



Syllabus

Psychopharmacology Overview: Mental Health and Illness

NURS 5359

Fall 2026

Scheduled Class Days and Times: Selected Mondays at 5:00 pm CST

Instructor: Heather Skrivanek, PhD, APRN, CPNP-PC, PMHNP-BC

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Office Hours: Tuesdays 9 am – 11:00 am via zoom and by appointment.

***Best way to contact me is via UT Tyler Email. Please 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.

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.

This program follows a hybrid format, combining primarily online coursework with required synchronous lectures. Students are expected to attend all scheduled course activities as part of their training. It is important to plan for any necessary work adjustments during core courses and clinical practicums to ensure academic success and professional growth.

*The universally accepted and recommended amount of time to spend on college level (undergraduate and graduate) coursework is 3 to 4 hours per credit hour. For this 3-credit hour course, you should spend a minimum of 9-12 hours each week studying the material to be successful.

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. Demonstrate Comprehensive Understanding of Mechanisms of Action

Explain the mechanisms of action for major classes of psychiatric medications—including antipsychotics, antidepressants, mood stabilizers, anxiolytics, stimulants, and selected others—and relate these mechanisms to clinical effects and potential side effects in adults, children, and geriatric patients. (AACN Domain 1, PI 1.5; Domain 2, PI 2.2).

2. Apply Principles of Pharmacokinetics and Pharmacodynamics

Analyze and apply pharmacokinetic (absorption, distribution, metabolism, excretion) and pharmacodynamic (receptor interactions, dose-response relationships) principles to guide safe and effective medication selection, dosing, and monitoring across the lifespan. (AACN Domain 1, PI 1.4; Domain 5, PI 5.2).

3. Implement Safe Prescribing Practices

Demonstrate the ability to safely initiate, titrate, and discontinue psychiatric medications, considering age-specific factors, comorbidities, drug-drug interactions, and organ function in adult, pediatric, and geriatric populations. (AACN Domain 1, PI 1.4; Domain 5, PI 5.2).

4. Identify and Manage Adverse Effects and Drug Interactions

Recognize common and serious adverse effects, toxicities, and clinically significant drug-drug or drug-disease interactions associated with psychiatric medications and develop evidence-based strategies for prevention and management in diverse patient populations. (AACN Domain 7, PI 7.3; Domain 9, PI 9.1).

5. Integrate Evidence-Based Guidelines and Patient-Centered Care

Utilize current evidence-based guidelines and individualized patient assessment to select appropriate psychopharmacologic treatments, monitor therapeutic response, and adjust regimens to optimize safety, efficacy, and adherence in adults, children, and older adults. (AACN Domain 1, PI 1.4; Domain 5, PI 5.2).

Required Textbooks and Readings (hardcopies are required):

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

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. 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-13: 978-1975167486.

Recommended Textbooks and Readings:

1. Stahl, S. (2024). *Prescriber's Guide: Children and Adolescents (2nd ed.)*. Cambridge University Press. ISBN-13: 9781009267502.

2. Osser, D. (2025). *Psychopharmacology algorithms: Clinical Guidance from the Psychopharmacology Algorithm Project at the Harvard South Shore Psychiatry Residency Program* (2nd ed.). Wolters Kluwer. ISBN-13: 978-1975240189.

Required Course Equipment:

1. Computer with functional webcam and functional microphone. If you have specific IT/computer software questions visit: <https://www.utt Tyler.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 exam. 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 unable 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. 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:

- Adhere to all UT Tyler SON graduate student testing policies, note dress code.
- Select a well-lit 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. Exams will shut down at the scheduled end time.
- Turn off all digital devices, phones, etc. and place them outside of the testing room.
- Clear your area of all external materials - books, papers, other computers, or devices.
- Remain at your desk or table, 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:

Zoom Meetings: Classroom Engagement with Camera on and active participation

Zoom meetings are held on selected Monday evenings at 5:00 pm - 6:00 pm CDT as scheduled to review essential content 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. Students should present a professional appearance. 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.

Professionalism: 10% of grade.

