



Syllabus
Psychopharmacology Overview: Mental Health and Illness
NURS 5359
Fall 2025
Scheduled Class Days and Times: Online and Virtual Zoom

Michelle Hext DNP, APRN, CPNP-PC, FNP-C, ENP-C, PMHNP-BC

Clinical Assistant Professor

Office: 3900 University Blvd, Tyler, TX 75799

Phone: (409) 658-0161

Email: mhext@uttyler.edu

Office Hours: Office Hours: Mondays from 10 am to 12 pm (virtual) and by appointment.
Appointments are for phone calls or video conferences only.

Please contact faculty using UT Tyler email. Do not use Canvas messenger.

Please include your COURSE AND SECTION NUMBER in the SUBJECT LINE OF ALL EMAILS.

STUDENTS ARE REQUIRED TO CHECK UT TYLER EMAIL AND COURSE ANNOUNCEMENTS AT LEAST ONCE EVERY 24 HOURS TO ENSURE SUCCESS.

Please allow 1 to 2 business days for faculty to respond.
Additional course faculty to be listed in Canvas.

Course Description: This course provides an overview of prescribing principles and best practices for treating mental health disorders across the lifespan. Drug action and pharmacogenomics are discussed. Polypharmacy within vulnerable populations is considered. A case-based approach is used to examine the clinical uses, neuropharmacological mechanisms, risks, benefits, and outcomes of commonly used psychotropic drugs in the context of comprehensive treatment plans.

Prerequisites: Admission to PMHNP Program.

NURS 5350, NURS 5352, NURS 5354, NURS 5111, and NURS 5357

Corequisites: None

Student Learning Outcomes:

Upon successful completion of this course, the student will be able to:

1. Explain the principles of pharmacokinetics and pharmacodynamics in psychiatric medications, including neurotransmitter system influences.
2. Apply psychopharmacologic principles to the treatment of various psychiatric disorders, utilizing evidence-based guidelines for medication selection and monitoring.
3. Identify and manage drug interactions, side effects, and safety risks such as metabolic syndrome, serotonin syndrome, and neuroleptic malignant syndrome.
4. Evaluate emerging psychopharmacologic agents and complementary treatments in psychiatric care.
5. Utilize a systematic approach for psychotropic medication selection, titration, and discontinuation, incorporating safety, patient preferences, and cost-effectiveness.
6. Integrate psychopharmacologic principles in the assessment and treatment of psychiatric disorders across the lifespan, considering developmental, physiological, and cultural factors.

Required Textbooks and Readings:

1. American Psychiatric Association. (2022). *Diagnostic and statistical manual of mental disorders* (5th ed. Text Rev.) (DSM 5-TR). ISBN-13: 978-0-89042-576-3
 - The DSM–5 was updated to the DSM–5-TR in March 2022. For this course, either the DSM–5 or the DSM–5-TR is acceptable.
 - See DSM–5-TR Fact Sheets for information on changes to disorders in the DSM– 5-TR which can be found at:
<https://www.psychiatry.org/psychiatrists/practice/dsm/educational-resources/dsm-5-tr-fact-sheets>
2. Stahl, S. (2021). *Stahl's essential psychopharmacology: Neuroscientific basis and practical applications* (5th ed.). Cambridge University Press. ISBN-13: 978-1-1089-7163-8.
3. Stahl, S. (2024). *Prescriber's Guide: Stahl's Essential Psychopharmacology* (8th ed.). Cambridge University Press. ISBN-13: 978-1009464758.
4. Stahl, S. (2024). *Prescriber's Guide: Children and Adolescents* (2nd ed.). Cambridge University Press. ISBN-13: 9781009267502.

Recommended Textbooks and Readings:

1. Boland, R., Verduin, M. L., & Ruiz, P. (2022). *Kaplan & Sadock's Concise Textbook of Clinical Psychiatry, 5th ed.*, Lippincott Williams & Wilkins, a Wolters Kluwer business. ISBN: 9781975167486.

