Advanced Health Assessment for the Nurse Practitioner Student NURS 5352 Spring 2022

Scheduled Class Days and Times: Online with scheduled on-campus Intensive

This syllabus subject to change during the first week of school.

Instructor's Name: Dr. Carol Rizer, DNP, APRN, CRNA-ret; course facilitator

Office: BRB 1095

Phone: 903.681.4372; this is my cell #. Please text me as needed for

questions/problems/appointments.

Email: crizer@uttyler.edu

Office Hours: Virtual Office Hours: By Appointment and virtual office hours every Monday

evening 7:30pm-9:00pm.

*Best way to contact me: text or email first, please, then phone call or Zoom.

Instructor's Name: Ms. Annala Shirley, APRN, FNP-C, AGNP-C, OCN

Office: BRB 1095

Phone: Cell- 903.508.7078 or 409-370-1136

Email: ashirley@uttyler.edu

Office Hours: By appointment

*Best way to contact me: text or email first, please, then phone call or Zoom.

Instructor's Name: Dr. Valerie Miller, PhD, APRN, FNP-C

Office: pending

Phone: (cell) 325.665.7575

Email: vmiller@uttyler.edu

Office Hours: by appointment

*Best way to contact me: email, then text, then call or Zoom.

Course Description: This course in intended for the nurse practitioner. Incorporates integration of advanced health assessment principles and skills for comprehensive examination of clients that leads to differential diagnosis. Focus will be on common deviations from normal. Populations across the lifespan will be included. **Prerequisite:** Pre-Requisite or Co-Requisite of NURS 5350 AND Admission to NP programs or Pre-Requisite or Co-Requisite NURS 5350 AND Admission to NP Cert program.

Student Learning Outcomes:

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

- 1. Demonstrate the ability to obtain and document a comprehensive health history for individuals across the lifespan.
- 2. Perform a risk assessment of the patient including the assessment of lifestyle and other risk factors.
- 3. Assess health promotion behaviors of individuals across the lifespan.
- 4. Perform and document a complete advanced physical examination of individuals across the lifespan utilizing the full extent of the student's education and training.
- 5. Perform basic assessment tests and interpret pertinent laboratory and diagnostic data.
- 6. Relate assessment findings to underlying pathophysiology.
- 7. Analyze assessment data to determine differential diagnoses.
- 8. Analyze assessment data to determine nursing diagnoses.
- 9. Develop an effective and appropriate plan of care for the patient that is research based (evidence-based practice) and takes into consideration life circumstances, cultural, ethnic, and developmental variations.
- 10. Utilize the skills of advanced nursing assessment and an understanding of advanced practice nursing roles and evidence-based data collection to provide effective continuity of care among collaborating healthcare providers.

Required Textbooks and Readings:

**If you are in a clinical course, all students are required to have an active *InPlace* subscription.

***The only access code needed is for the Shadow Health bundle!

AUTHOR	TITLE	EDITION	PUBLISHER and/or ISBN
Rhoades and Petersen	Advanced Health Assessment and Diagnostic Reasoning	4 th ed.	978-1284170313
Rhoades and Petersen	Advanced Health Assessment and Diagnostic Reasoning—This book is available free as an e-book	4 th ed.	978-1284170313

	through our UT Tyler library. It can be accessed from the library's guide: https://libguides.uttyler.edu/textbooks https://libguides.uttyler.edu/textbooks		
Habif, Campbell, and Chapman.	Skin Disease: Diagnosis and Treatment	4 th ed.	978-0323442220
Ball, Dains, & Flynn & Shadow Health Bundle	Seidel's Physical Examination Handbook With Shadow Health Bundle Elsevier website: Advanced Health Assessment Digital Clinical Experience Course ID: 165731_crizer8_5001 The ISBN for the NURS 5352 bundle is 9780323975322. You can search for it on our website (uttyler.bncollege.com) by the ISBN or the by the course information. Full student access instructions here.	9 th ed.	978- 0323545327
Seller and Symons	Differential Diagnosis of Common Complaints No access code needed.	7 th ed.	978-0323512329

Recommended Textbook:

American	Publication Manual of the		
Psychological	American Psychological		
Association	Association- recommended	7 th ed.	978-1433832178

PLEASE NOTE THAT THE FOLLOWING BOOK BUNDLE (including Shadow Health)
IS AVAILABLE THROUGH THE UTTYLER BOOKSTORE AND MAY SAVE YOU
MONEY.

