked on the academic calendar.

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	
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
Term A (7 ½ weeks)				
NUR505	Role Transition to MSN	2	30	0
Term 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				
Term A (7 ½ weeks)				
NUR536	Translating Evidence into Practice	3	45	0
NUR688	Health Policy and Finance	3	45	0
Term B (7 ½ weeks)				
NUR541	Advanced Foundations of Nursing Education	3	45	0
Semester 2 Total		9	135	0
Year 1: Semester 3				
Term A (7 ½ weeks)				
NUR563	Innovative Design Methods for Distance Education	3	45	0
NUR553	Curriculum Planning and Development	3	45	0
Term B (7 ½ weeks)				
NUR566	Curriculum Evaluation	3	45	0
Semester 3 Total		9	135	0

Year 2: Semester 4				
Term A (7 ½ weeks)				
NUR698	Nurse Educator Practicum	3	0	135
Term B (7 ½ weeks)				
NUR699	Nursing Education Capstone/Project	3	15	90
Semester 4 Total		6	15	225
Program Total		32	405	225

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. A \$75.00 nonrefundable application fee is 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 Campus Director 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 Status and Program Start Dates

Applicants are notified of program enrollment status via email. Students will be scheduled to start on 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

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.

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.

All site requirements must be met prior to registering for a course that includes a practicum experience. Please refer to the Practicum & Project Manual for these specific requirements.

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 who do not register for a course for more than one semester are dismissed from the program and must reapply as a new student.

TUITION AND FEES

For Students Admitted During or After Fall 2023

The total program cost summary is outlined below with explanation of costs and if costs are non-refundable.

Total Estimated Costs for the Program:

Tuition	\$12,540.00
Application Fee	\$75.00
Computer	\$850.00
Books	<u>\$900.00</u>
<i>Total Online Program Costs</i>	<i>\$14,365.00</i>
Practicum Registration Fee	\$200.00
Residential Practicum Costs	<u>\$1,250.00</u>
<i>Total Residential Practicum Costs</i>	<i><u>\$1,450.00</u></i>
Total Program Costs	\$15,815.00

TUITION, BOOKS and SURA FEES

		Semester Credits	Tuition	Other Fees	Estimated Book Costs***	Total
Semester 1	Term A	2	\$783.90	\$75.00*	\$56.25	\$915.15
	Term B	6	\$2,351.22	\$0.00	\$168.75	\$2,519.97
Semester 1	Total	8	\$3,135.12	\$75.00	\$225.00	\$3,435.12
Semester 2	Term A	6	\$2,351.22		\$150.00	\$2,501.22
	Term B	3	\$1,175.61		\$75.00	\$1,250.61
Semester 2	Total	9	\$3,526.83		\$225.00	\$3,751.83
Semester 3	Term A	6	\$2,351.22		\$150.00	\$2,501.22
	Term B	3	\$1,175.61		\$75.00	\$1,250.61
Semester 3	Total	9	\$3,526.83		\$225.00	\$3,751.83
Semester 4 Residential****	Term A	3	\$1,175.61	\$200.00**	\$112.50	\$1,488.11
	Term B	3	\$1,175.61		\$112.50	\$1,288.11
Semester 4	Total	6	\$2,351.22	\$200.00	\$225.00	\$2,776.22
Online Program Totals:		32	\$12,540.00	\$275.00	\$900.00	\$13,715.00

* A \$75.00 nonrefundable Application Fee is charged in the first term.

** A \$200.00 Practicum Registration Fee is charged in Term A of Semester 4

*** Required books and supplies (Estimated at \$225.00 per semester) \$900.00 (a listing of books by course and estimated costs is provided as an addendum to the catalog).

**** Semester 4 includes nonrefundable costs associated with residential training as described below.

Textbooks and other study materials and costs associated with clinical practice experiences/practicum that are required for course completion are not included in the tuition (see additional estimated nonrefundable costs for the residential portion of the program below).

Additional costs for program completion:

The total estimated additional costs for the online portion of the program include:

Requirements:	Estimated Costs:
Costs of purchasing a laptop computer and access to the internet	\$850.00

Refunds of costs paid to parties other than Sura are subject to the refund policy of that organization.

RESIDENTIAL PRACTICUM TRAINING:

The total estimated additional nonrefundable costs for the residential portion of the program include:

Students must arrange for and comply with the requirements of the organizations where the direct and indirect practice experiences are completed. These requirements vary by site and the costs below are estimated, but are not limited to:

Requirements:	Estimated Costs:
A criminal background check	\$75.00
Active and unencumbered license verifications	30.00
Immunization records	0.00
Professional liability insurance	120.00
Drug screening	50.00
Physical examination co-pay	50.00
Medical malpractice insurance (1)	75.00
Total Estimated Additional Costs for Residency Program Completion	\$1,250.00

(1) It is a requirement that nursing students carry their own medical malpractice insurance while enrolled in practicum courses. At least two terms prior to the start of the clinical components, students will be required to demonstrate proof of having an active individual medical malpractice certificate.