Professionalism Grade is initially based on the professionalism quiz in Canvas, your professionalism performance, and class attendance through the semester. Students' score will start with their quiz score. Outside of the quiz, the score is evaluated based on timeliness, appropriate behavior, and effective communication with faculty and in the clinical statement. Assignments must be submitted on time and accurately based on guidelines. Faculty may deduct points from this grade for late submissions, failure to attend class, unprofessional conduct, or failure to meet communication expectations, or if any of the previous requirements are not followed.

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.

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 Assignment 20%
- 3) Professionalism: 10%
- 4) Other Assignments: 10%
- 5) Practice Quizzes: 0% (these quizzes are ungraded and are available to test your understanding of the material)

***The average of your 4 exams must be greater than or equal to 80 to pass the course.**

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 as listed in Canvas. Late submissions are approved only for **verified extenuating circumstances** and **only after communication with faculty prior to the due date**, except in the case of a true emergency. Late submissions will incur a 5-point deduction per calendar day for up to three days. After three days the assignment will receive a zero. Please note: Work obligations, travel, vacations, and scheduling conflicts are not considered extenuating circumstances. Documented emergencies (e.g., hospitalization, serious illness, family crisis) must be communicated to the instructor prior to the due date, whenever possible, and may qualify for a limited extension at the instructor's discretion. No assignments will be accepted after the final course deadline.

Repeating a Course: Students repeating this course may not use previously submitted Assignments. 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.

Requests for alternative assignment or exam due dates or times related to student emergencies must be made by email to faculty in advance prior to the exam or assignment due date. Exams not taken at the scheduled time may be in an alternate format including essay, fill in the blank, or other alternative exam format.

Graded Course Requirements Information:

1. Exams (60% of total grade)

- Exams in the course will be given online, using the proctored service LockDown Browser.
 - Exam dates are listed in the course calendar beginning on the first day of class. Students should adjust their schedules accordingly.
 - Students must achieve an **AVERAGE** of 80 on all four exams to pass the course.
 - Each exam will 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.

- The module objectives, assigned readings, and lecture/multimedia content 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**

EXAMS NOT SUBMITTED ON TIME WITHOUT PRIOR PERMISSION FROM FACULTY WILL RESULT IN A GRADE OF ZERO.

2. Assignments (10% of total grade)

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

- Any written papers should be a formal paper in APA 7 format, complete with a title page and a reference list. References for all assignments should be in APA 7 format.

- Educational modules through third party sites, require submission of a CE CERTIFICATE of completion which includes the name of the student, title of the content, and date completed to satisfy the assignment requirements. Please note if a transcript or CE summary is submitted instead of the required CE CERTIFICATE, A MAXIMUM GRADE OF 70 WILL BE EARNED. LATE ASSIGNMENTS WITHOUT PRIOR PERMISSION FROM FACULTY WILL BE ASSIGNED A GRADE IF ZERO.

3. Professionalism Grade (10% of total grade)

Professionalism Grade is initially based on the professionalism quiz in Canvas and can decrease based on a lack of professionalism throughout the semester. Students' score will start with their quiz score. Outside of the quiz, the score is evaluated based on timeliness, attendance (camera on), and professional communication with faculty. Assignments must be submitted on time. Faculty will deduct points from this grade for late submissions, unprofessional conduct, failure to meet communication expectations, or if any of unprofessional actions are noted. For full credit: Submit all assignments and exams on time as scheduled in Canvas. Participate in all class Zoom meetings with camera on and professional dress. Interact with faculty and peers in verbal and written format demonstrating positive interprofessional rapport.

4. Small Group Assignment (20% 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 project 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. EQUAL STUDENT PARTICIPATION IS REQUIRED.**

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/offices/academic-affairs/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 every semester 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 course.*
- *Adherence to the university policy of academic integrity.*

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

Academic Integrity:

Cheating of any kind, as defined in Section 8 of the UT Tyler Manual of Policies and Procedures (MOPP) for Student Affairs 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.**

- **Communication in any form concerning exam content to any other person is academic misconduct. An exam grade of zero will be assigned.**

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

- a reduced or failing grade for the assignment or course including a grade of zero
- 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 faculty, 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 stated 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 using unauthorized AI tools may receive a zero and/or be reported for academic misconduct.

