

N2300: Introduction to Professional and Clinical Concepts in Nursing (AO) SUMMER 2018

Syllabus: Sections 600 and 601

Faculty

Sections 600- Leslie Jennings, RN, MSN/Ed.; Clinical Assistant Professor (Lead Faculty)

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Section 601- Kristy Sterling, MSN, RN; Clinical Assistant Professor

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Time and Place of Class Meetings:

This course meets entirely online for eight weeks, in an asynchronous environment. Please see course schedule and Blackboard for specific due dates.

Description of Course Content:

Designed to introduce the pre-nursing student to specific professional concepts in nursing as well as academic success strategies. Selected concepts and processes for professional nursing will include an introduction to nursing's theoretical, philosophical, ethical, and legal dimensions with an emphasis on professional formation. Course activities will focus on development of teamwork, communication skills, effective decision-making and reflective practice.

Prerequisites: None

Course Credit Hours: 3 Credit Hours

Student Learning Outcomes:

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

- Discuss characteristics of professional nurses as well as the process of forming a professional nursing identity.
- Recognize multiple components of effective decision making within professional nursing scenarios.
- Apply effective communication concepts to both patient care and team situations.
- Demonstrate effective time management, learning, and test taking strategies.

Required Textbooks:

Black, B. P. (2017). *Professional nursing: concepts & challenges* (8th ed.). Maryland Heights, MO: Elsevier/Saunders. ISBN 9780323431125

Straker, K. & Kelman, E. (2007). *Vital skills: Study strategies every nursing student must know*. Houston, TX: Karista Press. ISBN 978-0-9798475-0-9

Recommended Textbooks:

Houghton, P. M., Houghton, T. J., & Pratt, M. M. (2009). *APA: The easy way!* Flint, MI: Baker College. ISBN 9780923568962

Other Required Course Materials:

Webcam; Please see applicable section of syllabus for exam information. **Please note: this course uses Respondus Lockdown Browser and Respondus Monitor for all exams in the course. Please see applicable section of the syllabus for more details.**

Attendance:

At the University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, **there are no attendance requirements. This course is entirely online. Any student who enters the course after the first day of class will be responsible for any missed course material. No opportunity will be given for any deadlines that are missed due to late registration.** However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

Required Coursework & Percentages of Overall Course Grade

- **Discussion Boards (8%)**
 - 4 Discussion Boards, 2% each
- **Reflective Journals (8%)**
 - 4 Reflective Journals, 2% each
- **Skills Assessments (7%)**
 - 7 Vital Skills Assessments, 1% each
- **Assignments (12%)**
 - Background Check Survey, 1%
 - Calendar Assignment, 1%
 - Exploring Nursing Assignment, 4%
 - Nursing Article Summary, 4%
 - Nursing Philosophy, 2%
- **Bi- Weekly Exams (45%)**
 - 3 Exams, 15% each
- **Comprehensive Final Exam (20%)**
- **TOTAL=100%**

Grading Policies:

- **70% Rule for the CONHI**

In order to successfully complete an undergraduate nursing course at UTA, the following minimum criteria must be met:

70% weighted average on proctored exams.

70% weighted average on major written assignments (if applicable).

In this course, all exams (**Exam 1, 2, 3, and the Final Exam**) count toward the required minimum course grade of 70.00% of proctored exams. These items are not included in this calculation- discussion boards, reflective journals, skills assessments, or assignments. In determining the final course grade, the weighted average on proctored exams as outlined above will be checked first. If a student achieves a 70.00% with no rounding of the average on these course components, the additional graded items will count toward the final course grade. If the student does not achieve a 70.00% with no rounding of the average on the components listed, the grade stands as a D or F as determined by the numerical value from the weighted average on the proctored exams listed above.

- ***Rounding of grades- CONHI***

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places (i.e. 85.679 = 85.68) and there will be **no rounding of final grades**. Letter grades for assignments and end-of-course grades shall be:

- A - 90% - 100%
- B - 80% - 89.99%
- C - 70% - 79.99%
- D - 60% - 69.99%

- **No extra credit projects are available to raise individual grades or final grade**
- **Grades and feedback (from academic coaches) on coursework will be provided within 72 hours of due date and time, or students will be notified if additional time is required.**

Exam Policies:

- Excused Absences: legal obligation, military obligations, pre-approved university-sponsored events, emergency situations, religious holy days, death of family member, or illness
 - Requirements: To be considered for a re-scheduled exam, the student must notify faculty prior to exam start date and time; documentation of incident is required and must be provided within 48 hours following exam due date and time. Documentation for illness requires proof of a visit to a healthcare provider. There are no exceptions to this rule.
 - There will be no point deductions for an excused exam absence.
- Unexcused Absences: oversleeping, exam date oversight, computer / technical issues, or other reasons not listed under excused absences
 - Requirements: To be considered for a re-scheduled exam, the student must notify faculty with their request within 48 hours of the exam due date and time. The exam must be scheduled within 7 days of the original exam due date and time.
 - The make-up exam may include an alternative test format and will have a point penalty of 20 points.
 - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a '0' on the exam.
- Exam Tardy Policy:
 - Respondus Lockdown Browser Exams:
 - If a student submits an online exam after the due date and time, they will receive a 20 point penalty on their grade the first time it occurs.
 - Blackboard will not auto-submit an exam at the due date and time of the exam. The student is responsible for submitting their exam by the assigned due date and time.
 - If the student submits an online exam after the due date and time for a second time in the course, they will receive a zero for that exam.
- Students will only be allowed one 20 point penalty per course, whether it is the result of an unexcused absence or a late submission through Respondus monitor.

Late Coursework Policy:

- Discussion boards: Late initial post will result in a 0; Late peer post will result in a 0. **Initial discussion board post is due each week by Wednesday by 11:59 p.m. (Central Time*); peer responses are due by 11:59 p.m.* on Saturday of each week.** No late points are awarded for discussion boards.
- Vital Skills Assessments: No late points will be given for late pre-assessments.
- Assignments/Journals: There will be 10 points deducted for each day an assignment is late up for **2 days** only at which time the assignment will be a 0 UNLESS you have approval PRIOR to the due date from your coach for an extension.
- Exams: Exams must be completed and submitted by the due date and time. Please see policy below specific to exams. **If you submit an exam past 11:59 p.m.*, you will receive a point deduction of 20 points the first time this occurs. Subsequent occurrences of the same issue will result in a grade of '0'.**

The official time for assignments, journals, discussion boards and exams will be determined by the submission time to Blackboard and is based on Central Time.

Final Week Deadline:

Due to the short nature of this course, **all course work must be completed and/or submitted no later than the last day of the course** which is **Saturday at 11:59 p.m. (CENTRAL TIME) of Week 8.** **After the final week no late assignments will be accepted.**

Technology Requirements:

- To be able to participate fully in exams in this course, a student must:
 - Have reliable and speedy internet access. This course requires a student to have reliable internet access and fast connection speed, as he or she will be taking online tests that are timed. For more information on computer needs specific to Blackboard, please go to: <http://www.uta.edu/blackboard/students/index.php>. Alternatively there is the UTA Help Desk 817-272-2208 or helpdesk@uta.edu and/or the Learning Resource Center (LRC) in Pickard Hall: <http://www.uta.edu/nursing/centers/resource/lrc.php>
 - Have intermediate-level computer competency. A student will struggle in this course if he or she is not completely comfortable with using email & discussion boards; uploading and downloading documents; and accessing resources such as search engines & websites.
 - A webcam for recording exams
- As an online student, you are responsible for your computer equipment and the speed of the internet services you are using whether you are using your personal equipment or you choose to use public equipment (for example, a computer at UTA or a public wi-fi service). Using a slow internet connection can result in lost time on your exams and a reduced quality of your exam's video recording. This lost time can negatively impact your grade. Course instructors are not able to return "lost time" to students with a slow or inconsistent internet connection.
- Students should check Blackboard once daily for important announcements related to the course.
- A student in this course must be very familiar with due dates, and with the rules and procedures if a problem occurs in meeting a deadline.
- Please see the university technology requirements at <http://academicpartnerships.uta.edu/student-services/technology-support.aspx>. Microsoft Office is the standard office productivity software utilized by faculty, students and staff.
- Students will need speakers or headphones to listen to videos
- All assignments must be completed on time and submitted through Blackboard as a **Word document (.doc or .docx). Mac users- please note, we do not accept Pages (.pages) documents.**

Submission Requirements:

- **Discussion Boards:** A requirement of this course is completion of bi-weekly discussion entries. You must submit an entry and reply to at least two of your online peers' post with reflective questions, substantive comments and/or relevant personal experiences. Once an initial post is complete, you will be able to see and respond to your classmate's posts. Discussion board entries are posted in a group discussion board in Blackboard. No credit will be given for late discussion board entries.
- **Reflective Journals:** One of the requirements of this course is completion of bi-weekly reflective journals. Reflective journaling will help you focus upon your course and career goals and enhance and reinforce your learning. For each, you should write your reflective comments, making connections to your prior experiences, this course, and beyond. **All journals must be completed on the Word document provided and uploaded to Blackboard as an attachment- not copied and pasted in the submission/text section or submitted as a separate document.** (See notes under Grading Policies for Submissions).
- **Skills Assessments:** The Chapter Assessments (found in Blackboard) from the Vital Skills textbook are graded based on completion; 100% will be awarded for every completed assessment no matter what the score achieved. These are completed in Blackboard no late points will be awarded for missed assessments.