These estimated additional costs for program completion are not paid to Sura but are the students' responsibility for participation in the program. Refunds of fees paid to parties other than Sura are subject to the refund policy of that organization.

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.

Tuition and Fee Charges and Payment Options: The tuition and fees for the credits to be attended each term (a semester consists of two terms, term A and B, each 7 ½ weeks in length). Tuition and fees must be paid in full prior to the student starting the term. Sura College will accept payments by check, credit card, debit card or bank transfer. These fees are non-refundable after the 7-day cancellation period.

Students whose tuition for the term has not been paid in full will be withdrawn 7 days after the term start date, unless, due to extenuating circumstances, the student files an appeal to the Campus Director prior to the term start date, and the President approves the student's appeal for continued enrollment. Appeals of this nature are extremely rare, require substantiating documentation as to why the student, due to no fault of their own, is unable to pay the tuition and fees due for the term, and provides evidence as to when payment for the term will be made.

Course Retakes: In the event a student fails a course, the student is required to retake the course and pay the cost per credit, as specified in the students' enrollment agreement, in the semester and term the course retake is scheduled.

Financial Assistance: No financial assistance is available at Sura. Any potential loans, payment plans, discounts, or scholarships available to students will be disclosed in the catalog.

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

Sura College 2024 Nursing Scholarship

Scholarship Overview: The Sura College 2024 Nursing Scholarship is designed to support students in their pursuit of higher education by providing partial assistance for tuition expenses while encouraging continuous enrollment and academic success.

Scholarship Details:

Award Amount:

- \$9,404.88 tuition credit per student. The tuition credit is applied beginning in the student's second semester.
- If the student is awarded transfer credit, the scholarship will be reduced to cover the costs of the credits to be attended in the semester.
- In the event of withdrawal after the first semester, should a refund be due, the refund will be returned to the scholarship program.

Tuition Coverage:

- The scholarship will cover the final three semesters' tuition.

Student Responsibility:

- Students are responsible for covering the cost of:
 - The first semester's tuition (\$3,135.12)
 - Books
 - Registration fees.

Eligibility Criteria:

- Must be a new student in the MSN program at Sura College, starting in the Fall 2024 semester (August 26, 2024) or thereafter.
- Must maintain continuous enrollment throughout the scholarship period.
- Must pass each course with a "B" or higher.

Conditions for Scholarship Renewal:

To maintain eligibility for scholarship renewal, students must:

- Maintain continuous enrollment in the program.
- Pass each course with a "B" or higher.

Application Process:

Sura has a scholarship program for the 2024 fall term only for a maximum of 10 students. To be eligible, complete the 2024 Nursing Scholarship section of the application.

The scholarship applicants are required to write an essay on how earning a MSN degree will contribute to the achievement of their professional goals, have a cumulative undergraduate GPA of 3.5 or above, and have a minimum of 5 years of work experience. Preference is given to nurses with experience in serving "underserved populations" and nurses who are bi-lingual. The scholarship committee, which consists of the Campus Executive Director and the Executive Director of Nursing, reviews the applicant's information and approves or denies the application and notifies the applicant within 15 working days.

Sura's purpose is to give a benefit to a small group of deserving nurses to further their careers in assisting in the education of other nurses. Our desire is to benefit nurses that are working in underserved areas and are bilingual to increase diversity in the nursing educational workforce.

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 regarding the LMS is available to all students at no charge. Students may contact technical support by contacting Populi at 877-476-7854 or <https://support.populiweb.com/hc/en-us/requests/new>

For assistance accessing course materials, posting assignments, or other course related IT issues, contact your faculty directly at any time or call Sura College’s administrative office during posted office hours. Email responses occur within 24 hours on weekdays and within 48 hours on weekends, although response time is generally much faster.

Tutoring

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

Career Services

Sura College does not guarantee job placement to graduates upon program completion. However, Sura College faculty and staff assist students and graduates in developing and improving job seeking skills. Services include review and editing of resumes, conducting mock interviews, and providing guidance on conducting a job search.

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 Information System (SIS)

The student information system (SIS) provides students access to their records. Students utilize the SIS to register for courses; view academic progress, grades, degree audits, and transfer credit evaluations; pay tuition; and update their contact information. Students receive access to the SIS upon acceptance into an academic program.

Transfer and Award of Academic Credit

College transfer credits are determined by the receiving institution. Each institution is responsible for determining its own policies and practices with regard to the transfer and award of credit. It is the receiving institution's responsibility to provide reasonable and definitive policies and procedures for determining a student's knowledge in required subject areas. Sura College will furnish transcripts and other documents necessary for a receiving institution to judge the quality and quantity of the work completed by its students. Be advised that the work reflected on the transcript may or may not be accepted by a receiving institution.