The Link for the UT Tyler Manual for Student Policies and Procedures is located here:

<https://www.uttyler.edu/offices/student-affairs/mopp/>

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. Deduction and Review will be up to faculty discretion.

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. <i>Up to 5% deduction possible.</i>

26–35%	Moderate similarity; may reflect overuse of direct language or poor paraphrasing.	<i>5–10% deduction</i> or request for revision.
36–50%	High similarity; significant originality concerns.	<i>10–20% deduction</i> , and faculty may require resubmission or academic integrity review.
Over 50%	Unacceptable level of similarity; likely plagiarism.	<i>Automatic zero (0)</i> and potential referral to the Academic Integrity Committee.

Important Notes

- Similarity from reference lists, assignment headers, or required templates are **not penalized** if formatted correctly.
- Students may **resubmit assignments** before the due date to reduce similarity and improve assignment 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 for all graduate nursing students.

Important Course Dates

Payment deadline: **August 26, at 5:00 p.m. CST**

Classes Begin: **August 27, 2026.**

Labor Day Holiday: All offices closed, no classes held: **September 7, 2026.**

Census Date: **September 9, 2026**

Drop for non-payment **September 21, 2026.**

Last day to withdraw from one or more courses: **October 30, 2026**

Thanksgiving Holiday: **November 23-27, 2026.**

Final Exams: **December 7-11, 2026.**

Fall Commencement: **December 11-12, 2026.**

Final Grades due by: **December 15, 2026.**

Calendar of Topics, Readings, Assignments, Course Meetings, and Due Dates:

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

Week/Date	Module Content	Assignments & Exams All Assignment Due Dates are Sunday @1159 pm and Exams are 5 pm to 9 pm CST
Week 1 8/31-9/6	Introduction to Neuroscience Module 1	ZOOM Class Orientation 8/27 @ 5:00 pm Discussion Board Icebreaker Respondus Browser Download 9/6 PMHNP Graduate Student Professional Statement Due by Sunday 9/6

Week 2 9/8-9/13	Neurotransmitters, Receptors, and Signaling the Nucleus Module 2 Principles of Psychopharmacology Module 3	Module 2 Practice Quiz due 9/13 Module 3 Practice Quiz due 9/13
Week 3 9/14-9/20	Antipsychotics Pt 1 Module 4	Group 1 & 2 Group Assignment due 9/20 Module 4 Practice Quiz due 9/20 Module 4 Assignment CE due 9/20
Week 4 9/21-9/27	Antipsychotics Pt 2 Module 5	ZOOM Class: Exam 1 Review 9/21 @ 5:00 pm Module 5 Practice Quiz due 9/27 Group 3 & 4 Group Assignment due 9/27 Module 5 Assignment CE due 9/27
Week 5 9/28-10/4	Antidepressants Part 1 Module 6	*Exam 1 (Mod 1-5) – 9/28 (Monday 5 to 9 pm) * Group 5 & 6 Assignment 10/4
Week 6 10/5-10/11	Antidepressants Part 2 Module 7	Module 7 Assignments CE due 10/11 Group 7 & 8 Group Assignment due 10/11
Week 7 10/12-10/18	Mood Stabilizers Module 8	ZOOM Class: Exam 2 Review 10/12 @ 500 pm Module 8 Assignment CE due 10/18 Group 9 Group Assignment due 10/18
Week 8 10/19-10/25	Anxiolytics Module 9	*Exam 2 (Mod 6-8) – 10/19 (Monday) 5 pm to 9 pm* Group 10 Group Assignment due 10/25
Week 9 10/26-11/1	Chronic Pain Module 10	Group 11 Group Assignment due 11/1
Week 10 11/2-11/8	Sleep/Wake Disorders Module 11	ZOOM Class: Exam 3 Review 11/2 @ 5:00 pm Group 12 Group Assignment due 11/8 Module 11 Practice Quiz due 11/8
Week 11 11/9 – 11/15	Attention Deficit Hyperactivity Disorder & Other Impulse Control Disorders Module 12	*Exam 3 (Mod 9-11) – 11/9 (Monday) 5 pm-9 pm* Group 13 Group Assignment due 11/15 Module 12 Assignment CE due 11/15

