



Neurobiology Overview: Mental Health and Illness

NURS 5357

Spring 2026 Syllabus: All sections

Scheduled Class Days and Times: Hybrid

Lead Instructor's Name: Dr. Rowan Teboh PhD, APRN, PMHNP-BC

Course Section:

Phone:

Email (**Best Contact***):

Instructor's Name: TBD

Course Section:

Phone:

Email (**Best Contact***):

Additional course faculty to be listed in Canvas.

Please contact faculty using UT Tyler Patriot email. Do not send emails from within Canvas inbox.

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.

This program follows a hybrid format, combining primarily online coursework with required on campus learning experiences. Students are expected to attend on-campus sessions or clinical activities as part of their training. It is important to plan ahead for any necessary work adjustments during core courses and clinical practicums to ensure academic success and professional growth.

Course Description

This foundational course is designed for advanced practice nurses specializing in the care of individuals with mental and substance use disorders. Emphasizing a neurobiological perspective, the course explores key mental disorders across the lifespan. It examines multifactorial causes, including developmental, genetic, injury, trauma, infection and neurodegeneration. The course also delves into the maintenance of homeostasis within the mind-body relationship, with a focus on the neurobiological underpinnings of mental disorders. Students will integrate neurobiological principles with psychopharmacologic treatment modalities and pharmacogenomics, analyze the neurobiological mechanisms of psychotropic

drugs, and develop strategies to enhance patient care through a deeper understanding of neurobiology.

Prerequisites: NURS 5350 Advanced Pathophysiology; NURS 5352 Advanced Health Assessment; NURS 5354 Advanced Pharmacotherapeutics

Corequisites: None

Student Learning Outcomes:

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

1. Integrate neurobiological principles with psychopharmacological treatment modalities and pharmacogenomics across the lifespan.
2. Analyze the relationships between neurobiological mechanisms and the actions of psychotropic drugs in psychiatric illnesses.
3. Apply neurobiological concepts in the assessment and treatment of psychiatric disease states across the lifespan.
4. Identify and explain the neurobiological targets for psychotropic medications.
5. Develop strategies to enhance patient care, self-awareness, and accountability through a neurobiological understanding of psychiatric conditions and treatments.

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. Higgins, Edmund (2024). *The Neuroscience of Clinical Psychiatry* (Fourth Edition). Philadelphia: Wolters Kluwer, 2024. ISBN-13 : 978-1975212223.

- This text is available to students through the UT Tyler Library as an EBook

Special Course Notes

Required Course Equipment:

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/>

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.**

Special Course Notes:

- a. Proctoring Notice: Four Exams will be given ONLINE, using a proctored service called **Respondus Lock-Down Browser**. You must download Respondus Lock-Down Browser at the beginning of the semester. This software is available at no cost to students.
- b. 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) can be made. Details on using Respondus Monitor and setting up the webcam will be available in the Canvas course.
- c. Exams must be taken during the time specifically designated. If you are unable to take the exam, notify the instructor and the instructor will determine if a makeup exam is warranted. Any potential make-up exam will be done during finals week only, with special permission.
- d. Exam dates are listed in the Course Calendar
- e. 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.
- f. Each exam may be opened during the designated hours listed within Canvas, but you will only have 75-minutes to complete the exam-including the verified time with Lock-Down Browser. You must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!
- g. Absolute integrity is expected from every student in all aspects of the course and students may be dismissed from the program for violations. Cheating on exams will not be tolerated. All persons involved in Academic Dishonesty will be disciplined in accordance with University Regulations and Procedures. You are responsible for reading and following the student guidelines on academic integrity in the [Handbook of Operating Procedures](#) for UT Tyler.
- h. Exams are Not open book. No notes, books, papers, or other aids are to be used during any exam. Students are to work individually and submit the test within the allotted time.
- i. When your test is completed, you must disconnect from the test in Canvas PRIOR TO disconnecting from Lock-Down Browser for test security purposes. Any attempts to copy the examination will be viewed as cheating.

- j. If necessary, opportunities for individual review of questions regarding the exam will be allowed within 1 week of the administration of the exam. After that timeframe, the exam will no longer be reviewed.
- k. Any adjustment to exam grades will be at the discretion of the faculty. Grades will be posted on Canvas but should not be considered the official grade for the course until all exams have been taken and final grades have been posted.