ACADEMIC INFORMATION

Instructional Model

The College's goal is to provide a high-quality educational experience to students and faculty through hybrid learning environments 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 for 15-week semesters.
- Courses are completed in two 7 ½ week terms of instruction each semester.
- Students are required to meet participation requirements weekly.
- The final course grade is submitted within two business days of the course end date (see Academic Calendar).

Course Load

Full-time students must complete at least nine (9) semester credits each semester. Academic loads greater than 9 semester credits require the prior approval of the Executive Dean of Nursing. Part-time students complete at least two (2) but less than nine (9) 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 sitting out during semesters in which courses are not offered. Students interested in a part-time plan of study must contact the Campus Director for more information.

Definition of a Semester Credit

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. Each practicum semester credit consists of 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

Didactic 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.

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.

Faculty and Instruction

Interaction with the course instructor is the front-line of academic support. The main academic goals include mastery of the course learning objectives and completion of all work within the course timeframe. The instructor's main responsibility is to work closely with the student to ensure the student's learning success. Faculty are responsible for communicating with students through the Announcements Forum and email; providing the opportunity for office hours via the online tutor/chat room; monitoring student interaction throughout the course via assignment submission and discussion; and providing student-centered assignment feedback.

Continuous improvement and institutional effectiveness are essential to student satisfaction and academic progress. Students have the opportunity to evaluate the course and the instructor anonymously at the conclusion of each course.

Instructors

Ami Bhatt, PhD, Nursing, Barry University; DNP, Oakland University School of Nursing; MBA, University of Phoenix; BSN, Wayne State University College of Nursing

Janice Unruh Davidson, PhD, Nursing Research/Theory Development, Texas Woman's University; DNP, Chamberlain University; FNP,C, University of Wisconsin-Oshkosh; MN, Wichita State University; BSN, Wichita State University

Mrinal Joshi, MD, University of Maryland School of Medicine; BA, Philosophy, Brown University

Valda Upenieks, PhD, Nursing Science, University of Washington; MPH, San Diego State University; BSN, Seattle University

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 and 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 College's 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.

Grading and Faculty Response Time

The minimum expectation for faculty response to student submissions is as follows:

Submission	Submission to Response # of Days
Questions	24 hours on weekdays and 48 hours on weekends
Academic Postings	3
Course Papers/Projects/ Assessments	7
Final Course Orals Exams/SRA Assessments	3
Capstone Projects	7

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. 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. 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 week 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 student's 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, which 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 impact 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 an 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 to repeat a course in the term it is scheduled to be 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 (such as not using the assignment rubric) or involuntary misconduct by the faculty member (such as 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 involuntary misconduct 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 involuntary misconduct. 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 involuntary misconduct 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.

*In the event the Executive Dean of Nursing was the faculty of record for the class, the Campus Director becomes responsible for making the final decision regarding a grade appeal.

Semester GPA

Grade Point Average calculated based on courses completed during a semester.

Cumulative GPA

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.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress (SAP) ensures that students are progressing through their program of study both academically and in a timely manner. To be making satisfactory progress toward a degree, a student must both maintain specified cumulative grade point averages and a specified completion rate. To determine satisfactory progress, a student's cumulative grade point average and completion rate will be evaluated at the end of every

semester after grades are posted, approximately 10 days after the end of the semester. The maximum time frame that a student can complete a program is 1.5 times the program length (6 semesters) unless part-time.

The minimum cumulative grade point average (CGPA) and completion rate required is as follows:

Semester	Minimum Percentage of Cumulative Credits Attempted, Earned	Minimum CGPA
1	67%	2.5
2	67%	2.8
3 rd and beyond	67%	3.0

Students are expected to complete the requirements for their program in the scheduled timeframe. In no case may the semester units attempted exceed 1.5 times the units required to complete the program. At the end of each semester, students who are below the required CGPA or who have earned less than two-thirds of the credits they have attempted will be placed on Academic Warning for the following semester. Students who fail to achieve satisfactory progress by the end of the semester in which they are on Academic Warning will be withdrawn from the program (unless granted an appeal as defined below). Students who regain SAP by the end of the semester are removed from Academic Warning.

All periods of enrollment count toward Satisfactory Academic Progress, including periods when a student does not receive financial aid.

Satisfactory Academic Progress Appeals, Probation, and Academic Plans

A student may appeal the College's determination of withdrawal due to failure to re-establish satisfactory progress by the end of the warning period to the Executive Dean of Nursing based upon extenuating circumstances. These might include the death of a relative, an illness of or injury to the student or other extraordinary situations. The student's appeal must be received on or before the first Wednesday of the first week of the new semester for the student to be eligible to register for the following semester. If it is determined that a student should have been withdrawn at the end of the prior semester for failure to maintain or regain SAP, he or she will not be charged for the new semester.

The appeal must contain:

1. An explanation of why the student failed to meet the SAP standards; and
2. A description of what has changed in the student's situation that will enable him or her to again meet the satisfactory progress standards. Supporting documentation should be submitted if possible.