Week 12 11/16-11/22	Dementia Module 13	Group 14 & 15 Group Assignment 11/22
Week 13 11/23 – 11/29	Thanksgiving break	
Week 14 11/30-12-6	Substance Use Disorders Module 14	Zoom Class: Exam 4 Review 11/30 @ 5:00 pm Module 14 Practice Quiz due 12/6 Discussion Board Reflection 12/6
Week 15 12/7-12/11	Finals Week	*Exam 4 (Mod 12-14) – 12/7 (Mon) 5 pm to 9 pm*
	End of Term	Fall Commencement: December 11-12
		Final Grades Posted by December 15th at Noon

School of Nursing Policies and Additional Information:

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

Student Resources to assist you in this course:

UT Tyler Writing Center Link:

<https://www.uttyler.edu/academics/success-services/writing-center/>

The Mathematics Learning Center Link:

<https://www.uttyler.edu/academics/colleges-schools/arts-sciences/departments/mathematics/math-learning-center/>

UT Tyler PASS Tutoring Center Link:

<https://www.uttyler.edu/academics/success-services/tutoring/>

UT Tyler Supplemental Instruction Link:

<https://www.uttyler.edu/academics/success-services/supplemental-instruction/>

Robert Muntz Library Link: <https://www.uttyler.edu/library/>

Canvas 101 (learn to use Canvas, proctoring, and other software), and **Canvas Help Link:**

<https://www.uttyler.edu/canvas/>

Computer Lab where students can take a proctored exam:

The Career Success Center UT Tyler Testing Center Link:

<https://www.uttyler.edu/academics/colleges-schools/nursing/computer-lab/>

Office of Research & Scholarship Design and Data Analysis Lab Link:

<https://www.uttyler.edu/academics/colleges-schools/nursing/office-of-nursing-research-and-innovation/>

Resources available to UT Tyler Students

UT Tyler Counseling Center (available free to all students) Link:

<https://www.uttyler.edu/student-life/health-wellness/student-counseling-center/>

Military and Veterans Success Center (support for all our military-affiliated students) Link:

<https://www.uttyler.edu/offices/academic-affairs/military-and-veterans-affairs/>

UT Tyler Patriot Food Pantry Link: <https://www.uttyler.edu/offices/service-learning/food-pantry/>

UT Tyler Financial Aid Link:

<https://www.uttyler.edu/admissions-aid/tuition-financial-aid-fees/calendar/>

Scholarships Link:

<https://www.uttyler.edu/admissions-aid/tuition-financial-aid-fees/types-of-aid/scholarships-fellowships/returning-student/>

UT Tyler Registrar's Office Link: <https://www.uttyler.edu/current-students/registrar/about/>

Office of International Programs Link: <https://www.uttyler.edu/offices/international-programs/>

Title IX Reporting Link: <https://www.uttyler.edu/offices/compliance/title-ix/faq/>

Patriots Engage (Available to all students. Get engaged at UT Tyler). Link:

<https://www.uttyler.edu/student-life/organizations/forms/>

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 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 Link:**

<https://www.uttyler.edu/current-students/student-business-services/cashier-office/refund/>

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. **Withdrawal Link:** <https://www.uttyler.edu/current-students/registrar/registration/withdrawals/>

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](#). Registrar forms link: <https://www.uttyler.edu/current-students/enroll/forms.php>

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 and complete the New Student Application. For more information, please visit the [SAR webpage Link](#):

<https://www.uttyler.edu/offices/academic-affairs/disability-services/>

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 <https://www.uttyler.edu/academics/colleges-schools/nursing/files/policies/nursing-student-guide.pdf>

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: <https://www.uttyler.edu/academics/colleges-schools/nursing/files/policies/nursing-student-guide.pdf>

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

School of Nursing Policies and Additional Information:

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

Student Resources and University Policies are provided in Canvas. Artificial Intelligence Statement Artificial Intelligence policies:

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