University of Tennessee at Chattanooga
College of Nursing
Program Syllabi Statements for Traditional BSN

Change Statement

This syllabus is subject to change depending on student learning needs and other circumstances. If absent from class, it is the student's responsibility to keep informed of announcements and changes made during class time. Students are expected to check the Announcements in the UTC Learn Course regularly.

Grade Scale

In order to pass Nursing courses that carry letter grades, a grade of at least 78% must be achieved. The grading scale is as follows:

92-100	A
84-91	B
78-83	C
70-77	D
<70	F

Rounding Policy

During each semester, all grades will be recorded to two (2) decimal places. At the end of the semester, the final grade will be calculated to two (2) decimal places and rounded mathematically:

a. Less than 0.50 – Round down to next whole number, example 91.49 = 91
b. 0.50 or greater – Round up to next whole number, example 91.50 = 92"(

Clinical Requirement Policy

Documentation of clinical requirements is to be turned into the School of Nursing advisor by 5:00pm on December 15 for the spring semester, May 1 for summer semester and August 1 for the fall semester. Clinical requirements may not expire during the semester. Failure to have all of the clinical requirements current in your clinical file and verified by the School of Nursing by 5:00pm on the first day of class of the semester will result in one clinical absence. A second clinical absence will be earned if the missing/expired clinical requirement is not submitted and verified by the first Friday of the semester. Two clinical absences resulting from either missing or expired clinical requirements will result in a failing grade in all clinical courses for the semester. If a student withdraws from the nursing program for a semester or more, the background check and drug screen must be repeated prior to returning to the nursing program.

Academic Policies

Students in the Nursing major may earn a grade of "D" or "F" or "NC" in only one course with a nursing (N) designation. If a student earns a second "D", "F", or "NC", the student will be dismissed from the program, even if the second "D", "F", or "NC" is earned in the same semester as the first failed grade.

Students who do not complete a course, or who make a grade of "D", "F", or "NC", in an undergraduate nursing course, and who are eligible to repeat a course, are permitted to register for that course on a space-available basis. If there are more students than positions available, the student(s) with the highest nursing major GPA will be given priority for the position(s) available. To be considered for progression the student must submit a letter of intent to the ABSN Professional Advisor within 5 business days of grades being posted.

Students who must withdraw from a nursing (N) course for medical reasons must submit a signed letter from their physician stating they cannot continue in the nursing courses for medical reasons. Students with a medical withdrawal will be allowed to return to the semester they withdrew from once the student submits a release from the physician.

If a student wishes to withdraw from a nursing course for non-medical reasons, s/he must withdraw from all the nursing courses for the semester s/he is enrolled. Students withdrawing for non-medical reasons will only be allowed to re-enroll in the nursing courses on a space available basis. If there are more students than positions available, the student(s) with the highest nursing major GPA will be given priority for the position(s) available. To be considered for progression the student must submit a letter of intent to the ABSN Professional Advisor within 5 business days of grades being posted.

Reapplication to the School of Nursing is required for students who withdraw from semester 1 nursing courses for causes other than documented medical, personal or family reasons. Students must submit a completed application packet by the published application deadline in order to be considered for readmission. Enrollment is limited and the number of qualified applicants often exceeds the number of students who can be admitted. Previous admission does not guarantee acceptance.

If in the judgment of the professor there is reason to question the emotion or physical condition of a student or the safety or quality of nursing care provided, the professor has the right and obligation to exclude the student from the clinical area

Testing Accommodations
Students registered with the Center for Student Accessibility (CFSA) who wish to utilize their approved testing accommodations will need to test in the CFSA to receive those accommodations. students will have the opportunity to select from two options: Individual (one-on-one) proctoring services with direct screen monitoring capabilities, or use of a university-issued device during examination periods. In circumstances where individual proctoring services cannot be provided, all SON students will be required to complete their examinations using a university-issued device. Testing hours are between 8:00AM-5:00PM. Students may request testing accommodations through the CFSA Accommodate system at least three business days in advance.

Students with time accommodations must notify the BSN Academic Advisor, April-Anderson@utc.edu, to apply these accommodations to their ATI account. Notifications must be requested at least three days prior to the ATI exam. Time accommodations cannot be applied after a student begins an ATI exam.

