# 2026
# College Catalog

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The current catalog can be found online: sura.edu/academic-catalog

Archived catalogs can be obtained by contacting registrar@sura.edu

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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 option.

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 learning guide the academic environment at Sura College.

The online 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 Geogia School of Professional Psychology), President of Medaille College in Buffalo, NY, interim President of Becker College in Worchester, MA, and Interim Chancellor of the Miami Campus of Albizu University. Currently, Dr. Bascus 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 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 as appointed by the EDON
2 MSN alumni as appointed by the EDON
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:
- Ami Bhatt PhD DNP MBA RN (alternate)
- Carole Eldridge DNP RN CNE
- Luba Ivanov PhD RN FAAN
- Robin Kirschner EdD DNP RN NEA-BC CNE CNL (alternate)
- Kezia D. Lily DNP MSN MBA-HC RN
- Carol Patton DrPH FNP-BC CRNP CNE (alternate)
- Ellen Poole PhD RN CPAN CNE FASPAN

**Administrative Staff**

President: Habeeb Rahman MD
Executive Assistant to the President: Karen Bugno
Campus Director: Alex Hoffmann EdD
Executive Dean of Nursing: Janice Unruh Davidson PhD DNP DrPH(c) RN-BC FNP-BC NEA-BC CNE ANEF FAANP FNAP
Compliance Officer: Jamie Morley PhD
Registrar: Sarah Marin
Administrative Support: Camille Rodriguez, RN; Gladis Okano, RN

## Accreditation and Approvals

### Accreditation

Sura College is accredited by the Distance Education Accrediting Commission (DEAC).
Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036 (202) 234-5100
www.deac.org

A student or any member of the public may file a complaint about this institution with the DEAC by calling (202) 234-5100 or mailing to Distance Education Accrediting Commission, 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036.

Effective June 28, 2024, the MSN nursing program at Sura College is accredited by the:
Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
(404) 975-5000 https://www.acenursing.org/search-programs

Note: The most recent accreditation decision made by the ACEN Board of Commissioners for the MSN nursing program is initial accreditation for five years (2025-2030).

### State License

Sura College is a private institution that is licensed to operate by the Arizona State Board for Private Postsecondary Education (AZPPSE). 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: 602-542-5709 | Fax: 602-542-1253 | http://ppse.az.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 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 sura.edu/academic-catalog. Prospective students are not required to provide any personal contact information to access or download the Catalog.

# ACADEMIC PROGRAMS

## Master of Science in Nursing Degree with Nurse Educator Option

### 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 interest 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 thereby 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 NLN Nurse Educator 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 with Task Statements* across its specialty curriculum so that upon completion of the program, students will be able to demonstrate the following novice nurse educator competencies:

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 college is structured for 15-week semesters. Courses are completed in two 7½ week terms of instruction each semester (Term A and Term B). The program is comprised of 32 credits. Students are expected to maintain enrollment in a minimum of one 2-3 credit course per term. The expected time to completion for the program is just under 6 semesters. Students may complete the plan of study in as little as 4 semesters by enrolling in up to 9 credits per semester. Academic loads greater than 9 credits per semester require prior approval of the Executive Dean of Nursing.

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 practica hours required in the last semester must be completed by the student on ground. The College asks students to identify potential practica 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 practica site(s). 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 program credits by passing each course with a letter grade of C (2.0) or higher, achieved a cumulative grade point average of 3.0 or higher, and fully satisfied all financial obligations to the College. Provided all requirements and obligations have been met, the College confers degrees ten business days after final grades are posted. The College holds an annual graduation ceremony, which may be conducted virtually or in person.