Required Course Equipment:

- 1) **Computer with functional webcam and functional microphone.** If you have specific IT/computer software questions visit: <https://www.uttyler.edu/offices/information-technology/support/student-support/>
- 2) **An additional external webcam with high-definition (1080p) capability and a tripod to hold this external webcam.** This allows students to meet the video monitoring requirements for each test. An external webcam is one that is separate from the computer or laptop. Logitech tends to be a reliable brand, but any high-definition external webcam is acceptable. **Retail cost: \$30.00 to \$160.00.**
- 3) Students who are not able to obtain the required course equipment above must contact the faculty by the second week of the course so alternative testing arrangements (on-campus or in a secure location) can be made. Details on using Respondus Monitor and setting up the webcam will be available in the Canvas course.

Special Course Notes

1) **Proctoring Notice:**

LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. This software is available at no cost to students. Watch these video to get a basic understanding of LockDown Browser:

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

<https://www.youtube.com/watch?v=WcHuYw488nM>

Download Instructions

Download and install LockDown Browser from this link:

<https://download.respondus.com/lockdown/download.php?id=593832943>

Once Installed

- Start LockDown Browser
- Log into to Canvas
- Navigate to the exam

Note: You will not be able to access an exam that requires LockDown Browser with a standard web browser. If this is tried, an error message will indicate that the test requires the use of LockDown Browser. Simply start LockDown Browser and navigate back to the exam to continue.

Additionally, you will not be able to access the exam if you have any other window or tab open on your device, or if you have other screens attached to your device.

Guidelines

When taking an online exam follow these guidelines:

- Select a location where you will not be interrupted or distracted.
- Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.

- Turn off all mobile devices, phones, etc. and don't have them within reach
- Clear your area of all external materials - books, papers, other computers, or devices.
- Remain at your desk or workstation for the duration of the test.
- LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area.
- Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
- If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it.

Students should install and familiarize themselves with LockDown Browser within the first week of class to avoid software issues and delays in examinations. Please notify faculty by the second week of class if you are unable to utilize the LockDown Browser proctoring tool successfully to facilitate scheduling exams on campus.

*The proctoring software used may be subject to change depending on software capabilities. If the software is changed students will be notified with instructions prior to each exam.

2) This course requires you to access the following free external websites to complete homework or assessments:

- ScientiaCME - <https://www.scientiacme.org/>
- Psychiatric Times - <https://www.psychiatrictimes.com/>
- Stanford Center for Continuing Medical Education - <https://stanford.cloud-cme.com/>
- Providers Clinical Support System (PCSS) - <https://learning.pcssnow.org/>
- My CME - <https://www.mycme.com/>

Specific instructions for how to access these external websites, create accounts, and what to submit for assignment credit are detailed within the individual assignment instructions.

Expected Professional Graduate Student Behavior:

1) Zoom Meetings: Classroom Engagement

Zoom meetings are held on Monday evenings at 6:00 pm CDT as scheduled to introduce the week's area of knowledge development and to discuss any questions surfacing from the information. Class engagement is highly encouraged. Students who engage in class are the most successful. Please prepare for this engagement so you will gain the most from our time together.

The professional expectation within UT Tyler's PMHNP program is for cameras to be turned on during all Zoom meetings. PMHNP professionals often use Zoom for patient visits and professional meetings. It is extremely unprofessional behavior to attend a Zoom meeting without the camera on.

Proper professional engagement and adherence to these guidelines ensure that everyone can benefit from a productive and respectful virtual classroom experience. Interpersonal interaction supports the skills necessary for a professional PMHNP, and this engagement is paramount for balancing an online process within a relational profession.

2) Student Concerns: Chain of command

Students should address all concerns related to the course directly with assigned faculty via email. Following an appropriate chain of command and addressing concerns with assigned faculty prior to going up to a program director or dean is the professional expectation. Course faculty are happy to work with students to find a resolution to student concerns.

3) Grading Procedures

Assignments and Weights/Percentage/Point Values

- 1) Exams: 60%*
 - *Exam 1: 15%**
 - *Exam 2: 15%**
 - *Exam 3: 15%**
 - *Exam 4: 15%**
- 2) Small Group Assignments 10%
- 3) Discussion Boards: 10%
- 4) Assignments: 20%

*The average of your exams must be greater than or equal to 80 to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without making an 80 average on the four exams.