- **Assignments:**
 - **Background Check Survey:** The summary page at the end of the survey should be submitted as a PDF page to Blackboard. Please see Blackboard for more information about the process.
 - **All other assignments must be completed on the Word document provided and uploaded to Blackboard as an attachment, not copied and pasted in the submission/text section or submitted on a separate document.** This means that you will be downloading the document provided, filling in your name and date at the top, and following the instructions in the document. Please note: For the Nursing Article Summary Assignment, you are not required to submit a formal APA paper. Please follow the instructions on the assignment.

Additional Grading Policies For Submissions

- Assignments will NOT be accepted by email or in the submission/text box of Blackboard.
- You have three submission attempts (prior to grading) in case an error is made to re-submit your assignment or journal to Blackboard.
- It is the student's responsibility to check Blackboard to be sure assignments have been submitted completely and correctly. Please review the Assignment Submission tutorial video in Blackboard under the Video Tutorials link.
- If assignments/journals are not submitted in the correct format as an attachment in Microsoft Word, students will receive a '0' on that assignment and will not be allowed to re-submit.
- Please note: Microsoft Edge as a browser has known issues with uploading attachments to Blackboard, so please use another browser.
- If you submit a blank document, Pages document, or do not follow the instructions on the assignment/journals, you will receive a '0' on the assignment.
- **You need to download the assignment/journal, fill out the information directly on that document, and then upload that assignment/journal to Blackboard.**
- **PLEASE NOTE:** If you are re-taking this course, you need to notify faculty immediately to discuss assignments previously submitted in the course. You may be asked to submit new assignments.

Using Respondus LockDown Browser and a Webcam for an Exam

This course requires the use of **LockDown Browser and a webcam** for online exams. The webcam can be built into your computer or can be the type that plugs in with a USB cable.

- Watch this [short video](#) to get a basic understanding of LockDown Browser and the webcam feature.
- Then download and install LockDown Browser from this link:
<http://www.respondus.com/lockdown/download.php?id=163943837>

Note: Do not download a copy of LockDown Browser from elsewhere on the Internet; those versions won't work at our institution.

- To take an online test, start LockDown Browser and navigate to the exam. (You won't be able to access the exam with a standard web browser.) For additional details on using LockDown Browser, review this Student Quick Start Guide (PDF) at:
<http://www.respondus.com/downloads/RLDB-Quick-Start-Guide-Bb-Student.pdf>
- Finally, when taking an online exam, follow these guidelines (below). **Students who fail to follow these guidelines will be notified by the coach and/or course instructor and will receive a 10-point penalty on each exam where these rules are not followed.**
 - You must use a webcam for the entire exam. Do not unplug or cover the camera while testing.
 - You must show a valid ID: Mav ID, Driver's License, Passport, or Government Issued ID.
 - You must show your desktop and nearby testing area in the environment check.
 - Do not talk to anyone in the room or on the phone during your test.
 - Do not wear headphones or ear buds. Soft foam earplugs with no attached wires are permitted.
 - Remain at your desk or workstation for the duration of the test. No bathroom breaks.
 - Take your exam at a desk or table (not on a couch or sofa). This will help you to stay in view of your computer's camera rather than slowly slouching / sliding out of view.

- Make sure your room lighting is behind your computer or above you. When the lighting is behind you, your face is in the shadows and the system may “flag” you for potential cheating / difficulty seeing your face.
- **Students with a pattern of behavior that demonstrate the potential for academic dishonesty will be notified by the instructor and may be reported to the Office of Student Conduct. Failure to comply with the requirements for more than one occurrence may result in a ‘0’ on subsequent exams.**
 - Do not have any notes or books in the testing area. Do not have an additional computer screen or any other electronics in the testing area (including tablets, phones, or smart watches). Turn off all mobile devices, phones, and put them in another room.
- **Students who use outside materials during an exam will be reported to the Office of Student Conduct and may not be allowed to pass the course.**