The Executive Dean of Nursing will review the information submitted in the context of the student's entire academic record and notify the student of a decision within two business

days. This decision is final. If the appeal is granted, the student will be on Academic Probation for the semester. Notice to the student will outline an academic plan that the student must follow to complete the program within the maximum timeframe (1.5 times the program length) and required CGPA.

At the end of the probationary semester, the student's progress will be evaluated based upon the academic plan. If the student is meeting the SAP standards, or he or she has met all the terms of the academic plan, the student will be eligible to remain in school. In all subsequent semesters the student must again meet the SAP standards or the terms of the academic plan.

If the student fails to meet the terms of the academic plan at the end of the probationary semester, the student will be programmatically withdrawn. Second appeals in this situation will only be granted at the discretion of the Executive Dean of Nursing and based upon very exceptional circumstances.

Procedure For Re-Establishing Satisfactory Academic Progress (SAP)

A student who is placed on Academic Warning and re-establishes SAP at the end of the Academic Warning period will be advised and removed from Academic Warning. A student who is placed on Probation and re-establishes SAP at the end of the Probation period will be advised and removed from Probation.

The Effect on SAP For All Withdrawal and Incomplete Grades

GRADE	Status	Included in CGPA Calculation	Included in Completion Rate
I	Incomplete*	NO	YES
W	Withdrawal After Deadline	NO	YES
AU	Audited/No Credit**	NO	NO
AW	Administrative Withdrawal	NO	YES
RT	Used to identify a repeated course for which a higher grade was earned and indicated elsewhere on the transcript.	NO	YES
TC	Transfer Credits Accepted	NO	YES

* No credit awarded. Converts to F if not completed in specified period.

** No credit awarded.

The Effect on SAP For Repeated Courses

The higher of the two grades earned for a repeated course will be used in calculating the CGPA. The credits attempted for both courses are included in the calculation of the completion rate.

The Effect on SAP For Non-Punitive Grades and Non-Credit or Remedial Courses

The College does not offer remedial courses. The grade assignment of AU is a non-punitive grade that does not impact CGPA or completion rate calculations.

The Effect on SAP For Extended-Enrollment Status

The College does not offer extended-enrollment status.

The Effect on SAP When Student Changes Programs or Is Re-Admitted to The Same Program

If a student is re-admitted into the College or changes 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 and the appropriate evaluation level for the student.

The Effect on SAP For Transfer Credits

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

COLLEGE POLICIES

Academic Integrity

The College takes academic integrity very seriously. Students are expected to 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 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 instances of plagiarism to the Executive Dean of Nursing.

Academic Integrity Procedure

Violations of academic honesty, regardless of intentionality, 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: As identified in assignment rubrics, multiple infractions involving incorrect citations, citing direct quotes without the use of quotation marks unless a large quote per APA guidelines, and/or paraphrasing 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 following AI notification. Assignments will not be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AI notification results in a grade reduction of 10%

Level 2: As identified in assignment rubrics, multiple infractions involving incorrect citations, citing direct quotes without the use of quotation marks unless a large quote per APA guidelines, and/or paraphrasing without the use of citations AND previous AI violation.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days following AI notification, and 10% grade reduction. Assignments will not

be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AI notification results in a grade reduction of 20%.

Level 3: As identified in assignment rubrics, multiple infractions involving use of direct quotes without a citation and/or paraphrasing substantial content without the use of citations AND previous AI violation.

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

Level 4: A-As identified in assignment rubrics, multiple infractions involving use of direct quotes without a citation AND multiple prior AI violations.

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

B-Cheating on assessments and/or assignments. Sanction = Grade of zero on the assignment.

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

Each recurrence of a violation of this policy results in one level 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 later offense. A student receives a sanction for a Level 2 offense and then commits a 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 of Nursing will check with the Registrar 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 the contrary. In that situation, the Executive Dean of Nursing meets with the faculty and student and makes the determination of sanction, which is applied by the faculty member.

The Executive Dean of Nursing will notify the Registrar, who will record the violation and sanction in the students' academic record. The student may appeal the decision to the Campus Director with two (2) business days. The Campus Director 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 of Nursing within two (2) business days. The Campus Director's decision is final and binding.

ALL suspected academic integrity 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 to the plan of study within the first seven days of the term. A student may drop a course without penalty and receive a 100% tuition refund within the first seven (7) days of the term. 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 integrity violations 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.

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 21 consecutive days in a term will result in administrative withdrawal from the program. 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. There is a 10% penalty for late work up to 1 week. After 1 week, an appeal needs to be sent to the EDON for approval to submit the work. A 20% reduction is taken for work submitted up to 2 weeks late. After two weeks and EDON approval, and a 30% deduction will apply. After three weeks, students are withdrawn (per attendance policy).

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. The faculty may grant a deadline extension of no more than one week 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.

Tuition Refund Policy

Students are required to submit their tuition payment for the term after signing their enrollment agreement in advance of the term start date.

Students who withdraw from a term prior to engaging in the course(s) in which they enrolled, receive a 100 percent tuition refund for payments made to Sura for that 7 1/2-week term. Students who withdraw from a term having completed a portion of that term may be eligible for a refund based on their last date of academic activity.