• Spring 2022 NURS 5352- Bundle ISBN 9780323941716

The bundle contains the following:

•	Shadow Health Advanced Health Assessment	ISBN 9780323753661
•	Ball: Seidel's Guide to Physical Exam 9e	ISBN 9780323481953
•	Ball: Seidel's Physical Exam Handbook 9e	ISBN 9780323545327
•	Habif: Skin Disease: Diagnosis & Treatment 4e	ISBN 9780323442220
•	Symons & Seller: Differential Diagnosis 7e	ISBN 9780323512329

Special Course Notes:

^{*}The average of your exams must be greater than or equal to 80 in order 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.

^{**} Only when the clinical component is passed will the student be awarded a course grade based on the scored evaluation items listed above. Failing to complete any clinical component satisfactorily will result in an overall course grade no higher than a C.

***You must pass the Mid-term and Final practicums to pass the course. Even if you have enough points to pass otherwise, you will not pass the course without passing the practicums. You will receive a % grade for the Midterm and Final SOAP notes but understand that these components are Pass/Fail and the % grade is simply for your own information so that you may improve upon this component as the semester progresses.

**** Dermatology for Primary Care is an online course that offers CEs with every completed module. The use of pattern recognition and key diagnostic clues for common skin diseases makes learning much easier. Please see Canvas for more details.

Important Course Dates:

Note: The complete course schedule is also available in the Course Canvas site.

First Week of School: See Canvas for information to have your Diagnostic Kit shipped to you or you may pick it up on campus (see times). This is **MANDATORY** for course completion and **MUST** be completed by **Friday of the first week of school**.

Census Date: January 21, 2022

Exam Dates: February 3, February 24, March 17, April 14, 2022

Mid-Term Checkoff On-Campus: February 21, 2022

Last Date to Withdraw: March 21, 2022

https://www.uttyler.edu/registrar/registration/withdrawals.php

Final Checkoff Date: April 4, 2022

Skills Training/Q&A sessions via Zoom: (may watch the recording if work-related conflict). Supplemental trainings/meetings may be requested by individual students or groups at any time!! Please take advantage of this!

Zoom Time for all sessions will be 7:30pm CST:

January 10, January 17, January 24, January 31, February 7, February 14,

February 28, March 14, March 21, March 28,

Zoom Invitation Link for all meetings:

https://uttyler.zoom.us/j/6514957972

Meeting ID: 651 495 7972

Dial by your location: +1 346 248 7799 US (Houston)

Proctoring Notice: This course will utilize ProctorU for all four Exams. However, the exams will NOT utilize a live proctoring service, but will utilize AUTO Proctoring. **Do NOT contact ProctorU to reserve exam times. Do not pay for ProctorU.** All four exams will be accessed

through Canvas at the appropriate day/time. You need only to download the appropriate extension for the browser you will be using. See Canvas for more details.

Alternate Locations of Class: This course is online except for ONE MANDATORY oncampus date, Monday, February 21, 2022. The Final Checkoff date is April 4, 2022. (These plans/dates are subject to change depending on the COVID-19 pandemic safety recommendations from UT Tyler.)