Grading Scale:

Specific guidelines and grading criteria for all assignments are in the modules. Final grades for the course will be determined based upon the following point assignments:

A - 90-100

B - 80-89

C - 70-79

D - 60-69

F - Below 60

Grades will not be rounded when calculating the average (79.5 is not rounded to 80, and 89.5 is not rounded to 90). The simple average of all unit exam grades, including the final exam must be at or above 80% to pass the course. Once the student has achieved a simple unit exam

average of 80% or higher, course grades will be determined based on the weighted calculation of exams and other required course work. Students are required to achieve an average of 80% (B) to complete the course successfully. University policy allows 60 days for grade appeals; however, the School of Nursing follows a stricter timeline of 10 days to facilitate students' timely progression through the curriculum. In case of extenuating circumstances, please consult the Associate Dean of Academic Affairs for guidance.

Late Policy: 5% will be deducted each day an assignment is past due unless prior arrangements have been made with your course faculty. Extenuating circumstances may apply.

Repeating a Course: Students repeating this course may not use previously submitted assignments nor utilize the same patients for an assignment. Submitting the same or slightly modified assignments from previous semesters are considered self-plagiarism and is subject to academic discipline, including failing the assignment or the course.

Attendance and Make-up Policy: Attendance/participation is expected. Make-up for exams, quizzes, assignments, and missed clinical time is at the instructor's discretion. Requests for alternative assignment or exam due dates or times related to student hardships or emergencies must be made by email to faculty in advance prior to the exam or assignment due date. Faculty may make exceptions for documented unforeseen emergencies on a case-by-case basis.

Graded Course Requirements Information:

1) Exams (60% of total grade; 50 + points per exam)

- Exams in the course will be given online, using a proctored service such as LockDown Browser.
- Exams must be taken during the time specifically designated unless other arrangements are made with faculty **prior** to the exam for documented unforeseen emergencies.
- If students have an unforeseen emergency and are unable to take the exam on the posted date, notify the course faculty as soon as possible. If the course faculty decides that an alternate exam will be given, the format and times will be at the discretion of the course facilitator, and the exam may be comprised of essays and fill-in-the-blank questions.
- Exam dates are listed in the course calendar beginning on the first day of class. Students should adjust their schedule accordingly.
- Students must achieve an **AVERAGE** of 80 on all four exams to pass the course. Even though you may have enough percentage in other areas to raise your overall grade, you still will not pass the course without an 80 overall **AVERAGE** on all exams.
- Each exam may be opened during the designated exam hours (testing window) listed within Canvas. Students must finish the exam by the end time established for the exam. Please pay strict attention to this time limit for each exam.

PLEASE NOTE THE EXAM WINDOW IS 5 PM TO 9 PM. THE EXAM WILL SHUT DOWN AT 9 PM. STUDENTS MUST LOG IN BY 7:15 PM TO USE THE FULL 75 MINUTES ALLOTTED FOR THE EXAM.

There will be four live class Zoom meetings hosted the week prior to each exam. The date and time for the scheduled Zoom meetings will be posted to the course announcements. Any supplemental live lectures and question and answer sessions scheduled will be announced prior to the class. Faculty may attempt to record class meetings; however, students should plan to attend class meetings to guarantee access to the content.

- The module objectives and assigned readings will guide the selection of items for the exams. Emphasis will be on application and synthesis of knowledge.

- **Exam 1 will cover Modules 1-5**

- **Exam 2 will cover Modules 6-8**

- **Exam 3 will cover Modules 9-11**

- **Exam 4 will cover Modules 12-15**

2) Assignments (20% of total grade)

- Assignments will be individual case study papers, projects, presentations, quizzes, or completion of educational modules through third party sites.

- Case study papers should be a formal paper in APA 7 format, complete with a title page and reference list.

- Educational modules through third part sites, require submission of a certificate of completion which includes the name of the student, title of the content, and date completed to satisfy the assignment requirements.

3) Discussion Boards (10% of total grade)

Discussion boards may include various topics relevant to the weekly module content to enhance learning. Initial responses are due by day 3 (Wednesday) and two peer responses are due by day 6 (Sunday). Follow the rubric for full credit and remember to reference every post in APA 7 format.