Prorated refunds are calculated based on a student's last date of academic activity, such as:

- Submitted an assignment in Populi LMS.
- Communicated with Sura staff or faculty in course related discussions.
- Taking of or submission of a quiz, exam, or other assessment
- Any other activity that is categorized as "academically related"

For a student who fails to return from an 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.

If Sura determines that a student is eligible for a tuition refund, it will calculate and process the refund within 30 days.

Cancellation and Withdrawal

Students have the right to cancel their enrollment at any time. Students have seven (7) calendar days after signing the enrollment agreement to cancel enrollment and receive a full refund of all monies paid to Sura. Students who cancel enrollment more than 7 days after signing their enrollment agreement, but prior to beginning a course are entitled to a full refund of all tuition paid, however the application fee is nonrefundable. Sura accepts cancellation in any manner. Cancellation via email to registrar@suracollege.com is highly recommended.

Refunds of fees paid to parties other than Sura are subject to the refund policy of that organization. Costs and fees paid to third parties for the residential portion of the program are nonrefundable.

Students who have already begun their courses must submit withdrawal requests to the Registrar at registrar@suracollege.com. A student will be determined to be withdrawn if the student has not participated in any class for 30 days, fails to maintain satisfactory progress, or violates other college rules or requirements for continued enrollment. The Registrar's Office will issue an official notice of withdrawal. Sura shall refund tuition paid to students following Sura's published refund policy.

If Sura determines that a student is eligible for a tuition refund, the Student Accounting Team will calculate and process the refund within 30 days.

Reenrollment: A student who withdrawals or is withdrawn from the program and is approved to return is required to sign a new enrollment agreement for the period to be attended, at the current program costs.

Refund Calculations

Tuition refunds are calculated in accordance with Arizona Admin Code R4-39-404 for non-accredited programs. When calculating a refund, Sura 1. uses the last date of attendance as the date of withdrawal or termination to determine the percentage of time in the program that expired; 2. Determines that a student has withdrawn from an institution if the student has not attended any class for 30 consecutive scheduled class days; and 3. Determines the percentage of the time expired based on the number of days elapsed since the start of the term to the students last day of attendance. The course length is 7 ½ weeks or 52 days.

- a) Before beginning classes in a time period, a refund of 100 percent of the tuition charges for the time period.
- b) If 10 percent or less of the time period charged has expired, a refund of at least 90 percent of the tuition charges for the time period.
- c) If more than 10 percent but less than or equal to 20 percent of the time period charged has expired, a refund of at least 80 percent of the tuition charges for the time period.
- d) If more than 20 percent but less than or equal to 30 percent of the time period charged has expired, a refund of at least 70 percent of the tuition charges for the time period.
- e) If more than 30 percent but less than or equal to 40 percent of the time period charged has expired, a refund of at least 60 percent of the tuition charges for the time period.
- f) If more than 40 percent but less than or equal to 50 percent of the time period charged has expired, a refund of at least 50 percent of the tuition charges for the time period; and

g) If more than 50 percent of the time period charged has expired, no refund will be issued.

Refund Examples

Cancellation Example: A student signs the enrollment agreement on December 1 for Semester 1, Term A, which starts on January 6. The student then notifies the Registrar by email to cancel on December 14th.

Tuition Charged for the 2 credits	\$783.90
Application Fee	<u>\$ 75.00</u>
Total Amount Sura billed student	\$855.90
Less nonrefundable Application Fee	<u>-\$ 75.00</u>
Amount to be refunded :	<u>\$783.90</u>

Withdrawal Example:

A student signs the enrollment agreement on December 1 for Semester 1, Term A, which starts on January 6th. The student begins classes on January 6th and then notifies the Registrar by email to withdraw from the program on January 25th. The student has been in class for 20 days which is 38% (20/52 total days) of the term.

Tuition Charged for the 2 credits	\$783.90
Registration Fee	<u>\$ 75.00</u>
Total Amount Sura billed student	\$855.90
Less nonrefundable Application Fee	<u>-\$ 75.00</u>
Amount of tuition for refund calculation :	<u>\$783.90</u>
Refund of 60 percent of tuition (more than 30 percent, but less than or equal to 40 percent of time elapsed), \$783.90 x 60%.	<u>\$470.34</u>

Refund Appeal

If, for failing to meet the stipulations noted in this policy, a student's request for a tuition refund is denied he or she may appeal for reconsideration. To appeal for reconsideration, students must submit a written explanation of the circumstances they feel warrant an exception to the university's refund policy as stated herein. Exceptional circumstances might include incapacitating illness or injury. To be eligible for reconsideration, appeals must include documentation that establishes the veracity of the exceptional circumstances claimed. The university does not consider disciplinary action due to violations of any Sura policy valid grounds for appealing the rejection of a tuition refund request; reconsideration will not be granted based on such appeals. Appeals should be sent in writing to studentaccounting@suracollege.com.