Assignments and Weights/Point Values:

Criteria for Evaluation:	Percentage of Grade:
Exam #1	15%*
Exam #2	15%*
Exam #3	15%*
Exam #4	15%*
Advanced Practice Education Associates (APEA) Modules/exam	10%
Module Quizzes (12 quizzes total)	5%
Pediatric SOAP Note	5%
Adult/Geriatric SOAP Note	5%
Denver Developmental	5%
Shadow Health Modules	5%
Dermatology for Primary Care	5%
Participation in Learning Intensive	P/F**
Midterm Practicum & SOAP Note	P/F**
Final Practicum SOAP Note	P/F**
Course Clinical Practice Hours (20)	P/F**

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). Students are required to achieve an average of 80% (B) to successfully complete the course.

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 them 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

<u>Late Policy</u>: 5% will be deducted from the potential points for an assignment for each day it 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.

<u>Attendance and Make-up Policy:</u> Attendance / participation is expected. Make-up for exams, quizzes, assignments, clinical time missed is at the discretion of the instructor.

Graded Course Requirements Information:

REQUIRED COURSE EQUIPMENT

(These items should be used during all Advanced Practice Skills Learning Sessions and utilized in the on-campus AHA Intensives on February 21, 2022.)

- Quality stethoscope, at least a Cardiology 3 or 4
- Clear plastic ruler, 5-6 inches long
- Penlight
- Small Magnifying glass (with light)
- Small portable mirror to evaluate feet
- Lab coat
- Watch with second hand/function, or digital clock with timer function
- UT Tyler student name badge (\$15.00)
- UT Tyler patch purchased locally at CR Scrubs
 - Cell phone or other device with internet access
 - Web Cam for your computer

PROVIDED COURSE EQUIPMENT

You will be issued a <u>Diagnostic kit</u> (otoscope, ophthalmoscope, percussion hammer, and tuning fork), as well as a <u>Denver Developmental kit</u>, at the beginning of the semester. <u>Please be aware that students should pick up the kits on campus, if at all possible.</u> If you do choose to come to campus to pick this up, please make sure you arrive on a pre-confirmed date/time. This will be posted as an Announcement in Canvas. Otherwise, you may make arrangements to have the kits mailed to you at your expense, should you so desire. See Canvas Course for additional 'first week of school' details about ordering your diagnostic kit. This will be an important part of getting started in the course.

The kits <u>must be returned after completion of the FINAL PRACTICUM</u>. Those who fail to return these items, whether lost or stolen, will be responsible for the cost of replacing these items which total \$1000. Return Diagnostic Kit and Denver Kit by date outlined in the Course Calendar – This is the date the equipment must be received by the university. You will not receive an official grade until all equipment is returned.

*Denver Developmental--The Denver Developmental Screening Test (DDST) was devised to provide a simple method of screening for evidence of slow development in infants and preschool children. The test covers four functions: gross motor, language, fine motor-adaptive, and personal-social. This test is useful as a quick screen to determine whether a child is achieving developmental milestones in these areas. It can be used with children from birth to 6 years of age. The Denver test equipment comes in your Diagnostic Kit for your review. You will not be required to actually use it this semester. However, information on the Denver Test will be embedded in Course Modules and you will see questions on your exams regarding it.

****REQUIRED COURSE TECHNOLOGY****

Please see the Canvas Page that discusses each item, cost, or component specifically.

- **1. Proctor U** -no cost to student.
- 2. Shadow Health—Shadow Health may be purchased as part of a book bundle through the UTTyler bookstore or may be purchased separately. During the progression of the course, please consult your faculty or Elsevier for questions about Shadow Health. To access Shadow Health, you must go through Elsevier. For other technical issues, contact the Shadow Health Help Desk: support.shadowhealth.com & 1-800-860-3241
- 3. InPlace- As part of your orientation checklist, you should have purchased an InPlace subscription. When you obtain your InPlace subscription and successfully complete this course with an A or a B, the 20 clinical hours you will achieve upon completion of this course will be automatically loaded into your InPlace account, so be sure to have this set up prior to completion of the course. You will use InPlace throughout your program.
- 4. **Dermatology for Primary Care--** There will be several assigned learning modules

in Dermatology for Primary Care (see Canvas Assignments). More information to come when the semester starts. See Canvas and attend all Zoom sessions for the course! You will use *Derm for Primary Care* throughout your program.