4) Small Group Assignments (10% of total grade)

You will be assigned to work in small groups to complete specific tasks. It is every group member's responsibility to make sure each week's group assignment is completed.

Each group will need to decide on a time and date for their live discussion and planning meetings. Groups can use Zoom or any other platform they feel comfortable using to chat. Group assignments are viewable by choosing the people tab within Canvas and then navigating to groups. **GROUP MEMBERS WHO FAIL TO RESPOND TO OR CONTACT THEIR GROUP AT LEAST 3 WEEKS BEFORE THE GROUP PROJECT IS DUE MAY RECEIVE A GRADE OF ZERO FOR THE PROJECT.**

Group Roles

Facilitator

- Each week, when applicable, review the assignment and be ready to lead the discussion on that assignment within the live chat.
- Lead a purposeful discussion.
- Guide the discussion to stay focused and on task.
- Equalize participation.
- Watch the tone of the group discussion.
- Give feedback to each participant at least once during the discussion.

Note Taker

- Follow the Participant guidelines.
- Maintain discussion notes to be made available upon request from the instructor.
- Submit the group assignment to the applicable assignment by the end of Day 7 with the names of everyone within your small group.
- Review the similarity score after the assignment is submitted. Communicate with group members and the instructor if an assignment has an elevated score.

Participant

- Actively participate in the group task. Your participation will be noted and rated.

- Be respectful. Use proper netiquette.
- Do not just agree or disagree, but support your comments with examples from class content, current events, and other professional resources.

University of Texas at Tyler School of Nursing Policy on Graduate Examinations

Committing to graduate school is a significant responsibility that requires careful balancing of both academic and personal schedules during these rigorous years. The SON faculty want to partner with you to ensure your success with course examinations. Please review the policy on the graduate examinations below to understand the expectations of the SON and to ensure your academic success.

The UT Tyler School of Nursing faculty are committed to...

- *Posting a full syllabus including a course calendar ahead of the semester for each course to allow ample time for student life planning.*
- *Exams are scheduled during a 4-hour time block.*
- *Immediate access to faculty [see designated contact] during exams for individual student support.*
- *Partnering with students to achieve academic success.*
- *Providing accommodations [per SAR] through **Student Accessibility and Resources** for individualized student needs.*
- **Student Accessibility and Resources-** <https://www.uttyler.edu/academics/success-services/disability-services>

Link to UT Tyler Course Syllabi: <https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/>

Commitment required from students...

- *Review each course syllabus and assignment calendar prior to semester start to make necessary arrangements for specified exam days.*
- *Notify instructors immediately of any emergencies that hinder exam time – discretion to the faculty on a case-by-case basis.*
- *Request accommodations appropriately through the (Student Accessibility and Resources) for any physical or learning needs which will notify the faculty of any requests*
- *Achievement of a minimum examination average score of 80% to pass each individual course.*
- *Adherence to the university policy of academic integrity.*
- *Rationale for examinations timed schedule is expected for licensure students sitting for National Exams and exam integrity adherence.*

This is a reminder that all exams must be taken during the designated exam window.

Committing to graduate school is a significant responsibility that requires careful balancing of both academic and personal schedules during these rigorous years. Any changes to the exam schedule will only be considered at the discretion of the faculty and only in cases of genuine emergencies.

We appreciate your understanding and commitment to your academic journey. We are here for you!

4) Academic Integrity:

Cheating of any kind, as defined in Section 8 of the UT Tyler Manual of

Policies and Procedures (MOPP) for Student Affairs (<https://www.uttyler.edu/mopp/>), will not be tolerated. Consequences may include:

- reprimand
- exam failure
- course failure
- expulsion from the Nursing program
- expulsion from the University
- other consequences as assigned

Exam and homework materials, questions, case studies, and all course materials are the intellectual property of faculty, UT Tyler, or publishers.