Other Exam Information

- **iPads are not allowed to be used to take exams in this course.** In addition, some notebooks (like Chromebooks) are not compatible with Respondus; it is the student’s responsibility to ensure that they have the correct equipment, in working order. Technical issues related to personal computer issues are not a reason for an exam extension.
- If you are kicked out of or lose connection with an exam, please attempt to re-enter the exam immediately. The timer will continue to run “behind the scenes”. Course instructors are not able to return “lost time” to students who have been kicked out of an exam. Students who demonstrate a pattern of multiple entrance into and exits out of exams may receive warnings from instructors and/or point penalties on exams.
- It is a good idea as an online student to always have a back-up computer and internet plan (in case your equipment stops working) and to start an exam with plenty of time to spare so that you can “activate” your back-up plan if you need to prior to the exam deadline. Last minute problems with your computer equipment, your internet service, and / or Respondus will not be an acceptable excuse to take an exam late and without penalty.

Course Questions

Please contact the **course coach** for questions regarding the course. Course coaches and faculty communicate regularly to resolve issues. If issues are not resolved by the course coach then you may contact the course faculty.

Emailing Coaches/Faculty

When emailing course coach or faculty, **only UTA email will be accepted and responded to for communication. In emails under Subject include course name and number and the section number you are in;** otherwise, your coach and/or faculty will not respond. It is your responsibility to check your school email account daily. We make every effort to respond within 24 hours. If you have not received a response within that time, please re-send your email. **Please address your email to the person you are intending the email to go to as a professional courtesy.**

Grade Grievances

Any appeal of a grade in this course must follow the procedures and deadlines for grade-related grievances as published in the current undergraduate catalog.

https://www.uta.edu/conhi/doc/unurs/BSN_student_handbook_17-18_A.pdf

Drop Policy

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must contact their academic advisor to drop a class or withdraw. Undeclared students must contact an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student’s responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Drop dates for off-campus courses may be found on the website
(http://academicpartnerships.uta.edu/documents/UTA_Drop_Dates.pdf)

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of **a letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- **The Office for Students with Disabilities, (OSD)** www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.
- **Counseling and Psychological Services, (CAPS)** www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: *The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.*

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu*

Academic Integrity: Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>.

Plagiarism:

Copying another student’s paper or any portion of it is plagiarism. Additionally, copying a portion of published material (e.g., books or journals) without adequately documenting the source is plagiarism. If five or more words in sequence are taken from a source, those words must be placed in quotes and the

source referenced with author's name, date of publication, and page number of publication. If the author's ideas are rephrased, by transposing words or expressing the same idea using different words, the idea must be attributed to the author by proper referencing, giving the author's name and date of publication. If a single author's ideas are discussed in more than one paragraph, the author must be referenced at the end of each paragraph. Authors whose words or ideas have been used in the preparation of a paper must be listed in the references cited at the end of the paper. Students are encouraged to review the plagiarism module from the UT Arlington Central Library via <http://library.uta.edu/plagiarism/>. Papers are now checked for plagiarism and stored in Blackboard.

Electronic Communication Policy:

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

To obtain your NetID or for login assistance, visit <https://webapps.uta.edu/oit/selfservice/>. If you are unable to resolve your issue from the Self-Service website, contact the Helpdesk at helpdesk@uta.edu

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey:

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Student Support Services:

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include [tutoring](#), [major-based learning centers](#), developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>.

University Tutorial & Supplemental Instruction (Ransom Hall 205): UTSI offers a variety of academic support services for undergraduate students, including: 60 minute one-on-one [tutoring](#) sessions, [Start Strong](#) Freshman tutoring program, and [Supplemental Instruction](#). Office hours are Monday-Friday 8:00am-5:00pm. For more information visit www.uta.edu/utsi or call 817-272-2617.

The IDEAS Center (2nd Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

College of Nursing Information

Undergraduate Support Staff

Elizabeth Webb, *Administrative Assistant I, AO BSN Program*

655 Pickard Hall, (817) 272-1237

Email: ewebb@uta.edu

The Student Handbook can be found at:

https://www.uta.edu/conhi/doc/unurs/BSN_student_handbook_17-18_A.pdf

Student Code of Ethics:

The University of Texas at Arlington College of Nursing and Health Innovation supports the Student Code of Ethics Policy. Students are responsible for knowing and complying with the Code. The Code can be found in the Student Handbook.