5. APEA- Advanced Practice Education Associates- Year 1 Bundle will be available for purchase for this course and is a required component (see Canvas for further instructions). This mandatory component will also be for other courses as you move through the program. If you are in other courses now and have already purchased the Year 1 Bundle, there is no need to purchase again. The subscription for Year 1 starts when faculty make it available for you to purchase (and after you have completed the purchase). This will be an important component of your preparation for predictor exams throughout your program which you will be required to pass to move forward each semester.

To purchase: <u>First, please provide your name and email address to Dr. Rizer,</u> course facilitator, for relaying to APEA. This will enable you to purchase through UTTyler with a considerable discount. Follow in-course instructions on Canvas.

The Question Banks and Learning Modules will be very valuable to you as you move through your program and prepare for the certification exam after graduation.

Estimated Time Commitment Required for AHA Course Assignments:

Reading of professional materials (books, journals, etc.) is an integral aspect of role development as a nurse practitioner. It is recommended that students spend a minimum of 2-hours daily for materials related to assigned readings, clinical topics, and professional issues associated with the NP role and competencies. As a rough guide, you should plan to spend six to eight hours per week on this course, and more hours may likely be necessary, depending on the individual. This estimate includes the time you will spend reading, researching particular items for more information, and completing assignments. Note that considerably more additional hours may be necessary to fully comprehend the didactic content as well as the clinical skills.

Every student is responsible for completing the recommended reading, completing the course module components, assignments, quizzes, and exams according to due dates in the course calendar. Reading assignments consist of associated materials in the course textbooks and this list may be viewed on the course calendar and in each module. All assignments are made with the assumption that required reading assignments will be completed prior to completion of the assignments.

Calendar of Topics, Readings, and Due Dates:

Spring 2022 Course Calendar

**Corresponding chapters of newer book editions may have changed. Consult table of contents in each text.

Date	Time	Location & Readings	Content	Assignments
January 10- January 16	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoads & Petersen text: Ch. 1, 2, & 3 Seidel: Ch. 1	Module 1: Interviewing and History Taking Strategies, Physical Examination Strategies, and Documentation Strategies • Shadow Health (SH) Orientations – Digital Clinical Experience Tutorial and Digital Standardized Patient Orientation for Advanced Health Assessment www.shadowhealth.com The Shadow Health Modules are now accessed through the Elsevier platform. PIN: to be announced	 Quiz #1 open Shadow Health Module: Digital Clinical Experience, Conversation Concepts, & Health Hx open January 10. SH: All modules will remain open until due date and then will automatically close. Special Training Session & Q&A—Zoom, Monday, January 10, 2022 at 7:30pm CST
January 16- January 23	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online.	Module 2: Mental Health Disorders and Integumentary Disorders	 Quiz #1 due January 16 Quiz #2 open January 16 SH DCE Module due Jan 16. SH Health Hx Module due Jan 16. SH Conversation Concepts due Jan 16.

January 21, 2022		Petersen text: Ch. 6 & 7 Seller & Symons text: Ch. 29 Habif, et al. text	CENSUS DAY	 Special Training Session & Q&A—Zoom, Monday, January 17, 7:30pm- 8:30pm
January 23- January 30	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoads & Petersen: Ch. 4, 8; see corresponding Appendices. Seller & Symons: Ch. 11, 17, & 34 Seidel: Ch. 8, 20, 21, 22	Module 3: Eye Disorders and Examination of the Eyes; CAGE Assessment; Providing Care for Diverse Patient Populations	 Quiz #2 due Quiz #3 open SH: Mental Health Module open Jan 23. SH: HEENT open Jan 23. Special Training Session & Q&A—Zoom, Monday, January 24, 7:30pm- 8:30pm
January 30, 2022 by mn		Health History	Assignment Due	Health History Assignment due
January 30- February 6	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen:	Module 4: Respiratory Disorders; Examination of the Thorax; Assessment of the Lungs	 Quiz #3 due Quiz #4 open SH: Resp & Cough Modules open Jan 30 SH: Mental Health & Health Hx Modules due Jan 30