**MSN DEGREE PLAN: NURSE EDUCATOR OPTION***

**Students can complete the degree in as few as 4 semesters.*

| **Year 1: Semester 1** | | | | | |
|---|---|---|---|---|---|
| **Semester with Term** | **Course Number** | **Course Title** | **Credit Hours** (didactic, practicum) | **Contact Hours** | **Practicum Hours** |
| **Term A** (7½ Weeks) | | | | | |
| 1A | NUR505 | Role Transition RN to MSN | 2 (2,0) | 30 | 0 |
| **Term B** (7½ Weeks) | | | | | |
| 1B | NUR512 | Advanced Pathophysiology, Pharmacology, and Health Assessment | 3 (3,0) | 45 | 0 |
| | | Semester Totals | (5) | (75) | (0) |
| **Year 1: Semester 2** | | | | | |
| **Term A** (7½ Weeks) | | | | | |
| 2A | NUR529 | Theoretical Foundations for Advanced Nursing Practice | 3 (3,0) | 45 | 0 |
| **Term B** (7½ Weeks) | | | | | |
| 2B | NUR536 | Translating Evidence into Practice | 3 (3,0) | 45 | 0 |
| | | Semester Totals | (6) | (90) | (0) |
| **Year 1: Semester 3** | | | | | |
| **Term A** (7½ Weeks) | | | | | |
| 3A | NUR688 | Health Policy and Finance | 3 (3,0) | 45 | 0 |
| **Term B** (7½ Weeks) | | | | | |
| 3B | NUR541 | Advanced Foundations of Nursing Education | 3 (3,0) | 45 | 0 |
| | | Semester Totals | (6) | (90) | (0) |

| MSN DEGREE PLAN: NURSE EDUCATOR OPTION* (continued)<br>**Students can complete the degree in as few as 4 semesters.* | | | | | |
|---|---|---|---|---|---|
| **Year 2: Semester 4** | | | | | |
| **Term A** (7½ Weeks) | | | | | |
| 4A | NUR553 | Curriculum Planning and Development | 3 (3,0) | 45 | 0 |
| **Term B** (7½ Weeks) | | | | | |
| 4B | NUR563 | Innovative Design Methods for Distance Education | 3 (3,0) | 45 | 0 |
| | | Semester Totals | (6) | (90) | (0) |
| **Year 2: Semester 5** | | | | | |
| **Term A** (7½ Weeks) | | | | | |
| 5A | NUR566 | Curriculum Evaluation | 3 (3,0) | 45 | 0 |
| **Term B** (7½ Weeks) | | | | | |
| 5B | NUR698 | Nurse Educator Practicum | 3 (0,3) | 0 | 135 |
| | | Semester Totals | (6) | (45) | (135) |
| **Year 2: Semester 6** | | | | | |
| **Term A** (7½ Weeks) | | | | | |
| 6A | NUR699 | Nursing Education Capstone | 3 (1,2) | 15 | 90 |
| | | Semester Totals | (3) | (15) | (90) |
| | | Program Totals | (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, possess a current and unencumbered Registered Nurse (RN) license for the state in which they reside, have access to the required technology to participate in the program, complete an online application, and complete an online readiness assessment.

Because the MSN–Nurse Educator program includes a practicum component, applicants must reside in and complete practicum requirements in a state where Sura College is authorized to offer the program and arrange clinical placements. Additional state-specific requirements may apply.

## Admissions Process

Prospective students must complete an online application at sura.edu. A $75 non-refundable application fee is required.

The Admissions Department will contact and assist the applicant as necessary. Official transcripts are required prior to the first day of class. Official electronic transcripts must be requested from the granting institution and sent to registrar@sura.edu.

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), the request will 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:

- **Operating System**: Windows 10 or higher, or a Mac with a currently supported operating system.
- **Broadband Internet capability**: A high-speed connection is essential for video

conferencing and accessing course materials.

- **Video Conferencing Tools**: Students must be able to use Zoom, Microsoft Teams, Google Meet, or other similar platforms for virtual meetings, presentations, and communication with faculty, preceptors, and other students.
- **Sound and Video Equipment**:
    - A **microphone** and **webcam** (built-in or external) are required for participation in video conferences and presentations.
    - **Speakers or headphones** for clear audio during meetings and lectures.
- **Internet Browser**: A current version of one of the following: Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari.