Lock-Down Browser Use Instructions: Exam Proctoring Notice

1. LockDown Browser Requirement

This course requires the use of LockDown Browser for online exams. 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 assigned homework or assessments:

- ScientiaCME - <https://www.scientiacme.org/>
- SMI Adviser - <https://smiadvise.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/>

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

Assignments and Weights/Percentage/Point Values

1) Exams: 60%*

- *Exam 1: 15%**
- *Exam 2: 15%**
- *Exam 3: 15%**
- *Exam 4: 15%**

****Exams are only open on specific days and times, be sure to plan and review due dates. No travel arrangements should be scheduled on exam dates. Please plan your time accordingly in consideration of required exam dates.**

2) Discussion Boards: 10%

3) Weekly Quizzes: 20%

4) Assignments: 10%

***The average of your four (4) exams must be greater than or equal to 80 to pass the course. Points from items 2-4 above will only be added after your average score of 80. You will not pass the course without making an 80 average on the four (4) 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 a final must be at or above 80% in order 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.

Exam and homework materials, questions, and problems 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.
- Sanctions for uploading or otherwise divulging the contents of these materials can include:
 - a reduced or failing grade on an assignment
 - a reduced or failing grade for the course
 - removal from the Nursing program
 - removal from UT Tyler

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 is 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.

Graded Course Requirements Information:

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

- ***Exams in the course will be given online, Lockdown Browser + Webcam. With Lockdown browser, students are unable to open other tabs on their computers to seek resources while the exam is on.***
- Students must not take pictures or copies of the exams.
- **Exams must be taken during the date and time specifically designated. Scheduled exam dates will not be changed unless in very extreme cases (Not guaranteed). As such, students must plan their schedules ahead of the scheduled examination dates.**
- If for any extreme reason, there is an alternate date, **the exam will be comprised of essay and fill-in-the-blank questions.**
- **Exam dates are listed in the Course Calendar.**
- 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 hours listed within Canvas, **but you will only have 75 minutes to complete the exam.** You must finish the exam by the end time established for the exam. Please pay strict attention to this time limit!
- The module objectives and assigned readings will guide the selection of items for the tests. Emphasis will be on application and synthesis of knowledge.
 - **Exam 1 will cover Modules 1-4**
 - **Exam 2 will cover Modules 5-6**
 - **Exam 3 will cover Modules 7,8,10**
 - **Exam 4 will cover Modules 11, 12 and 13**

2) Weekly Quizzes (20% of total grade)

There will be short quizzes throughout the weekly modules. These quizzes will open on Mondays and close on Sundays by 11:59pm The combined total of points for all quizzes will account for 20% of the final grade.

3) Discussion Boards (10% of total grade)

Discussion boards may include a variety of topics relevant to the weekly module content in order to enhance learning. **Initial responses are due by day 3 (Wednesday) and two peer responses on different days are due by day 7 (Sunday).**

4) Assignments: (10% of total grade). Due dates are located within the course in Canvas.

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.

Turnitin Similarity Score Policy

All written assignments submitted in this course are subject to review through Turnitin to ensure academic integrity and proper citation practices. While some similarity is expected (such as correctly quoted material, references, or assignment templates), excessive similarity indicates inadequate paraphrasing or potential plagiarism. Students are expected to review their Turnitin report before the final submission deadline and make necessary revisions to ensure originality and proper APA 7th edition citation.

Guideline for Similarity Scores and Deductions.

Turnitin Similarity Range	Interpretation	Typical Faculty Action or Grade Deduction
0–15%	Excellent originality; appropriate use of sources and citations.	No deduction
16–25%	Acceptable if overlap is mainly from references, quotes, or templates.	May be reviewed for excessive quoting or weak paraphrasing. Up to 5% deduction possible.
26–35%	Moderate similarity; may reflect overuse of direct language or poor paraphrasing.	5–10% deduction or request for revision.
36–50%	High similarity; significant originality concerns.	10–20% deduction, and faculty may require resubmission or academic integrity review
Over 50%	Unacceptable level of similarity; likely plagiarism.	Automatic zero (0) and potential referral to the Academic Integrity Committee.

Important Notes Similarity from reference lists, assignment headers, or required templates is not penalized if formatted correctly. Students may resubmit assignments before the due date to reduce similarity and improve originality. Faculty reserve the right to use discretion in

determining penalties based on the nature of the overlap, the student's intent, and the overall circumstances of the submission. Consistent academic honesty and ethical writing practices are expected of all graduate nursing students. Consequences may include: reprimand exam failure course failure expulsion from the Nursing program expulsion from the University other consequences as assigned

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 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. You may find the course syllabi for the School of Nursing posted [here](https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/). (<https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/>)
- Scheduling exams during a 4-hour time block.
- Immediate access to course instructor [see designated contact] during exams for individual student support.
- Partnering with students to achieve academic success
- Providing SAR recommended accommodations for individualized student needs.