		Chapter 11 Seller & Symons: Ch. 7, 9 & 28; Seidel: Ch. 9		 Special Training Session & Q&A—Zoom, Monday, January 31, 7:30pm- 8:30pm
Thursday, February 3, 2022	Online	ProctorU- AUTO	Exam1 covers Modules 1, 2, 3	Exam 1-Thursday, February 3, 2022; exam accessible through Canvas, 5pm-9pm
February 6- February 13, 2022	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 12 Seller & Symons: Ch. 6, 28, 31; Seidel: Ch. 14	Module 5: Cardiovascular Disorders and Examination of the Heart and Blood Vessels	 Quiz #4 due Quiz #5 open SH: CV & chest pain open Feb 6. SH: Respiratory and Cough Modules due Feb 6. Special Training Session & Q&A—Zoom, Monday, February 7, 7:30pm-8:30pm
February 13- February 20	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online.	Module 6: Examination of the Ear, Nose, Mouth, and Throat; Related Disorders, including Sinuses	 Quiz #5 due Quiz #6 open SH: CV and chest pain due Feb 13 Zoom Meeting Special Training

Monday, February 21, 2022 at 7:30am	7:30 pm soon)	Rhoades & Petersen: Chapter 9 & 10 Seller & Symons: Ch. 7, 11, 12, 13, 15, 18, 30 Seidel: Ch. 10, 12 Midterm INTENSI (see schedule coming the second complete schedule complete schedule coming the second complete schedule schedu	VES On-Campus (subject to cong SOAP NOTE DUE within 72 See details in Canvas	
February 24, 2022 Thursday	Online	ProctorU- AUTO	Exam 2— covers Modules 4, 5, & 6	• Exam2 – Thursday, February 24, 2022; exam accessible 5pm- 9pm
February 20- February 27, 2022	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 14 Seller & Symons: Ch. 1, 2, 4, 8, 10, 18, 36	Module 7: Abdominal Assessment; Gastrointestinal Disorders; Nutrition	 Quiz #6 due Quiz #7 open Student Nursing Forms Due Feb. 20—mandatory SH: GI & Abdominal Concept Lab open Feb 20.

		Seidel: Ch. 14; selected parts of Ch. 20 & 22		
February 20, 2022		Adult/Geri SOAP DUE	SOAP Due	
February 27- March 13, 2022		Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 16 Seller & Symons: Ch. 32 & 35 Seidel: Ch. 16, 17	Module 8: Examination of the Male Genitourinary; Related Disorders	*Quiz #7 due *Quiz #8 open *SH: Gastrointestinal Module & Abdominal Pain Concept lab modules due Feb. 27 • Special Training Session & Q&A—Zoom, Monday, February 28, 7:30pm-8:30pm
March 6- March 13, 2022		Spring	Break	
March 13- March 20, 2022	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 17 Seller & Symons: Ch. 5,	Module 9: Examination of the Female Genitourinary Tract; Related GI Disorders; Examination of the Breast; Related Breast Disorders	 Quiz #8 due SH: HEENT due March 20. SH: Musculoskeletal open March 20.