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

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

**Enrollment States and Program Start Dates**
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 practica site(s) and preceptor(s) 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 (i.e., 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 Practica & 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. Student, upon acceptance, will be subject to all policies and requirements of the Sura College Catalog at the time of readmission

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

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 |
| *Total Online Program Costs* | *$13,465.00* |
| | |
| Practicum Registration Fee | $200.00 |
| Residential Practicum Costs | $325.00 |
| *Total Residential Practicum Costs* | *$525.00* |
| | |
| **Total Program Costs** | **$13,990.00** |

| TUITION and SURA FEES | | Semester Credits | Tuition | Other Fees | Total |
|---|---|---|---|---|---|
| Semester 1 | Term A | 2 | $783.90 | $75.00* | $858.90 |
| | Term B | 3 | $1,175.61 | $0.00 | $1,175.61 |
| Semester 1 | Total | 5 | $1,959.51 | $75.00 | $2,034.51 |
| Semester 2 | Term A | 3 | $1,175.61 | | $1,175.61 |
| | Term B | 3 | $1,175.61 | | $1,175.61 |
| Semester 2 | Total | 6 | $2,351.22 | | $2,351.22 |
| Semester 3 | Term A | 3 | $1,175.61 | | $1,175.61 |
| | Term B | 3 | $1,175.61 | | $1,175.61 |
| Semester 3 | Total | 6 | $2,351.22 | | $2,351.22 |
| Semester 4 | Term A | 3 | $1,175.61 | | $1,175.61 |
| | Term B | 3 | $1,175.61 | | $1,175.61 |
| Semester 4 | Total | 6 | $2,351.22 | | $2,351.22 |
| Semester 5 | Term A | 3 | $1,175.61 | | $1,175.61 |
| | Term B | 3 | $1,175.61 | | $1,175.61 |
| Semester 5 | Total | 6 | $2,351.22 | | $2,351.22 |
| Semester 6 Residential**** | Term A | 3 | $1,175.61 | $200.00** | $1,375.61 |
| Semester 6 | Total | 3 | $1,175.61 | $200.00 | $1,375.61 |
| **Online Program Totals:** | | **32** | **$12,540.0** | **$275.00** | **$12,815.00** |

* $75.00 application fee. Application fee is nonrefundable after the cancellation period.
** A $200.00 practicum registration fee is charged in Term A of Semester 6.
*** Required books are covered by tuition.
**** Semester 6 includes nonrefundable costs associated with residential training as described below.

Some costs associated with clinical practice experiences/ practica 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:**

**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 |
| **Total Estimated Additional Costs for Residency Program Completion** | **$325.00** |

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 7½ 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. Fees are non-refundable after the 7-day cancellation period, and tuition is subject to the Tuition Refund Policy.

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.

Payments are not subject to finance charges and no discounts are available for paying in advance of due dates.

**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.

**Nurse Tuition Discount**

Sura College is proud to offer the Nurse Tuition Discount to support licensed registered nurses with a BSN currently employed to advance their careers through our Master of Science in Nursing (MSN), Nurse Educator program.

This tuition discount reduces total tuition and fees from $12,815 to just $4,999 for eligible applicants, and is available for Sura College's Fall 2025, Spring 2026, Summer 2026, and Fall 2026 Semesters.

**Tuition Discount Benefits**

- Reduced tuition: $4,999 for the full 32-credit MSN program

- Per-credit cost: $156.22
- Waived application fee
- Waived registration fee

**Eligibility Criteria**
To qualify, applicants must:
- Hold a current, unencumbered RN license
- Hold a Bachelor of Science in Nursing (BSN) degree from an institution accredited by an institution recognized by the U.S. Department of Education
- Be currently employed as a nurse
- Submit a current resume and employment verification form (the employment verification form can be found in the application)
- Maintain continuous enrollment in the MSN program
- Maintain a B average (3.0 GPA) or higher throughout the program

**National Association of Indian Nurses of America Tuition Discount**
Sura College is proud to partner with the National Association of Indian Nurses of America (NAINA) to offer a special tuition discount for members seeking to advance their careers through our MSN – Nurse Educator program.