- These materials may not be distributed without permission.
- Distributing or uploading them to online resources destroys the integrity of the assignment and the course, allowing others an unfair advantage by letting them view the materials.
- Uploading these materials to online resources is a **violation of UT Tyler's academic misconduct policies and may result in formal conduct charges or criminal prosecution for copyright infringement.**

Sanctions for uploading or otherwise divulging the contents of these materials can include:

- a reduced or failing grade for the assignment or course
- removal from the nursing program
- expulsion from UT Tyler
- **Use of Artificial Intelligence:** All assignments in this course are individual assignments. In this class, you will often be discussing course concepts with your classmates and with me, but when you sit down to complete a quiz, write a discussion post, or work on a project, you are expected to do the actual work on your assignments independently.

Use of an AI Generator such as ChatGPT, MidJourney, DALL-E, Open Evidence, etc. is explicitly prohibited unless otherwise noted by the instructor. The information derived from these tools is based on previously published materials. Therefore, using these tools without proper citation constitutes plagiarism. Additionally, be aware that the information derived from these tools is often inaccurate or incomplete. It is imperative that all work submitted should be your own. Any assignment found to have been plagiarized or used unauthorized AI tools may receive a zero and/or be reported for academic misconduct.

Important Course Dates

Payment deadline: **August 27 at 5:00 pm.**

Classes Begin: **August 28, 2025.**

Labor Day Holiday: all offices closed; no classes held **September 1, 2025.**

First Drop for non-payment **September 4, 2025.**

Census Date (withdraw without penalty): **September 10, 2025.**

First day to file for Summer 2026 Graduation **September 15, 2025.**

Last day to withdraw: **November 4, 2025.**

Second drop for non-payment **September 22, 2025.**

Final filing deadline for Fall 2025 Graduation **October 1, 2025.**

Thanksgiving Holiday all offices closed; no classes held, **November 24 – 28, 2025.**

Final Exams: **December 8 - 12, 2025.**

Fall Commencement: **December 12 - 13, 2025.**

Fall semester grades posted **December 16, 2025.**

Calendar of Topics, Readings, and Due Dates:

The specific assigned textbook and article readings, lectures, and video resources are detailed within each weekly course module within Canvas.

Week/Date	Module Content	Assignments & Exams
Week 1 9/2 – 9/7	Introduction to Neuroscience	Graduate Affirmation Forms DB 1.1: 9/2 Orientation@ 6 pm / Icebreaker 9/3, 9/7 Respondus Browser Download 9/7 Initial Post: Due by Wednesday 11:59 CST 2 peer responses: Due by Sunday 11:59 CST PMHNP Graduate Student Professional Statement Due by Sunday 9/7 1159 CST
Week 2 9/8 – 9/14	Neurotransmitters, Receptors, and Signaling the Nucleus	Module 2 Assignment post 9/10 peer responses 9/14 Sunday 11:59 pm CST.
Week 3 9/15 – 9/21	Principles of Psychopharmacology	Module 3 Assignment Enzymes and Absorption due by Sunday 9/21 @11:59 pm CST
Week 4 9/22 – 9/28	Antipsychotics Pt 1	Module 4 Assignment CE: Schizophrenia due by 9/28 Sunday 11:59 pm CST Exam 1 Review 9/29 @ 6 pm CST
Week 5 9/29 – 10/5	Antipsychotics Pt 2	Module 5 Assignment CE VMAT Inhibitors in TD due 9/21 Sunday by 1159 pm CST Module 5 Assignment post 10/1 peer responses 10/5 Sunday by 1159 pm CST Exam 1 (Mod 1-5) – 10/7 (Tuesday)
Week 6 10/6 – 10/12	Antidepressants Pt 1	Module 6 Assignment post 10/8 peer responses by 10/12 Sunday by 11:59 pm CST
Week 7 10/13 – 10/19	Antidepressants Pt 2	Module 7 Assignment post 10/15 peer responses 10/19 Sunday 11:59 pm CST Module 7 Assignment CE Common Causes and Treatments of Depression in Children & Adolescents 10/19 Sunday 1159 pm CST
Week 8 10/20 – 10/26	Mood Stabilizers	Exam 2 Review 10/20 @ 6 pm CST