Commitment required from students...

- Review each course syllabus and assignment calendar prior to semester start to make necessary arrangements for specified exam days. You may find the course syllabi for the School of Nursing posted [here](https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/). (<https://www.uttyler.edu/academics/colleges-schools/nursing/syllabi/>)
- **Attendance and Make-up Policy:** Attendance/participation is expected. Make-up for exams, quizzes, assignments, is at the instructor's discretion. Any assignment or exam that is not completed as scheduled requires students to notify faculty **before** the due date of the emergency reason it cannot be completed when due.
- **Make- Up Examinations:** Students will be allowed one make-up exam. This make-up exam may be presented as an essay, a case study, short answers, and/or multiple choice. This will be determined by Faculty Discretion.
- Students are to schedule a Makeup Exam prior to the original exam date and up to 48 hours after the exam is missed. This is the student's responsibility.
- The make-up exam must be completed within seven days unless the faculty determines that there are other extenuating circumstances.
- The make-up exam will be scheduled over a four-hour window.

- There is a maximum of two make-up exams per semester unless the student is subject to failing the course.
- All make-up exams will be concluded at faculty discretion and according to university accommodation policies.
- Exams must be taken during the time specifically designated. If you are unable to take the exam, notify the instructor and the instructor will determine if a makeup exam is warranted. Any potential make-up exam must be completed before the end of finals week, with special permission.
- **Make-up assignments:** All assignments must be completed on time unless prior arrangements related to a hardship or emergency has been made with faculty. Students are responsible for managing their own workload and assignment/exam submission dates as listed in the Syllabus. There is no guarantee of permission to make up missed assignments after the due date.
- **Missed assignments or exams with no prior faculty approval will result in a student grade of Zero.**
- Request accommodations appropriately through the **Student Accessibility and Resources (SAR)** for any physical or learning needs which will notify the faculty of any requests.
(<https://www.uttyler.edu/accessibility/disability-resources.php>).
- **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 who are 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!

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

Important Course Dates:

First day to file for Fall 2026 Graduation **January 2, 2026.**

Payment Deadline, for Nursing Spring 2026 15-Week Session: January 7, 2026 @ 5pm CST

Classes Begin for Nursing 15-Week Session: **January 8, 2026.**

First Drop for non-payment **January 14, 2026.**

Martin Luther King Jr. Holiday, all offices closed, no classes January 19, 2026.

Census Date (withdraw without penalty): **January 21, 2026.**

Second drop for non-payment **February 2, 2026.**

Mid-Term Grade Rosters Open: February 9, 2026.

Final filing deadline for Fall 2025 Graduation **March 2, 2026.**

Spring Break all offices closed; no classes held, **March 9–13, 2026.**

Last day to withdraw **March 24, 2026.**

Final Exams: April 20 - 24, 2026.

Final Grades posted by 12 pm **April 28, 2026.**

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

Spring Commencement: **May 1-2, 2026.**

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.

Course Schedule		
Week # and Topic	Assignments	Due Date
Pre-Semester	Payment deadline: Jan 7. Classes begin Jan 8. Faculty available Jan. 12	
Week 1 Introduction to Neuroscience 1/12-1/18	Graduate Affirmation Forms- Due Jan. 13th -PMHNP Graduate Student Accountability/ Professionalism Statements /Quiz due January 13th. -Discussion Board (DB) 1: Icebreaker (due date/times to the right) - Respondus Browser Download -PMHNP program & course orientation: Zoom Date TBD @ 6-7pm	Ice breaker Initial Post by Wed 13th @ 11:59pm -2 Peer Responses: due on Sunday 18th @11:59pm Monday Jan 19th. Martin Luther Holiday. All offices closed, no classes. -PMHNP Graduate Accountability Quiz opens Jan 12th and due- Jan.13th@11:59pm
Week2 Neurotransmitters, Receptors, and Signaling the Nucleus. -Modulators 1/19-1/25	-Syllabus Quiz - Module 2 Quiz (Neurotransmitters and Modulators)	Due on Sunday, @ 11:59pm
Week 3 Schizophrenia & Psychosis 1/26- 2/1st	- Module 3 Quiz - Group Assignment- Case Scenario: Schizophrenia/Psychosis	Due on Sunday, @11:59pm