Special member rate: NAINA members can complete the MSN – Nurse Educator program for just $4,499 — books included — with no application or registration fees.

**Tuition Discount Benefits**
- Reduced tuition: $4,499 for the full 32-credit MSN program
- Per-credit cost: $140.59
- Waived application fee
- Waived registration fee

**Eligibility Criteria**
To qualify, applicants must:
- Hold a current, unencumbered RN license
- Hold a Bachelor of Science in Nursing (BSN) degree from an institution accredited by an institution recognized by the U.S. Department of Education
- Be current member of the National Association of Indian Nurses of America (NAINA)
- Maintain continuous enrollment in the MSN program
- Maintain a B average (3.0 GPA) or higher throughout the program

**National Association of Hispanic Nurses Tuition Discount**
Sura College is proud to partner with the National Association of Hispanic Nurses (NAHN) to offer a special tuition discount for members seeking to advance their careers through our MSN –

Nurse Educator program.

Special member rate: NAHN members can complete the MSN – Nurse Educator program for just $4,499 — books included — with no application or registration fees.

**Tuition Discount Benefits**

- Reduced tuition: $4,499 for the full 32-credit MSN program
- Per-credit cost: $140.59
- Waived application fee
- Waived registration fee

**Eligibility Criteria**

To qualify, applicants must:

- Hold a current, unencumbered RN license in Arizona or New Jersey
- Hold a Bachelor of Science in Nursing (BSN) degree from an institution accredited by an institution recognized by the U.S. Department of Education
- Be current member of the National Association of Hispanic Nurses (NAHN)
- Maintain continuous enrollment in the MSN program
- Maintain a B average (3.0 GPA) or higher throughout the program

**Clinical Educator and Preceptor Tuition Discount**

Sura College is pleased to offer a Clinical Educator & Preceptor Tuition Discount for registered nurses who have demonstrated prior involvement in nursing education, clinical instruction, or preceptorship.

Eligible nurses may complete the Master of Science in Nursing (MSN) – Nurse Educator program for a total tuition of $3,999.

**Tuition Discount Benefits**

- Reduced tuition: $3,999 for the full 32-credit MSN program
- Per-credit cost: $124.96
- Waived application fee
- Waived registration fee

**Eligibility Criteria**

This tuition discount is available to registered nurses who meet one or more of the following criteria:

- Have served, or currently serve, as a clinical preceptor or clinical educator for Sura nursing students
- Have prior teaching, instructional, or clinical education experience aligned with nurse education or re-entry programs
- Have completed prior nursing coursework or training under the instruction or supervision of Sura College faculty or RN Refresher program leadership

Eligibility is verified by Sura College during the admissions process. To remain eligible for the tuition discount, students must:

- Maintain continuous enrollment in the MSN program
- Maintain a B average (3.0 GPA) or higher throughout the program

**RN Refresher Graduate Tuition Discount**

Sura College is pleased to offer a RN Refresher Graduate Tuition Discount for nurses who have successfully completed Sura College's RN Refresher Program and wish to continue their academic and professional development.

Eligible graduates may complete the Master of Science in Nursing (MSN) – Nurse Educator program for a total tuition of $2,999.

**Tuition Discount Benefits**

- Reduced tuition: $2,999 for the full 32-credit MSN program
- Per-credit cost: $93.72
- Waived application fee
- Waived registration fee

**Eligibility Criteria**

This tuition discount is available to registered nurses who meet one or more of the following criteria:

- Have successfully completed Sura College's RN Refresher Program, and
- Meet standard admission requirements for the MSN Nurse Educator program

Eligibility is verified by Sura College during the admissions process. To remain eligible for the tuition discount, students must:

- Maintain continuous enrollment in the MSN program
- Maintain a B average (3.0 GPA) or higher throughout the program

# 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@sura.edu. Sura College retains academic transcripts in perpetuity.