Week 9
10/27 – 11/2 Anxiolytics & Chronic Pain

Module 8 Assignment post 10/22 peer responses 10/26 by Sunday 1159 pm
Exam 2 (Mod 6-8) 10/27 (Tues.) 5 pm to 9 pm CST
Module 9 Assignment post 10/29 peer responses 11/2 Sunday 1159 pm CST

Exam 3 Review: 11/3 @ 6 PM CST

Week 10
11/3 – 11/9 Sleep/Wake Disorders and Treatment

Module 10 Assignment post 11/5 peer responses 11/9 Sunday 1159 pm CST

Module 10 Assignment CE Preparing for the Future of Sleep Medicine 11/9 Sunday 11:59 CST

Exam 3 (Mod 9-11) – 11/11 (Tues) 5 pm-9 pm CST

Week 11
11/10 – 11/16 Dementia

Module 11 Assignment post 11/12 peer responses: 11/16 Sunday 11:59 pm CST

Week 12
11/17 – 11/23 Attention Deficit Hyperactivity Disorder

Module 12 Assignment post 11/19 Sunday 1159 pm CST **peer responses 11/23.**

Turkey Week
11/24 – 11/30 🦃 🦃 🦃 🦃

Module 12 Assignment CE Medications for Opioid Use Disorder 11/2 Sunday 11:59 pm CST

Exam 4 Review: 12/1 @ 6 PM CST (Mod 12-14)

Week 13
12/1 – 12/7 Substance Use Disorders

Module 13 Assignment 12/2 peer responses 12/7 Sunday by 1159 pm CST

Module 13 Assignment CE Pharmacotherapy for Alcohol Use Disorder 12/7 Sunday 1159 pm CST

Week 14
12/8-12/12 Finals Week August 4th – 8th

Exam 4: (Mod 12-14) Mon 12/8 5 pm to 9 pm CST

Week 15
12/13 – 12/16 End of Term

Commencement: December 12th & 13th

Final Grades Posted by 12/16

School of Nursing Policies and Additional Information:

https://www.utt Tyler.edu/nursing/college/student_guide_and_policies.php

Student Resources to assist you in this course:

[UT Tyler Student Accessibility and Resource \(SAR\) Office](#) (provides needed accommodations to students with document needs related to access and learning).

[UT Tyler Writing Center](#)

[The Mathematics Learning Center](#)

[UT Tyler PASS Tutoring Center](#)

[UT Tyler Supplemental Instruction](#)

[Robert Muntz Library](#) and [Library Liaison](#)

[Canvas 101](#) (learn to use Canvas, proctoring, Unicheck, and other software)

[Digital Support Toolkit](#) (for supported courses only. Students are automatically enrolled in the toolkit for supported courses)

[LIB 422](#) -- Computer Lab where students can take a proctored exam [The Career Success Center](#)

[UT Tyler Testing Center](#)

[Office of Research & Scholarship Design and Data Analysis Lab](#)

Resources available to UT Tyler Students

[UT Tyler Counseling Center](#) (available to all students)

[TAO Online Support Center](#) (online self-help modules related to mental & emotional health)

[Military and Veterans Success Center](#) (support for all our military-affiliated students)

[UT Tyler Patriot Food Pantry](#)

[UT Tyler Financial Aid and Scholarships](#)

[UT Tyler Registrar's Office](#)

[Office of International Programs](#)

[Title IX Reporting](#)

[Patriots Engage](#) (Available to all students. Get engaged at UT Tyler.)

University Policies and Information

Withdrawing from Class: Students, you are allowed to [withdraw](#) (drop) from this course through the University's Withdrawal Portal. Texas law prohibits students who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at other 2-year or 4-year Texas public colleges and universities. Consider the impact withdrawing from this class has on your academic progress and the financial implications. We encourage you to consult your advisor(s) and financial aid for additional guidance. CAUTION #1: Withdrawing before census day does not mean you get a full refund. Please see the [Tuition and Fee Refund Schedule](#).

CAUTION #2: All international students must check with the [Office of International Programs](#) before withdrawing. All international students are required to enroll full-time for fall and spring terms.