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 Campus Director 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 copyrighted work. In the file-sharing context, downloading or uploading substantial parts of the copyrighted work without authority constitutes 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.

Transfer Credit 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.

Credit-by-Examination (CBE) and Independent Study Policy

Graduate students at Sura College may petition the Executive Dean of Nursing to challenge through Credit-by-Examination (CBE) or Independent Study (1-3 credits), no more than 10% of the required coursework in the student's approved plan of study.

For CBE, students will be required to submit a written request identifying the manner in which they believe they have acquired the knowledge, skills, and integrative abilities necessary to meet the course outcomes for the course they wish to challenge. If approved, the student will pay the CBE fee of \$50.00/credit hour and submit an oral proctored assessment over the designated course outcomes. Once the proctored assessment is evaluated by the EDON (or designee), students will be awarded the grade earned for the challenged course on the final transcript. Students may appeal an unsatisfactory outcome of this policy or failing grade through the Appeal Policy found in the College Catalog.

For Independent Study enrollment, students at Sura College may enroll in NUR500 for 1-3 credits as a part of their graduate plan of study. The independent study is a term-based course designed by the student and approved by the Executive Dean of Nursing for a selected topic of interest while working under the supervision of an appointed Sura College advisor. If approved, the student will enroll in the term-based course and pay the regular tuition costs and associated fees such as textbooks. Students may not count more than 10% of credits earned from independent study toward graduate degree requirements. Once the independent study course is completed, students will be awarded the grade earned on the final transcript. Students may appeal an unsatisfactory outcome of this policy or failing grade through the Appeal Policy found in the College Catalog.

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. See also Maintenance and Confidentiality of Student Records.

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.

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 Executive Dean of Nursing or his/her designee with five (5) business days of the alleged incident. A Grievance form is available upon request from the Registrar. Grievances may not be filed verbally.
3. The Executive Dean of Nursing 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 Campus Director within three (3) days of receiving the Executive Dean of Nursing's decision, and a final written decision will be made by the Campus Director 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 or 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 offense 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

Students must petition the Executive Dean of Nursing in writing for an approved leave of absence (LOA). The request must be made and approved prior to the start of a 7 and ½ week term for which he or she is requesting the LOA. The request must be signed and dated and include an explanation of the request and the student's plan to return to class. An LOA may be granted if appropriate documentation is provided, and the college determines that the student can be scheduled to return and complete their course of study within the guidelines provided to each student at enrollment. An LOA request form is available from the Registrar's office.

Acceptable reasons for requesting an LOA include medical situations, personal emergencies, military obligations, or other circumstances beyond the student's control (see LOA petition form).

A leave of absence will extend the time needed for the student to complete the program, leading to an extension of a student's graduation date, and may create changes in the sequencing of the remaining classes. A leave of absence involves no additional charge to the student and are not included in determining the maximum time to complete the program.

Only one leave of absence is generally granted in a 12-month period; however, a well-documented situation may merit the approval of an additional leave. LOAs cannot exceed a cumulative total of 180 days in a 12-month period.

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.

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 Registrar 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 the Registrar 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 Campus Director and/or 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 Campus Director and/or 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 a 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 Campus Director and/or Compliance Officer outlining the disability. All supporting required documentation must be provided by the student and at the student's expense. The Campus Director and/or Compliance Officer will determine what supporting documentation is required

- in order to process the accommodation request.
2. The Campus Director and/or 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. For accommodation, the student must notify the faculty.
 4. The faculty will provide the accommodation(s) outlined 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: Independent Study

Course Number: NUR500

Didactic Credit Hours: 1,
2, or 3

Practicum Credit Hours:
0

Prerequisites: None

Corequisites: None

Course Description: This course offers graduate students at Sura College a term-based course designed by the student and approved by the Executive Dean of Nursing to explore a selected topic of interest while working under the supervision of an appointed Sura College advisor.

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 healthcare and nursing services and the relationship of policies to financing of healthcare 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 healthcare 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: In the Nurse Educator Practicum, students complete 135 precepted practice hours in approved settings that include: a) an indirect care nursing education practice site that requires demonstration of knowledge, skills, and abilities appropriate to the Nurse Educator role (111 practice hours), and b) a direct care practice site that requires demonstration of advanced knowledge, skills, and abilities relevant to the Nurse Educator role (24 practice hours).

Course Name: Nursing Education Capstone/Project

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

Students have access to their online courses seven days a week including holidays. The College is closed on published holidays (including Fall, Spring, and Summer breaks) and faculty, staff, and administration are unavailable.