## Advisors

Each student is assigned an advisor – 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.

**Alumni 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 24/7 to the online library databases and librarian services 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 LIRN librarian is available up to 84 hours/week, 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 online 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 7½ week terms of instruction each semester.
- Students are required to meet participation requirements weekly.
- Faculty finalize course grades within two (2) calendar days of course end date and grades become official within ten (10) calendar days of course end date.

## Course Load

Students are expected to maintain enrollment in a minimum of one 2-3 credit course per term. The expected time to completion of the program is just under 6 semesters. Students may complete the plan of study is as little as 4 semesters by enrolling in up to 9 credits per semester. Academic loads greater than 9 credits per semester require prior approval of the Executive Dean of Nursing.

## Definition of a Semester Credit

Sura College uses the Carnegie method for assigning credit. One semester credit hour is defined as either:

- 15 hours of active engagement within the online course and 30 hours of preparatory work, or 45 hours of practicum engagement.

## Course Format and Access

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

## Online Participation

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

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 outcomes 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.

Teaching Faculty

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

Janice Unruh Davidson, Professor; PhD, Nursing Science, Texas Woman's University; DNP, Advanced Practice Leadership, Chamberlain University; FNP,C, University of Wisconsin-Oshkosh; MN, Nursing Education/Family Health, Wichita State University; BSN, Wichita State University.

Luba Louise Ivanov, Professor; PhD, Nursing, Indiana University; MSN, Nursing Education/Community Health, Indiana University; BSN, State University of New York at Buffalo.

Megan Kirschner, Assistant Professor; DNP, Touro University; MSN, Chamberlain University; BSN, Chamberlain College of Nursing; ADN, Gateway Community College.

Kezia Lilly, Professor; DNP, Case Western Reserve University; MSN, University of Phoenix; MBA, University of Phoenix; BSN, Southwest Baptist University; ADN, Cox College.

Cynthia Olson, Associate Professor; DNP, Winona State University; MSN/FNP, Minnesota State University; BSN, Texas Woman's University.

Ellen Poole, Professor; PhD, The Catholic University of America; MS, Arizona State University; BSN, Creighton University.

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

**Grading and Faculty Response Time**

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

| Submission | Submission to Response \| # of days |
|---|---|
| Questions | Weekdays: 24 hours<br>Weekends: 48 hours |
| 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 | 4.00 |
| 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 | NA |
| W | Withdrawal | NA |
| R | Course repeat | NA |
| TC | Transfer credit | NA |

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

**Withdrawal (W)**

Students who officially withdraw before the final withdrawal deadline will receive a W. A W is not calculated into the GPA. If the student does not withdraw prior to the final withdrawal deadline, the student's grade will be calculated as points earned divided by total course points, and the grade will be calculated into the GPA.

**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 7½ 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 according to the approved plan for completion. Failure to complete all work by the agreed deadline, 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, 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, 10 business 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 (program length is 32 credits; maximum time frame is 48 credits).

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 |
| 3rd 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.

**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 the student 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 | NO | YES |
| AU | Audited/No Credit** | NO | NO |
| R | 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.<br>** 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 Honesty

The College takes academic honesty (AH) 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 Honesty Procedure

Violations of academic honesty (AH), 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 AH notification. Assignments will not be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AH 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 AH violation.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days following AH notification, and 10% grade reduction. Assignments will not be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AH 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 AH violation.