APA Format:

APA style manual will be referenced by the UTACON with some specific requirements for the undergraduate courses. Additional resources are found in the Blackboard, or visit

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> or

<http://owl.english.purdue.edu/owl/section/2/10>

Professional Conduct on Blackboard and Social Media Sites:

The Blackboard Discussion Board is to be viewed as a professional forum for student discussions. Students are free to discuss academic matters and consult one another regarding academic resources. The tone of postings on the Blackboard Discussion Board is to remain professional in nature at all times. It is not appropriate to post statements of a personal or political nature, or statements criticizing classmates or faculty. Statements considered inappropriate will be deleted by course faculty.

Students are to refrain from discussing this course, including clinical situations, written assignments, peers, or faculty on all social networking sites such as Facebook, Twitter, etc. Failure to comply with these expectations may result in further action including but not limited to removal from the discussion board.

APA Format:

APA style manual will be referenced by the UTA CONHI with some specific requirements for the undergraduate courses. Additional resources are found in the Blackboard, or visit

<http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx> or

<http://owl.english.purdue.edu/owl/section/2/10>

No Gift Policy :

In accordance with Regents Rules and Regulations and the UTA Standards of Conduct, the School of Nursing has a "no gift" policy. A donation to the UTA School of Nursing Scholarship Fund would be an appropriate way to recognize a faculty member's contribution to your learning. For information regarding the Scholarship Fund, please contact the Dean's office.

Exam Policy and Procedures Chart

<p>"Deadline not met"</p> <p>There are very adequate windows of time in which to take tests and submit assignments and therefore it should be very rare to need a deadline extension.</p> <p>However, if a deadline is missed for urgent or emergent reasons (<i>personal illness, illness of child, critical illness or death of family member, jury duty that cannot be rescheduled, other court or legal circumstances, and military commitments that cannot be rescheduled</i>) a deadline extension or make-up test <i>may</i> be considered if all procedural steps are taken properly.</p> <p>Please note:</p> <ul style="list-style-type: none"> • <i>Once an exam is already taken, it is too late to request a re-take for extenuating circumstances.</i> • <i>Submitting an exam past 11:59 p.m counts as an unexcused absence (20 point penalty)</i> <p><i>In addition, it is possible to miss one exam, and still pass the course with a "C" if you make high "A's" on all of the other tests and assignments, but it is very difficult.</i></p> <p><i>It is highly recommended that you pay very close attention to deadlines in this course.</i></p>	<p>Excused absences for exams:</p> <p>To obtain an extension of deadline for an EXCUSED absence, send an email to the instructor with written excuse/verification attached (physician note or release form, obituary of loved one, airline ticket voucher, etc). This email must be received by the exam due date and time.</p> <p><u>Example 1:</u> A student is hospitalized during the "open window" to take Exam 1 and misses the exam due date and time deadline. He sends an email to the instructor before the exam due date and time deadline along with the doctor's excuse. The instructor works with the student to create a new exam due date and time.</p> <p><u>Example 2:</u> A reservist must deploy for a week during the open window for Test 1. She sends an email to the instructor at the beginning of the semester, along with a copy of her deployment orders. Arrangements are made to take the test when she returns.</p> <p><u>Example 3:</u> A student misses a Wednesday assignment deadline because a sinus infection has made her too sick to concentrate. She sends an email to the instructor with a doctor's excuse before the exam due date and time deadline along with the doctor's excuse. The instructor works with the student to create a new exam due date.</p> <p>Excused exams do not receive point penalties for being taken after the exam deadline.</p> <p>Documentation must be received within 48 hours after the exam due date and time to be considered excused.</p>	<p>Unexcused absences from exams:</p> <p>Unexcused exams are considered to be any other reasons that are NOT LISTED under excused exams. This may include but is not limited to:</p> <ul style="list-style-type: none"> • I was scheduled to work and could not take my test. • I confused this test deadline with another test deadline in another course. • I could not get Respondus to work on my computer in time (the practice "quiz" is available to you for this purpose). • My computer "died" and/or I lost internet access. • I am on a work-related trip or vacation and do not have access to internet services (<i>or my internet back-up plan for this event has failed</i>). <p>The student must contact the instructor within 24 hours of the exam due date and time for assistance. After that time, the exam grade will be a '0'.</p> <p><u>Only one make-up exam</u> per semester will be allowed per student for unexcused absences.</p> <p>A 20 point penalty will be subtracted from the student's exam grade and the student will be required to make up the exam within 48 hours of the original exam due date and time.</p> <p>Example: Student Ron W. misses exam #2 because he confuses the due date and time with an exam in another course. He emailed the instructor the next morning, and is given an opportunity to make up the exam that evening. Ron earns a 76 on exam #2. The instructor takes a 20 point penalty from Ron's exam grade and enters a 46% as Ron's final grade for exam #2.</p>
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