March 24, 2022 Thursday	Online	20, 21, 32, 33, & 35 Seidel: Ch. 13, 15, 23 ProctorU-AUTO	Exam 3 covers Modules 7, 8 & 9	Exam 3 – Thursday, March 24, 2022; exam accessible 5pm-9pm via Canvas.
March 20, 2022		Pedi SOAP	Due	Pedi SOAP due- March 20, 2022
March 20- March 27, 2022	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 13 Seller & Symons: Sporadic references to neck; Sporadic references to endocrine; see index Seidel: Ch. 6, 7. (see index)	Module 10: Examination of the Neck; Endocrine Disorders	 Quiz #10 open March 20 Quiz #9 due March 20 Special Training Session & Q&A— Zoom, Monday, March 21, 7:30pm- 8:30pm
March 21, 2022		Last Day to Withdraw		
March 24, 2022 Thursday	Online	ProctorU- AUTO	Exam 3 covers Modules 7, 8 & 9	• Exam 3 – Thursday, March 24, 2022; exam accessible

				5pm-9pm via Canvas.
March 27- April 3, 2022	Online	Canvas, Derm for Primary Care, APEA Modules & Shadow Health online. Rhoades & Petersen: Chapter 18 Seller & Symon: Ch. 3, 23, 24, 25, & 26 Seidel: Ch. 21, 23	Module 11: Musculoskeletal Examination; Related Disorders	 Quiz #11 open March 27 Quiz #10 due March 27 SH: Musculoskeletal remains open SH Neuro open Special Training Session & Q&A— Zoom, Monday, March 28, 7:30pm- 8:30pm
April 3, 2022		Denver	Developmental Due	Denver Developmental due- April 3, 2022
April 4, 2022	<u>Fi</u> <u>details</u>	nal Skills Checkoff	On-Campus or via Zoom—se	
	SOAP Note due within 72 hrs. See schedule & details in Canvas			
April 3- April 10	Online	Rhoades & Petersen: Chapter 15 Seller & Symons: Ch. 11,	Module 12: Neurological Examination; Related Disorders	 Quiz #12 open Quiz #11 due SH: Musculoskeletal due April 3 SH: Neuro due April 3

		16, 17, 19, 22, 34, & 36 Seidel: Ch. 22, 24, 25		
April 14, 2022 Thursday	Online	ProctorU- AUTO	Exam 4 covers Modules 10, 11, & 12	Exam 4 – Thursday, April 14, 2022; exam accessible 5pm-9pm via Canvas.
April 10- April 17	Online	Final Few Days! Wrap-Up.	Return Diagnostic Kit and Denver Kits by Friday, April 15, 2022 - Student will not receive a grade until all equipment is returned. If lost/stolen, student will be responsible for cost (approx. \$1000.00)	 Quiz #12 due April 10 SH: all modules due April 10, 2022 Wrap up. All Grades in.

School of Nursing Policies and Additional Information:

https://www.uttyler.edu/nursing/college/student_guide_and_policies.php

Student Resources to assist you in this course:

<u>UT Tyler Student Accessibility and Resource (SAR) Office</u> (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

Upswing (24/7 online tutoring) - covers nearly all undergraduate course areas

Robert Muntz Library (Links to an external site.) 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 (supports 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 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 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 to 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 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 <u>Student Conduct and Discipline policy</u> in the Student Manual Of Operating Procedures (Section 8).

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

COVID Guidance

Information for Classrooms and Laboratories: Students are required to wear face masks covering their nose and mouth, and follow social distancing guidelines, at all times in public settings (including classrooms and laboratories), as specified by <u>Procedures for Fall 2020 Return to Normal Operations</u>. The UT Tyler community of Patriots views adoption of these practices consistent with its <u>Honor Code</u> and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff.

Students who are feeling ill or experiencing symptoms such as sneezing, coughing, or a higher than normal temperature will be excused from class and should stay at home and may join the class remotely. Students who have difficulty adhering to the Covid-19 safety policies for health reasons are also encouraged to join the class remotely. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Recording of Class Sessions: Class sessions may be recorded by the instructor for use by students enrolled in this course. Recordings that contain personally identifiable information or other information subject to FERPA shall not be shared with individuals not enrolled in this course unless appropriate consent is obtained from all relevant students. Class recordings are reserved only for the use of students enrolled in the course and only for educational purposes. Course recordings should not be shared outside of the course in any form without express permission.

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 http://www.uttyler.edu/about/campus-carry/index.php.