Sanction = Remediation by faculty and assigned review of APA manual, correction of all

identified issues with resubmission within 3 days following AH notification, and 20% grade reduction. Assignments will not be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AH notification results in a grade reduction of 30%.
**Level 4**: As identified in assignment rubrics, multiple infractions involving use of direct quotes without a citation AND multiple prior AH violations.
Sanction = Remediation by faculty and assigned review of APA manual, correction of all identified issues with resubmission within 3 days following AH notification, and 50% grade reduction. Assignments will not be accepted for regrading after 3 days. Failure to resubmit within 3 days secondary to AH notification results in a grade of zero.
B-Alleged concerns of 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 dishonesty 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 registration, fails to attend or participate in class, fails satisfactory academic progress as required, is in violation of academic honesty, or is in violation of the school's code of conduct. Whenever an administrative withdrawal is initiated, the student is promptly notified and has the option to dispute this action through the College's Grievance Policy. If a student is administratively withdrawn after the drop deadline and before the withdrawal deadline of an in-progress course, a withdrawal (W) is recorded on the student transcript.

**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, 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 or are withdrawn 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 or are withdrawn 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. See LOA Catalog Policy for further details.

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, minus the application fee. Sura accepts cancellation in any manner. Cancellation via email to registrar@sura.edu 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@sura.edu. 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**
Sura College calculates tuition refunds in accordance with its institutional refund policy and Arizona state regulations for accredited institutions 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 7½ 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 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 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 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 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 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: $75.00
Total Amount Sura billed student: $858.90
Less nonrefundable Application Fee: -$75.00
**Amount to be refunded: $783.90**

**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: $75.00
Total Amount Sura billed student: $858.90
Less nonrefundable Application Fee: -$75.00
Amount of tuition for refund calculation: $783.90
**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%: $470.34**

**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@sura.edu.

**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) graduate-level credits earned from an institution accredited by an agency recognized by the U.S. Department of Education, provided the coursework is deemed comparable in content and rigor to offerings at Sura College and applicable to the specific program of study. Sura College does not offer credit for experiential learning or educational experiences outside of traditional academic learning.

*To Initiate a Transfer Credit Evaluation*

1. Request Form
    a. To initiate a transfer credit evaluation, email registrar@sura.edu to request a Transfer Credit Evaluation form.

    b. There are no fees charged to evaluate transfer credits.
2. Official Transcripts and Documentation
    a. Students must have official transcripts sent directly from the awarding institution to registrar@sura.edu.
    b. Course syllabi or descriptions are also required so that the Registrar can confirm content comparability.
    c. Only coursework with a grade of "B" (3.0) or higher is eligible for transfer.
3. Review and Timeline
    a. The Registrar, in consultation with the Executive Dean of Nursing (EDON), conducts a thorough evaluation of the coursework for equivalency and alignment with Sura College's academic standards.
    b. Evaluations are completed within ten (10) business days of receiving all required documentation.
    c. Students are notified of the decision by email.
4. Approved Credits
    a. Approved courses are recorded on the student's transcript with a "TC" designation.
    b. Transfer credits do not factor into the student's GPA at Sura College.
5. Appeals
    a. Students who wish to appeal a transfer credit decision must email registrar@sura.edu within five (5) business days of receiving their evaluation results.
    b. The Registrar notifies the EDON, who conducts a comprehensive review of the official transcript and course materials.
    c. The EDON issues a final determination via email within ten (10) business days of the appeal request. The EDON's decision is final.

*Transferability Disclaimer*

Please note that credits earned at Sura College may or may not be accepted by another institution; acceptance of transfer credits is at the discretion of the receiving institution.

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

Graduate students at Sura College may petition the Executive Dean of Nursing (EDON) 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 party responsible in writing. A copy of the communication shall be preserved in the student's academic record.
2. If a satisfactory solution cannot be found, the student may submit a Grievance to the Executive Dean of Nursing or his/her designee within 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 student's academic record.
4. The student may appeal the decision in writing to the Campus Director within three (3) business 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: Distance Education students, who have completed the institution's grievance process and the applicable state grievance process, may appeal complaints to the AZ SARA Council. Complaints must be submitted within two years of the incident. Complaints regarding student grades or student conduct violations may not be appealed to the AZ

SARA Council. For additional information on the complaint process visit the AZ SARA Complaint page.