Simulation
Simulation Pre-work: Students will complete all required preparation for the experience BEFORE they will be allowed to participate. This includes reading assigned chapters and written assignments. Students may not participate in simulation without completion of the prework assignment, NO EXCEPTIONS.

Post-Simulation Assignment: Students will complete a reflection assignment and submit it via Canvas Dropbox within 72 hours upon completion of the simulation experience. Failure to submit this assignment within the allotted time will result in an Incomplete and the student will have 24 hours to resubmit. Failure to resubmit by the extended time will result in a No Credit for simulation.

Evaluation: The Lasater Clinical Judgment rubric is used to evaluate students' demonstrations of clinical judgment behaviors for the clinical simulation experience. The feedback provided will be documented in the scoring rubric.

Clinical Attendance: Simulation: Any arrival after 8:00 a.m. (8:01-8:29 a.m. - or scheduled sim start time) for simulation shall be considered tardy. Students who are tardy must report to the Simulation Technician (David Thompson) or Simulation Operations Specialist (Michelle Rosano) to fill out a "Simulation Attendance Verification Form". Students who arrive 30 minutes or later for the simulation will not be allowed to participate and will be given an absence for the clinical day.

Recording in Class
Students may not record audio or video in any classes without the prior approval of faculty and students. (Approved by Faculty Committee 5/6/13)

Statement on Academic Integrity and Conduct
Students are expected to perform according to the standards of academic honesty and integrity as outlined in the School of Nursing and University of Tennessee at Chattanooga policies. As stated in the University of Tennessee Student Handbook, "To plagiarize means to take someone else's words and/or ideals (or patterns of ideas) and to present them to the reader as if they are yours." (See University of Tennessee at Chattanooga Student Handbook for definitions, policies and judicial procedures).

Students must abide by the University of Tennessee at Chattanooga Honor System regarding Academic Dishonesty (refer to University of Tennessee at Chattanooga Student Handbook). Students may not give or receive help on any test from any other student. Students may not discuss the content of any tests with other students until all students have taken the test. This includes students who may have missed the scheduled test time due to illness or emergency.

We encourage you to read the University of Tennessee at Chattanooga Student Code of Conduct and policies on Academic Dishonesty carefully. Students will be held to these standards in all areas of academic performance. If a student is found to be in violation of any academic dishonesty, s/he may be placing themselves at risk for School of Nursing program dismissal. (Approved by Faculty Committee 5/6/13)

Plagiarism and Cheating Declaration (This should appear under the grading criteria in the syllabus)
Students will write and/or type one of the following statements on every nursing exam and assignment:

"I affirm that I have neither given nor received unauthorized aid on this quiz/exam/test." OR "I affirm that this assignment reflects my own honest work and was completed with the integrity expected of me and my profession."

The student will also be required to sign the statement.

Clinical Course Check Off
Students must successfully perform the skills, procedures and competencies assigned to the level in order to successfully complete the clinical portion of the course/courses within the level. If the student is not successful, the skill(s) must be repeated at a time determined by level faculty prior to clinical experiences at the level. The student not successful on the first checkoff will remediate with level faculty prior to the second attempt. If the skill competency is not met after retesting, the student will complete a detailed remediation plan with faculty. All unsatisfactory grades on the clinical evaluation tool must be resolved per timeline in the detailed remediation plan.

Midterm Academic Advising

This policy outlines a structured midterm intervention process designed to academically support nursing students. Faculty members teaching didactic courses identify and contact students performing below the 80% threshold at midterm and connect these students to the BSN Academic Advisor. The Academic Advisor takes responsibility for reaching out to each identified student via email, providing them with clear information about their academic options. Follow-up Support: Additional meetings can be scheduled based on either the student's need for guidance or the advisor's assessment that further discussion would be beneficial.