Final Exam Policy: Final examinations are administered as scheduled. If unusual circumstances require that special arrangements be made for an individual student or class, the dean of the appropriate college, after consultation with the faculty member involved, may authorize an exception to the schedule. Faculty members must maintain student final examination papers for at least three months after the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all the requirements for a course by the end of the semester, then the instructor may recommend an Incomplete (I) for the course. The "I" may be assigned in lieu of a grade only when all the following conditions are met: (a) the student has been making satisfactory progress in the course; (b) the student is unable to complete all course work or final exam due to unusual circumstances that are beyond personal control and are acceptable to the

Instructor, and (c) the student presents these reasons before the final grade roster is due. The semester credit hours for an Incomplete will not be used to calculate the grade point average for a student. The student and the instructor must submit an Incomplete Form detailing the work required and the time by which the work must be completed to their respective department chair or college dean for approval. The time limit established must not exceed one year. Should the student fail to complete all the work for the course within the time limit, then the instructor may assign zeros to the unfinished work, compute the course average for the student, and assign the appropriate grade. If a grade has not been assigned within one year, then the incomplete (I) will be changed to an F or NC if the course was originally taken under the CR/NC grading basis.

Grade Appeal Policy: UT Tyler's Grade Appeal Policy requires the completion of a grade appeal form for this action to take place. The grade appeal begins with the instructor of your course. If you do not agree with the instructor's decision, you may then move your appeal to the department chair/school director for that course. If you are still dissatisfied with the decision of the chair/director, you may move the appeal to the dean of the college offering that course, who has the final decision. Grade appeals must be initiated within sixty (60) days from the date of receiving the final course grade. The grade Appeal form is found on the [Registrar's Form Library](#).

Disability/Accessibility Services: The University of Texas at Tyler has a continuing commitment to providing reasonable accommodation for students with documented disabilities. Students with disabilities who may need accommodation(s) to fully participate in this class are urged to contact the Student Accessibility and Resources Office (SAR) as soon as possible to explore what arrangements need to be made to ensure access. If you have a disability, you are encouraged to visit the SAR Portal (<https://hood.accessiblelearning.com/UTTyler/>) and complete the New Student Application. For more information, please visit the [SAR webpage](#) or call 903.566.7079.

Military Affiliated Students: UT Tyler honors the service and sacrifices of our military-affiliated students. If you are a student who is a veteran, on active duty, in the reserves or National Guard, or a military spouse or dependent, please stay in contact with faculty if any aspect of your present or prior service or family situation makes it difficult for you to fulfill the requirements of a course or creates disruption in your academic progress. It is important to make faculty aware of any complications as far in advance as possible. Faculty will work with you and if needed, put you in contact with university staff who are trained to assist you. Campus resources for military-affiliated students are in the [Military and Veterans Success Center \(MVSC\)](#). The MVSC can be reached at MVSC@uttyler.edu or via phone at 903.565.5972.

Academic Honesty and Academic Misconduct: The UT Tyler community comes together to pledge that "Honor and integrity will not allow me to lie, cheat, or steal, nor to accept the actions of those who do." Therefore, we enforce the [Student Conduct and Discipline policy](#) in the Student Manual of Operating Procedures (Section 8).

FERPA: UT Tyler follows the Family Educational Rights and Privacy Act (FERPA) as noted in [University Policy 5.2.3](#). The course instructor will follow all requirements in protecting your confidential information.

COVID Guidance: The UT Tyler community of Patriots respects the rights of others to wear a mask if they desire to do so. COVID guidelines may change as the situation warrants, and students should follow the instructions warranted by the situation.

Absence for Official University Events or Activities: This course follows the practices related

to approved absences as noted by the Student Manual of Operating Procedures ([Sec. 1 -501](#)).

Absence for Religious Holidays: Students who anticipate being absent from class due to religious holidays are requested to inform the instructor by the second class meeting of the semester.

Campus Carry: We respect the right and privacy of students who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.utt Tyler.edu/about/campus-carry/index.php>.

School of Nursing Policies and Additional Information:

https://www.utt Tyler.edu/nursing/college/student_guide_and_policies.php

Student Resources and University Policies are provided in Canvas. Artificial Intelligence Statement Artificial Intelligence (utt Tyler.edu)

<https://www.utt Tyler.edu/digital-learning/ai/>