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: http://ppse.az.gov."

A student or any member of the public may file a complaint about this institution with the college's institutional accreditor, DEAC, by calling (202) 234-5100 or mailing to Distance Education Accrediting Commission, 1101 17th Street, N.W., Suite 808, Washington, D.C. 20036.

**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@sura.edu.

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

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

Individuals who have questions or who experience harassment should immediately report the offence to the College Compliance Officer at compliance@sura.edu.

**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, except in the case of administratively-extended LOAs which may occur in the event the subsequent class is not available at the end of the student's LOA.

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.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a U.S. federal law that gives students access to their records and protects the privacy of their education records. Sura College may not disclose personally identifiable information (PII) about students or allow inspection of their education records without written permission unless such action is covered by certain exceptions permitted by FERPA.

Once a student has registered for courses at Sura College, all rights provided by FERPA rest with the student even if the student is younger than 18 years old. This applies regardless of country of residence or citizenship.

Below is a summary of your rights and how we implement them at Sura College.

1. The Right to Access Your Education Records
    1. You have the right to inspect and review your education records maintained by Sura College within 45 calendar days of submitting a written request to registrar@sura.edu
2. The Right to Request Amendment of Inaccurate or Misleading Information in your Records
    1. If you believe information in your education records is inaccurate, misleading, or violates your privacy, you may submit a written request to the Office of the Registrar at registrar@sura.edu asking for an amendment.
    2. Sura College will review your request within 10 business days and notify you of its decision via email. If the request is denied, you have the right to a formal hearing. If, as a result of the hearing, Sura decides not to amend the education records, you have the right to insert a statement in the record commenting on the contested information or stating why you disagree with the decision, or both.
3. The Right to Consent to Disclosures
    1. In general, Sura College will not release any personally identifiable information (PII) from your education records without your written consent.
    2. Exceptions: FERPA permits certain disclosures without consent, such as:
        - Sharing records with school officials (faculty, advisors, or third-party service providers) who have a legitimate educational interest in the information;
        - Sending records to another institution where you intend to enroll;
        - Releasing “directory information” (see below), unless you opt out;
        - Complying with subpoenas or court orders;
        - Addressing a health or safety emergency; and
        - Other specific circumstances allowed by law.
    3. Directory Information
        - Directory Information may be released without written authorization. FERPA defines Directory Information as being information not

generally considered harmful such as name, address, enrollment status, telephone, email, place of birth, degree, and awards, etc.

- Sura College considers the following to be directory information:
  - Name
  - Address
  - Telephone
  - Email
  - Place of birth
  - Enrollment status
  - Dates of attendance and graduation
  - Degrees, honors, and awards received
  - Photograph
- If you decide to request that your directory information not be disclosed, please email registrar@sura.edu. The request must come from the email address in your student record and must include your student ID number.

4. The Right to File a Complaint

   If you believe Sura College has not complied with FERPA, you may file a complaint with the Student Privacy Policy Office (SPPO) at the U.S. Department of Education
   Student Privacy Policy Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-8520
   https://studentprivacy.ed.gov/file-a-complaint

**Record Retention**

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.

**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@sura.edu 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@sura.edu.

# COURSE DESCRIPTIONS

**Course Name**: New 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
**Credit Hours:** Total 2 (Didactic 2, Practicum 0)
**Prerequisites**: Admission to the Program
**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**: Advanced Pathophysiology, Pharmacology, and Health Assessment for the Nurse Educator
**Course Number**: NUR512
**Credit Hours:** Total 3 (Didactic 3, Practicum 0)
**Prerequisite or Corequisite**: NUR505
**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
**Credit Hours:** Total 3 (Didactic 3, Practicum 0)
**Prerequisites**: NUR505, NUR512
**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**: Translating Evidence into Practice
**Course Number**: NUR536
**Credit Hours:** Total 3 (Didactic 3, Practicum 0)
**Prerequisites**: NUR505, NUR512
**Prerequisite or Corequisite:** NUR529
**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
**Credit Hours:** Total 3 (Didactic 3, Practicum 0)
**Prerequisites**: NUR505, NUR512, NUR529, NUR536
**Prerequisite or Corequisite:** NUR688
**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
**Credit Hours:** Total 3 (Didactic 3, Practicum 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
**Credit Hours:** Total 3 (Didactic 3, Practicum 0)
**Prerequisites**: NUR505, NUR512, NUR529, NUR536, NUR541, NUR688
**Prerequisite or Corequisite:** NUR553
**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