Dosage Calculation Exam Policy f

LEVEL 1: Two proctored Fundamentals dosage calculation exams are required in this clinical course and a third proctored Fundamentals dosage calculation exam will be offered. Students must score at least an 88% on one of the three dosage calculation exams in order to meet clinical course objectives and earn a "Met" on the clinical performance evaluation tool in the area of Math Competency and a Satisfactory (S) in the course.
If a student scores less than 88% on the first ATI dosage calculation exam, then the student will be required to complete all ATI modules for the dosage topics covered on that exam prior to being allowed to take the second ATI dosage calculation exam.
If a student scores less than 88% on the second ATI exam, the student will be required to attend a faculty-led workshop (the date/time for the workshop will be announced after the first dosage calculation exam) prior to being allowed to take the third ATI dosage calculation exam.
If the student, on the third attempt of the ATI dosage calculation exam, receives a score of less than 88%, this will result in the Math Competency being "Not Met" on the final clinical evaluation tool and the student will not be able to meet clinical course objectives and will earn an Unsatisfactory (U) in the course.

Prior to taking the dosage calculation exams, it is strongly recommended students complete the following modules, content, activities and tests under the Dosage Calculation and Safe Medication Administration 4.0 modules on www.atitesting.com (recommended to utilize the dimensional analysis method):

- Safe Medication Administration (ATI recommended completion time is 45 minutes)
- · Medication Administration (30 minutes)
- · Oral Medications (1 hour 25 minutes)
- · Injectable Medications (1 hour 25 minutes)
- · Powdered Medications (30 minutes)
- · Dosage by Weight (3 hours)

LEVEL 2-4: The first ATI dosage calculation exam will be administered during the first week of the semester. If a student scores 88% or above there is no further testing required for the semester. If less than 88% it is strongly recommended that the student review ATI modules and ATI test report related to areas of improvement.

The second ATI dosage calculation exam will be administered during the second week of the semester to those who scored below 88% on the first exam. If a score of 88% or above is achieved on the second exam, no further testing is needed for that semester. If the second dosage calculation and safe medication exam score is below 88%, a clinical performance plan must be completed by midterm.

The third ATI dosage calculation exam must be administered prior to midterm and a score off 88% or above must be achieved to meet clinical course objectives. A scores of < 88% on the third ATI dosage calculation exam will result in an Unsatisfactory (U) on the final clinical evaluation tool.

- **Level 2 ATI Dosage Calculation Exam:** Level 2 students will take the proctored ATI Nursing Care of Children dosage exam. To prepare for the exam, it is recommended students complete the following module, content, activities and tests under the Dosage Calculation and Safe Medication Administration 4.0 module on www.atitesting.com (recommended to utilize the dimensional analysis method):
    - Parenteral (IV) Medications
    - Pediatric Medications

- **Level 3 ATI Dosage Calculation Exam:** Level 3 students will take the proctored Adult Medical Surgical dosage exam. To prepare for the exam, it is recommended students complete the following module, content, activities and tests under the Dosage Calculation and Safe Medication Administration 4.0 module on www.atitesting.com (recommended to utilize the dimensional analysis method):
    - Critical Care Medications

- **Level Four:** Level 4 students will take the proctored ATI Critical Care dosage exam. To prepare for the exam, it is recommended students complete the Dosage Calculation RN Critical Care Online Practice Assessment 4.0.

LEVEL 5: There is no ATI dosage calculation exam administered to level 5 students. It is recommended that students review all content from previous modules, activities, and practice tests prior to attending clinical. Approved by Faculty Organization, 4/12/22; Rev'd 3/7/23

Tardy, Absence Policies for traditional BSN

Nurs 2555: Students who arrive after the designated clinical laboratory start time will be considered tardy (ie: if start time is 0630, 0631 will be considered tardy). Two (2) tardy arrivals to the clinical lab will count as one absence. Any arrival to clinical 60 minutes or more past the start time will be counted as a clinical absence. If in the clinical judgment of the faculty, the student is unprepared to assume patient care and/or meet the objectives of the clinical experience, the student will receive an absence for the day and will be dismissed from clinical lab.

Absences: Following the 3rd absence, the student's ability to meet course objectives will be reviewed by the entire level faculty. Following the 3rd and subsequent absence, if the level faculty determine that the student is able to meet course objectives, the student will be allowed to continue in clinical. If the level faculty determine that the student is unable to meet course objectives, the student will not be allowed to continue in the clinical lab for the remainder of the semester and will result in the student earning an unsatisfactory for the clinical component of the course and then the highest grade possible for the course will be a "D".