		<i>Exam 1 review: 2/26@4:30pm- 5:30pmCST</i>
Week 4 DSM-V and Psychiatric Diagnosis 2/2 -2/8	Discussion Board: DSM-V and Psychiatric Diagnoses Exam 1: 02/5 Opens: Thursday, Feb.5th 5:00pm CST -9:00pm CST(4hrs)	Initial Post: due by Wednesday Day 3 @11:59pm 2 Peer Responses: on different days, final post due on Sunday Day 7 @11:59pm Exam 1: Opens: Thursday, Feb.5 th from 5:00pm CST - 9:00pm CST(4hrs)
Week 5 Depression 2/9-2/15	Mod. 5 Quiz-Depression Midterm Grade Poster Opens 2/9	Due by Sunday, Day 7 @ 11:59pm
Week 6 Bipolar Disorder 2/16- 2/22	Discussion Board: Bipolar Disorder	Initial Post: due by Wednesday@11:59pm 2 Peer Responses: on different days, final post due on Sunday @11:59pm <i>Exam 2 review: 2/19@4:30pm- 5:30pmCST</i>
Week 7 Anxiety 2/23- 3/1	Quiz -Anxiety Exam 2: 2/26 Opens: Thursday, February 26th at 5:00pm CST Closes at 9:00pm CST	Opens: Thursday, February 26th at 5:00pm CST Closes at 9:00pm CST
Week 8 Pain 3/2 -3/8	Quiz -Pain	Due on Sunday, Day 7 @11:59pm <i>Exam 3 review: 3/5@4:30pm- 5:30pmCST</i>

Week 9 3/9 -3/15	Spring Break No Classes. All offices closed		
Week 10 Sleep/Wake Disorders 3/16 -3/22	Quiz -Sleep/Wake Disorders Exam 3: 3/19 Opens: Thursday, March 19th at 5:00pm CST Closes: Thursday, March 19th at 9:00pm CST		Quiz due on Sunday, Day 7 @11:59pm Opens: Thursday, March 19th at 5:00pm CST Closes: Thursday, March 19th at 9:00pm CST
Week 11 ADHD 3/23 -3/29	-Quiz -ADHD -Group Assignment: Case Scenario: ADHD		Due on Sunday, Day 7 @11:59pm Group Assignment: Case Scenario: ADHD Due on Sunday, Day 7 @11:59pm
Week 12 -Dementia 3/30- 4/5	Quiz -Dementia		Quiz 12 is due on Sunday by 11:59pm
Week 13 -Substance Use Disorder 4/6-4/12	-Assignment: PCSS: Overview of SUD		Assignment 13 due on Sunday 11:59pm Exam 4 review 4/9@4:30pm CST to 5:30pm CST
Week 14 4/13/-4/19	-Discussion Board: Substance Use Disorder		-Initial Post: due by Wednesday by 11:59pm 2 Peer Responses: on different days, final post due on Sunday by 11:59pm

4/20- 4/26 Final Exam	Exam 4: 4/22 Opens: Wednesday April 22nd at 5:00pm CST Closes: Wednesday April 22 nd at 9:00pm CST Course Evaluations and Wrap up	Opens: Wednesday April 22nd at 5:00pm CST Closes: Wednesday April 22 nd at 9:00pm CST
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4/27-5/2 Final Grades Posted by 4/28

Spring Commencement: May 1st

School of Nursing Policies and Additional Information:

<https://www.utt Tyler.edu/academics/colleges-schools/nursing/student-guide-and-policies/>

APA Guidelines: Points will be deducted if APA guidelines are not followed, as adherence to these standards is critical for maintaining academic integrity and avoiding plagiarism. Accurate citation and formatting are essential to scholarly work, ensuring that sources are appropriately credited and the work is presented professionally. Failure to use the updated APA guidelines not only undermines the credibility of the assignment but also constitutes a violation of academic standards. Therefore, it is imperative for students to meticulously apply APA formatting and citation rules to avoid penalties and uphold the quality of their work. Plagiarism will not be tolerated.

Student Resources to assist you in this course:

Online Library Access Link :<https://libguides.utt Tyler.edu/c.php?g=871729&p=10327003>

[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 of 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. Make sure to consider the impact withdrawing from this class has on your academic progress as well as 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 Summer 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 are required to maintain student final examination papers for a minimum of three months following the examination date.

Incomplete Grade Policy: If a student, because of extenuating circumstances, is unable to complete all of 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 of 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 prior to the time that 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 of 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 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 decision of the instructor, 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 accommodations for students with documented disabilities. Students with disabilities who may need accommodation(s) in order 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 me 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 me aware of any complications as far in advance as possible. I am willing to 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).

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 unless otherwise specified.

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 that is found to have been plagiarized or to have used unauthorized AI tools may receive a zero and / or be reported for academic misconduct.

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 a religious holiday 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 <https://www.uttyler.edu/about/campus-carry/>.

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 \(utt Tyler.edu\)](#)