2024	
Spring 2024 Semester-Term A	
Term Begins	January 02, 2024
Last Day to Add a Course	January 08, 2024 (Day 7 of Term)
Last Day to Drop a Course	January 08, 2024 (Day 7 of Term)
Martin Luther King, Jr. Day	January 15, 2024 – Campus Closed
Last Day to Withdraw from a Course	January 28, 2024 (Sunday of Week 4 of Term)
President’s Day	February 19, 2024 – Campus Closed
Term Ends	February 21, 2024
Deadline for Faculty to Post Term A Grades	February 23, 2024
Spring 2024 Semester-Term B	
Term Begins	February 26, 2024
Last Day to Add a Course	March 03, 2024 (Day 7 of Term)
Last Day to Drop a Course	March 03, 2024 (Day 7 of Term)
Last Day to Withdraw from a Course	March 24, 2024 (Sunday of Week 4 of Term)
Easter Holiday (Good Friday)	March 29, 2024 – Campus Closed
Term Ends	April 17, 2024
Deadline for Faculty to Post Term B Grades	April 19, 2024
Spring Break (Commencement)	April 20-28, 2024 – Campus Closed (April 27, 2024)
Summer 2024 Semester-Term A	
Term Begins	April 29, 2024
Last Day to Add a Course	May 05, 2024 (Day 7 of Term)
Last Day to Drop a Course	May 05, 2024 (Day 7 of Term)
Last Day to Withdraw from a Course	May 26, 2024 (Sunday of Week 4 of Term)
Memorial Day	May 27, 2024 – Campus Closed
Juneteenth Day	June 19, 2024 – Campus Closed
Term Ends	June 19, 2024
Deadline for Faculty to Post Term A Grades	June 21, 2024
Summer Break	June 22-30, 2024 – Campus Closed
Summer 2024 Semester-Term B	
Term Begins	July 01, 2024
Last Day to Add a Course	July 07, 2024 (Day 7 of Term)
Independence Day	July 04, 2024 – Campus Closed
Last Day to Drop a Course	July 07, 2024 (Day 7 of Term)
Last Day to Withdraw from a Course	July 28, 2024 (Sunday of Week 4 of Term)

Term Ends	August 21, 2024
Deadline for Faculty to Post Term B Grades	August 23, 2024
Fall 2024 Semester-Term A	
Term Begins	August 26, 2024
Last Day to Add a Course	September 01, 2024 (Day 7 of Term)
Last Day to Drop a Course	September 01, 2024 (Day 7 of Term)
Labor Day	September 02, 2024 – Campus Closed
Last Day to Withdraw from a Course	September 22, 2024 (Sunday of Week 4 of Term)
Columbus Day	October 14, 2024 – Campus Closed
Term Ends	October 16, 2024
Deadline for Faculty to Post Term A Grades	October 18, 2024
Fall 2024 Semester-Term B	
Term Begins	October 21, 2024
Last Day to Add a Course	October 27, 2024 (Day 7 of Term)
Last Day to Drop a Course	October 27, 2024 (Day 7 of Term)
Veterans Day	November 11, 2024 – Campus Closed
Last Day to Withdraw from a Course	November 17, 2024 (Sunday of Week 4 of Term)
Thanksgiving (Fall) Break	November 28 – December 01, 2024
Term Ends	December 11, 2024
Deadline for Faculty to Post Term B Grades	December 13, 2024
Professional Development Retreat	December 16-20, 2024
Christmas (Winter) Break	December 21, 2024 – January 05, 2025 – Campus Closed
2025	
Spring 2025 Semester-Term A	
Term Begins	January 06, 2025
Last Day to Add a Course	January 12, 2025 (Day 7 of Term)
Last Day to Drop a Course	January 12, 2025 (Day 7 of Term)
Martin Luther King, Jr. Day	January 20 2025 – Campus Closed
Last Day to Withdraw from a Course	February 02, 2025 (Sunday of Week 4 of Term)
President’s Day	February 17, 2025 – Campus Closed
Term Ends	February 26, 2025
Deadline for Faculty to Post Term A Grades	February 28, 2025
Spring 2025 Semester-Term B	
Term Begins	March 03, 2025
Last Day to Add a Course	March 09, 2025 (Day 7 of Term)
Last Day to Drop a Course	March 09, 2025 (Day 7 of Term)
Last Day to Withdraw from a Course	March 30, 2025 (Sunday of Week 4 of Term)
Easter Holiday (Good Friday)	April 18, 2025 – Campus Closed
Term Ends	April 23, 2025
Deadline for Faculty to Post Term B Grades	April 25, 2025