Tardies: After the 3rd tardy, the student will receive an unsatisfactory on the final clinical evaluation tool, and will not be allowed to continue in the clinical lab for the remainder of the semester. Any unsatisfactory on the final clinical evaluation tool will result in the student earning an unsatisfactory for the clinical component of the course and then the highest grade possible for the course will be a "D". Likewise, you will be considered tardy if you need to leave clinicals prior to the dismissal time. If you leave clinicals 60 minutes or more before dismissal time, you will be counted absent for that clinical day.

Nurs 3555: All absences concerning clinical courses are unexcused unless designated as excused by the course faculty prior to the scheduled clinical experience. To pass your clinical course, you must complete the minimum number of clinical hours required by the State of Tennessee. Your clinical evaluation will reflect any absences. If you miss a clinical session due to a medical emergency, you must provide a letter of support and documentation from Student Support Services. You will still need to make up the missed hours. A second absence will prevent you from meeting the course objectives, and you will have to repeat the clinical course. To avoid absences, please take proactive steps like setting extra alarms and planning for unexpected events. If an emergency does occur, you must notify your clinical instructor as soon as possible. Failing to show up or call is considered unprofessional behavior and will be reflected in your clinical evaluation. Students who arrive after the designated clinical laboratory start time will be considered tardy (i.e.: if start time is 0630, 0631 will be considered tardy).
Two (2) tardy arrivals to the clinical lab will count as one absence. Any arrival to clinical 60 minutes or more past the start time will be counted as a clinical absence. If in the clinical judgment of the faculty, the student is unprepared to assume patient care and/or meet the objectives of the clinical experience, the student will receive an absence for the day and will be dismissed from clinical lab. **Simulation:** Any arrival after 0900 am (0900 - 0929) for simulation shall be considered tardy. Students who are tardy must report to Michelle Rosano (Skills Lab Assistant) or Leah Barrett (Administrative Coordinator) to fill out "Tardy Slip". Students who arrive 30 minutes or later for simulation will not be allowed to participate and will be given an absence for the clinical day.
Absences: Following the 1st absence, the student's ability to meet course objectives will be reviewed by the entire level faculty. Following the 1st and subsequent absence, if the level faculty determine that the student is able to meet course objectives, the student will be allowed to continue in clinical. If the level faculty determine that the student is unable to meet course objectives, the student will not be allowed to continue in the clinical lab for the remainder of the semester and will result in the student earning an unsatisfactory for the clinical course.
Tardies: After the 3rd tardy, the student will receive an unsatisfactory on the final clinical evaluation tool, and will not be allowed to continue in the clinical lab for the remainder of the semester. Any unsatisfactory on the final clinical evaluation tool will result in the student earning an unsatisfactory for the clinical component of the course and then the highest grade possible for the course will be a "D". Students who leave before the end time of clinical will be considered tardy. Students who leave the clinical site 30 minutes or more before the end of the clinical day will be counted as a clinical absence.

Nurs 3565: Due to the condensed nature of the mental health clinical rotation and the critical material covered in each pre-conference, punctual attendance is essential. Students must attend all clinical and simulation hours as scheduled.

Absences: Students are expected to attend all scheduled clinical and simulation experiences. However, it is recognized that unforeseen and unexpected life circumstances may occasionally arise. In these instances, ONLY students have ONE (1) absence available during the entire mental health clinical and simulation rotation to address such circumstances.
An absence is defined as any of the following:

- Missing a full clinical or simulation day
- Rescheduling a simulation session or clinical day
- Leaving clinical more than 30 minutes early for any reason (missed hours may be required to be made up or an alternative assignment may be assigned)
- Arriving more than 30 minutes late to the clinical site or simulation session (students will be sent home and their shift/simulation rescheduled)

When a student must be absent, every effort will be made to provide a make-up opportunity. If no make-up day is available, an alternative assignment will be provided to ensure completion of mental health clinical objectives.
Any absence beyond ONE puts the student in jeopardy of not meeting clinical objectives and may result in clinical failure.

Tardiness: Students must be present for clinical pre-conference to discuss daily clinical objectives and arrive on time for simulation experiences to discuss simulation objectives. If you anticipate being late, notify your instructor immediately.