**Credit Hours**: Total 3 (Didactic 3, Practicum 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
**Credit Hours**: Total 3 (Didactic 3, Practicum 0)
**Prerequisites**: NUR505, NUR512, NUR529, NUR536
**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
**Credit Hours**: Total 3 (Didactic 0, Practicum 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
**Credit Hours**: Total 3 (Didactic 1, Practicum 2)
**Prerequisites**: NUR505, NUR512, NUR529, NUR536, NUR541, NUR553, NUR563, NUR566, NUR688, NUR698
**Corequisites**: None
**Course Description**: This course focuses on the culmination and application of theory in curriculum design, implementation, and program evaluation. Building upon foundational educational theory and teaching and learning strategies, a capstone project is fully implemented, evaluated, and disseminated.

# ACADEMIC CALENDAR

The institution is closed on the holidays listed below, and during the fall, spring, and summer breaks that are listed in the calendar. Students have access to their online courses seven days a week including holidays.

**Holidays**
New Year's Day
Martin Luther King Jr. Day
Presidents Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Christmas Day

| 2026 | Start | Drop/add deadline | Withdrawal deadline | End | Grading complete |
|---|---|---|---|---|---|
| Spring A | 1/5/2026 | 1/11/2026 | 2/1/2026 | 2/25/2026 | 2/27/2026 |
| Spring B | 3/2/2026 | 3/8/2026 | 3/29/2026 | 4/22/2026 | 4/24/2026 |
| Break - campus closed | 4/25/2026 | | | 5/3/2026 | |
| Summer A | 5/4/2026 | 5/10/2026 | 5/31/2026 | 6/24/2026 | 6/26/2026 |
| Break - campus closed | 6/27/2026 | | | | 7/5/2026 |
| Summer B | 7/6/2026 | 7/12/2026 | 8/2/2026 | 8/26/2026 | 8/28/2026 |
| Fall A | 8/31/2026 | 9/6/2026 | 9/27/2026 | 10/21/2026 | 10/23/2026 |
| Fall B | 10/26/2026 | 11/1/2026 | 11/22/2026 | 12/16/2026 | 12/18/2026 |
| Break - campus closed | 12/19/2026 | | | 1/3/2027 | |

| 2027 | Start | Drop/add deadline | Withdrawal deadline | End | Grades posted |
|---|---|---|---|---|---|
| Spring A | 1/4/2027 | 1/10/2027 | 1/31/2027 | 2/24/2027 | 3/6/2027 |
| Spring B | 3/1/2027 | 3/7/2027 | 3/28/2027 | 4/21/2027 | 5/1/2027 |
| Break - campus closed | 4/24/2027 | | | 5/2/2027 | |
| Summer A | 5/3/2027 | 5/9/2027 | 5/30/2027 | 6/23/2027 | 7/3/2027 |
| Summer B | 6/28/2027 | 7/4/2027 | 7/25/2027 | 8/18/2027 | 8/28/2027 |
| Break - campus closed | 8/21/2027 | | | 8/29/2027 | |
| Fall A | 8/30/2027 | 9/5/2027 | 9/26/2027 | 10/20/2027 | 10/30/2027 |
| Fall B | 10/25/2027 | 10/31/2027 | 11/21/2027 | 12/15/2027 | 12/25/2027 |
| Break - campus closed | 12/18/2027 | | | 1/2/2028 | |