Spring Break (Commencement)	April 26-May 04, 2025 – Campus Closed (May 03, 2025)
Summer 2025 Semester-Term A	
Term Begins	May 05, 2025
Last Day to Add a Course	May 11, 2025 (Day 7 of Term)
Last Day to Drop a Course	May 11, 2025 (Day 7 of Term)
Memorial Day	May 26, 2025 – Campus Closed
Last Day to Withdraw from a Course	June 01, 2025 (Sunday of Week 4 of Term)
Juneteenth Day	June 19, 2025 – Campus Closed
Term Ends	June 25, 2025
Deadline for Faculty to Post Term A Grades	June 27, 2025
Summer Break	June 28-July 06, 2025 – Campus Closed
Summer 2025 Semester-Term B	
Term Begins	July 07, 2025
Last Day to Add a Course	July 13, 2025 (Day 7 of Term)
Last Day to Drop a Course	July 13, 2025 (Day 7 of Term)
Last Day to Withdraw from a Course	August 03, 2025 (Sunday of Week 4 of Term)
Term Ends	August 27, 2025
Deadline for Faculty to Post Term B Grades	August 29, 2025
Labor Day	September 01, 2025 – Campus Closed
Fall 2025 Semester-Term A	
Term Begins	September 02, 2025
Last Day to Add a Course	September 07 (Day 7 of Term)
Last Day to Drop a Course	September 07, 2025 (Day 7 of Term)
Last Day to Withdraw from a Course	September 28, 2025 (Sunday of Week 4 of Term)
Columbus Day	October 13, 2025 – Campus Closed
Term Ends	October 22, 2025
Deadline for Faculty to Post Term A Grades	October 24, 2025
Fall 2025 Semester-Term B	
Term Begins	October 27, 2025
Last Day to Add a Course	November 02, 2025 (Day 7 of Term)
Last Day to Drop a Course	November 02, 2025 (Day 7 of Term)
Veterans Day	November 11, 2025 – Campus Closed
Last Day to Withdraw from a Course	November 23, 2025 (Sunday of Week 4 of Term)
Thanksgiving (Fall) Break	November 27-30, 2025 – Campus Closed
Term Ends	December 17, 2025
Deadline for Faculty to Post Term B Grades	December 19, 2025
Christmas (Winter) Break	December 20, 2025 – January 04, 2026 – Campus Closed
2026	
Spring 2026 Semester-Term A	
Term Begins	January 05, 2026

Last Day to Add a Course	January 11, 2026 (Day 7 of Term)
Last Day to Drop a Course	January 11, 2026 (Day 7 of Term)
Martin Luther King, Jr. Day	January 19, 2026 – Campus Closed
Last Day to Withdraw from a Course	February 01, 2026 (Sunday of Week 4 of Term)
President’s Day	February 16, 2026 – Campus Closed
Term Ends	February 25, 2026
Deadline for Faculty to Post Term A Grades	February 27, 2026
Spring 2026 Semester-Term B	
Term Begins	March 02, 2026
Last Day to Add a Course	March 08, 2026 (Day 7 of Term)
Last Day to Drop a Course	March 08, 2026 (Day 7 of Term)
Last Day to Withdraw from a Course	March 26, 2026 (Sunday of Week 4 of Term)
Easter Holiday (Good Friday)	April 3, 2026 – Campus Closed
Term Ends	April 22, 2026
Deadline for Faculty to Post Term B Grades	April 24, 2026
Spring Break (Commencement)	April 24, 2026
Summer 2026 Semester-Term A	
Term Begins	May 04, 2026
Last Day to Add a Course	May 10, 2026 (Day 7 of Term)
Last Day to Drop a Course	May 10, 2026 (Day 7 of Term)
Memorial Day	May 25, 2026 – Campus Closed
Last Day to Withdraw from a Course	May 31, 2026 (Sunday of Week 4 of Term)
Juneteenth Day	June 19, 2025 – Campus Closed
Term Ends	June 24, 2026
Deadline for Faculty to Post Term A Grades	June 26, 2026
Summer Break	June 27-July 05, 2026 – Campus Closed
Summer 2026 Semester-Term B	
Term Begins	July 06, 2026
Last Day to Add a Course	July 12, 2026 (Day 7 of Term)
Last Day to Drop a Course	July 12, 2026 (Day 7 of Term)
Last Day to Withdraw from a Course	August 02, 2026 (Sunday of Week 4 of Term)
Term Ends	August 26, 2026
Deadline for Faculty to Post Term B Grades	August 28, 2026
Fall 2026 Semester-Term A	
Term Begins	August 31, 2026
Last Day to Add a Course	September 06, 2026 (Day 7 of Term)
Last Day to Drop a Course	September 06, 2026 (Day 7 of Term)
Labor Day	September 07, 2026 – Campus Closed
Last Day to Withdraw from a Course	September 27, 2026 (Sunday of Week 4 of Term)
Columbus Day	October 12, 2026 – Campus Closed

Term Ends	October 21, 2026
Deadline for Faculty to Post Term A Grades	October 23, 2026
Fall 2026 Semester-Term B	
Term Begins	October 26, 2026
Last Day to Add a Course	November 01, 2026 (Day 7 of Term)
Last Day to Drop a Course	November 01, 2026 (Day 7 of Term)
Veterans Day	November 11, 2026 – Campus Closed
Last Day to Withdraw from a Course	November 22, 2026 (Sunday of Week 4 of Term)
Thanksgiving (Fall) Break	November 26-29, 2026 – Campus Closed
Term Ends	December 16, 2026
Deadline for Faculty to Post Term B Grades	December 18, 2026
Christmas (Winter) Break	December 19, 2026 – January 03, 2027 – Campus Closed