- 1-15 minutes late: Counts as tardy (two tardies equal one absence)
- More than 15 minutes late: Automatically counts as one absence

Notification Requirements: Students must notify their clinical instructor prior to the scheduled clinical or simulation start time if they are absent or late.

NURS 3155: Due to the short duration of this clinical rotation and the important materials discussed in each pre-conference it's necessary to be present and on time. In the event a student will be absent during a lab, clinical or simulation day, every accommodation will be made to allow the student to make-up the missed day. The student will be expected to attend the assigned make-up clinical date. If no make-up is available an

alternative assignment will be assigned to the student. The student will only be allotted ONE (1) maximum absence from the clinical experience (i.e. lab, hospital or simulation). Two tardies (1 minute-60 minutes late) will equal one automatic absence. A tardy > 60 minutes will result in an automatic absence. If a student is expected to be late or absent, the student should contact the instructor as soon as possible. Should a student need to leave clinical > 60 minutes early for any reason, this will result in a clinical absence.

NURS 3165: Due to the short duration of this clinical rotation and the important materials discussed in each pre-conference it's necessary to be present and on time. In the event a student will be absent during a lab, clinical or simulation day, every accommodation will be made to allow the student to make-up the missed day. The student will be expected to attend the assigned make-up clinical date. If no make-up is available an alternative assignment will be assigned to the student. The student will only be allotted ONE (1) maximum absence from the clinical experience (i.e. lab, hospital or simulation). Two tardies (1 minute-60 minutes late) will equal one automatic absence. A tardy > 60 minutes will result in an automatic absence. However, students arriving at the Children's Hospital lobby after the group has left the lobby to go to the floor and units will receive a clinical absence for the day since pediatric units are locked. The clinical absence will result even if the student is tardy less than 60 minutes if the instructor and group have left the Children's lobby. If a student is expected to be late or absent, the student should contact the instructor as soon as possible. Should a student need to leave clinical > 60 minutes early for any reason, this will result in a clinical absence.

Nurs 4155: More than one absence during the semester will not allow the student to meet course objectives leading to a U (unsatisfactory) evaluation for the clinical portion of the course and thus a failing course grade. Up to one absence may be made up at the discretion and agreement of **all of the 4450 faculty.**

Tardy, Absence. Students who arrive after the designated clinical laboratory start time will be considered tardy. Two (2) tardy arrivals to the clinical lab will be counted as one (1) absence. Two (2) absences will result in a failing grade for the course. Any student arriving at the clinical site after the designated start time may be sent home and receive an absence for the day at the discretion and agreement of all the 4450 faculty. In the event that a student has to depart from clinicals early for illness or an emergency, the student may receive an absence for the day.

If in the clinical judgment of the faculty, the student is unprepared to assume patient care and/or meet the objectives of the clinical experience, the student will receive an absence for the day and will be dismissed from the clinical site. Two absences will not allow the student to meet course objectives and will result in a failing grade for the course. If the student earns 2 absences, s/he will not be allowed to return to the clinical lab for the remainder of the semester.

Nurs 4555: Clinical attendance is mandatory. Students report to an assigned community service learning site and are guided by designated onsite staff. Nonfulfillment of clinical assignments and/or nonattendance at weekly clinical conferences may not allow the student to meet course objectives leading to an unsatisfactory clinical grade and ensuring a failing overall course grade. In the event of an absence a student may discuss the possibility of a makeup assignment with clinical faculty. If a student has not told the clinical instructor s/he will be absent and is not located where s/he is scheduled the student's grade will be in jeopardy. The clinical instructor will present the information to level faculty and a decision will be made about the student's course grade. Students follow the tardiness policies of the assigned community site.
Tardy, Absence. Students who arrive after the designated clinical laboratory start time will be considered tardy. Two (2) tardy arrivals to the clinical lab will be counted as one (1) absence. Two (2) absences will result in a failing grade for the course. Any student arriving at the clinical site after the designated start time may be sent home and receive an absence for the day. In the event that a student has to depart from clinicals early for illness or an emergency, the student may receive an absence for the day.

Nurs 4570: Students are expected to complete all required clinical days with their assigned preceptor in the clinical setting. Students who are absent from clinical practicum will be required to make up the missed time in accord with the preceptor's schedule and with the approval of the course faculty. If in the clinical judgment of the preceptor or faculty, the student is unprepared to assume patient care and/or meet the objectives of the clinical experience, the student will receive an unsatisfactory evaluation for the day and will be dismissed from clinical site. Two unsatisfactory evaluations will not allow the student to meet course objectives and will result in **no credit and thus an unsuccessful attempt of the course** *[NC/F and thus failure of the course.]* If the student earns 2 unsatisfactory evaluations, s/he will not be allowed to return to the clinical site for the remainder of the semester. Students who work a preceptorship shift on a day faculty have not approved, will receive an Unsatisfactory for the day and the hours will not be counted. According to School of Nursing policy, 2 Unsatisfactory days will result in a grade of NC in the course.

Tardy/Absence Policy. Students are expected to begin their shifts at the official starting time of the unit. They must be present and ready to assume patient care at the start of report. Students who arrive after the designated clinical site start time will be considered tardy. Two (2) tardy arrivals to the clinical site will count as one absence which must be made up. Approved 8/9/22 Full Faculty)

ATI Examinations for Traditional BSN
1st Semester = Fundamentals
2nd Semester = OB, Peds
3rd Semester = Mental Health, Pharmacology (N3550)
4th Semester = Med Surg
5th Semester = Community, RN Predictor (N4570), Leadership (N4570)

Content Mastery Series (CMS): Using a combination of the CMS practice and proctored assessments to achieve 10% of the course grade.

Practice Assessment = 3%

Practice assessment A Remediation Minimum 1 hour Focused Review	*Practice assessment B Remediation* Minimum 1 hour Focused Review

Standardized Proctored Assessment			
Level 3 = 5%	**Level 2 = 5%**	**Level 1 = 0**	**Below Level 1 = 0**
Remediation: Minimum 1 hour Focused Review = 2%	*Remediation:* Minimum 2 hour Focused Review = 2%	*Remediation:* Minimum 3 hour Focused Review = 2%	*Remediation:* Minimum 4 hour Focused Review = 2%
Proctored Assessment Retake			
Retake optional	No Retake optional	Retake required	Retake required
No additional Points awarded	No additional Points awarded	2% for level 2 or higher	2% for level 2 or higher

All students will have the opportunity to take a second ATI Content Mastery examination 7 calendar days following the first attempt. If the 7th day falls on a Saturday or Sunday, the retake will be given on Monday.

Leadership ATI- Students much complete practice assessments A and B, 2 proctored exams, and focused review to receive a grade of "S".

Practice Assessment	
Practice assessment A *Remediation:* Minimum 1 hour Focused Review	*Practice assessment B* *Remediation:* Minimum 1 hour Focused Review

Standardized Proctored Assessment			
Level 3	**Level 2**	**Level 1**	**Below Level 1**
Remediation: Minimum 1 hour Focused Review	*Remediation:* Minimum 2 hour Focused Review	*Remediation:* Minimum 3 hour Focused Review	*Remediation:* Minimum 4 hour Focused Review
Proctored Assessment Retake			
Retake required	Retake required	Retake required	Retake required

RN Predictor: Students much complete practice assessments A and B, 2 proctored exams, and focused review to receive a grade of "S".

Practice Assessment	
Practice assessment A *Remediation:* Minimum 1 hour Focused Review	*Practice assessment B* *Remediation:* Minimum 1 hour Focused Review

Standardized Proctored Assessment	
90 percent or above Passing predictability	89 percent or below Passing predictability
Remediation: Minimum 2 hour Focused Review	*Remediation:* Minimum 3 hour Focused Review
Standardized Proctored Assessment Retake (All students must take a second RN Predictor examination.)	
Retake (required)	Retake (required)
90% or above passing predictability	90% or above passing predictability

Students registered with the Center for Student Accessibility (CFSA) who wish to utilize their approved testing accommodations will need to test in the DRC to receive those accommodations. Students may request testing accommodations through the CFSA's Accommodate system at least three days in advance.

Approved by Full Faculty 08/15/17, Rev'd 03/7/23