Instructor Information

Instructor: Regina Urban, PhD, RN BC, CCRN, CNE
Office Number: 628-A Pickard Hall
Office Telephone Number: 817-272-2776
E-mail Address: Canvas email. If unable to correspond via Canvas: rurban@uta.edu. Every attempt is made to respond to emails within 24 hours. Please resend your original email if no response is made within that time frame.

Faculty profile: https://mentis.uta.edu/explore/profile/regina-urban
Office Hours: Wednesday and Friday, by appointment only.

Time and Place of Class Meetings:
N3366-001: (Wednesday) All classes are now online. Please see updated course schedule and information in the course about class-specific Teams meetings.

N3366-003: (Friday) All classes are now online. Please see updated course schedule and information in the course about class-specific Teams meetings.

Instructor: Deborah Hughes, MS, RN, CCRN
Office Number: 616 Pickard Hall
Office Telephone Number: 817-272-2776
E-mail Address: Canvas email. If unable to correspond via Canvas: dhughes@uta.edu. Every attempt is made to respond to emails within 24 hours. Please resend your original email if no response is made within that time frame.

Faculty profile: https://mentis.uta.edu/explore/profile/deborah-hughes
Office Hours: Monday and Thursday, by appointment only.

Time and Place of Class Meetings: All classes are now online. Please see updated schedule and information about online meetings in your course.

Course Information

Description of Course Content: Pathophysiologic alterations, their interactions, and effects on persons across the life span as a basis for therapeutic nursing interventions. Prerequisite: BIOL 2457, 2458, CHEM 1451.

Student Learning Outcomes:
1. Discuss human anatomical structures, physiologic processes and pathologic alterations that are expressed as diseases of cells, organs and body systems across the lifespan.
2. Describe environmental and genetic factors known to influence disease development.
3. Describe epidemiological, etiological, and risk factors associated with prevention, transmission, restoration, and/or modification of disease processes.
4. Describe specific compensatory mechanisms used by the human body in response to pathophysiologic processes.
5. Relate pathophysiologic functioning of selected processes with the resulting signs and symptoms.
6. Apply knowledge of select pathologic processes in the nursing management of patient diseases across the lifespan.
7. Apply current research findings with evidence-based guidelines for the nursing management of selected diseases.

**Recommended Textbooks:**

For reference as needed: any nursing/medical dictionary (examples: Mosby's, Tabers); any anatomy and physiology book; any microbiology book.

**Descriptions of major assignments and examinations:** Students are responsible for reading the syllabus and course schedule and submitting in Canvas the attestation form for N3366. The due date for submitting this form is listed in Canvas.

**Assignments:**
There are a total of five assignments, *cumulatively* worth 10% of the final grade. Each assignment is worth 2%. See Class Schedule for their dates and deadlines.
- Assignment questions are configured exactly like the exam questions. Each assignment is due one day prior to each scheduled exam. Assignment #5 is not cumulative and only addresses Cushing’s and Addison’s disease, Diabetes, and GI disorders.
- Each assignment can be taken two times. The highest assignment score will be recorded in the grade book.
- Each student is to do the assignments on their own. Working through the assignment questions will be *enormously beneficial* to understanding course concepts, developing critical thinking skills and being successful on the course exams.

**Exams:**
There are a total of five exams, each worth 18%. See Class Schedule for their dates.
- Exams 1, 2, 3, & 4 consist of 40 questions each and will be given during the first 60 minutes of class, with lecture following the exam. Content on each of these exams is not cumulative.
- Exam 5 is the final exam and consists of 72 questions. Its content is cumulative. Students will be given 1 hour and 48 minutes (108 minutes) to complete the final exam.
- All exams are proctored and may be given either in the written (paper) format or on a computer at UTA.
- **See the Exam Administrative Procedures (Exam Rules) document that is posted in Canvas.**

**Grading Information**

**Grading:** 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 five proctored exams* count toward the required minimum exam average of 70.00%. These items are not included in this calculation- *all five assignments*. In determining the final course grade, the weighted average on all five 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 (the five assignment grades) 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 five proctored exams as listed above. In addition, there are no opportunities for “make-up” assignments or to earn extra credit in this course.

In undergraduate nursing courses, all grade calculations will be carried out to two decimal places and there will be no rounding of final grades. Grades will be accessible via Canvas. Letter grades for exams, written assignments and end-of-course grades, etc. shall be:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90.00</td>
<td>100.00</td>
</tr>
<tr>
<td>B</td>
<td>80.00</td>
<td>89.99</td>
</tr>
<tr>
<td>C</td>
<td>70.00</td>
<td>79.99</td>
</tr>
<tr>
<td>D</td>
<td>60.00</td>
<td>69.99</td>
</tr>
</tbody>
</table>

**Exam Policy:** Exam scheduling and administration procedures are standardized among all pre-nursing and upper-division courses in the pre-licensure nursing program. The full policy, located in the CONHI Policy and Handbook Library, includes details related to exam development, exam scheduling and accommodations, exam administration, testing environment, and post-exam procedures.

1. **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.
   - The make-up exam may include alternative questions and/or test format. There will be no point deductions for an excused exam absence.

2. **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 alternative questions and/or test format and will have a point penalty of 20 percentage points.
   - A student may only have one unexcused absence per course. Subsequent unexcused absences will result in a ‘0’ on the exam.
   - Students will not be allowed to take exam in another section without penalty due to an unexcused absence.

3. **Exam Tardy:**
   - Proctored Exams: If a student arrives late to a proctored exam, they are only allowed the remaining time to complete the exam. For example, for a 60-minute exam, if a student arrives and has only 13 minutes left, that is all the time they will be given to complete their exam.
   - Online Assignments:
     - The Learning Management System (Canvas) will auto-submit the assignment at the due date and time of the assignment. For example, if an assignment is due before 11:59 p.m. and the student begins the assignment at 11:50 p.m., the student will have only 8 minutes and 59 seconds to complete the assignment. If the student has not completed all questions before 11:59, the assignment will be scored based on what has been completed and students will not be allowed to complete questions left unanswered.

4. Students will only be allowed one 20 percentage point penalty per course, whether it is the result of an unexcused absence or a late submission.

5. **Check-In Procedures:** Students are expected to arrive 15 minutes prior to the start of the exam. To be admitted into the testing room, students must provide their UTA or government-issued photo ID
card (a digital copy of the ID card will not be accepted). See Exam Administration Procedures (Exam Rules) document for further details.

6. Post-Exam Procedures:

Once all students enrolled in the course have completed testing, faculty will conduct reviews of exam statistics and make subsequent adjustments to ensure exams are valid measures of student learning. Students wishing to review their exam must follow faculty-designated processes (see Exam Administration Procedures document). Students may have an opportunity to provide feedback on the exam at the exam site.

Discussing exam items and taking written materials from the testing site will result in referral for academic dishonesty. After any and all exams, there must be no electronic or face-to-face discussion with students from other sections of the course or with students who have not taken the exam. Discussion of exam questions outside the classroom is considered collusion to cheat and will be referred to the Office of Student Conduct. Students who are aware of other students discussing exam questions are expected to report and failure to do so is also considered collusion and scholastic dishonesty. For the full policy, please refer to the UG Student Handbook.

Late Assignment Submission: There are five assignments in this course. Students will only be allowed one 20 percentage point penalty in the course, whether it is the result of an unexcused absence or a late submission of an assignment or exam. The course grade is determined by the numerical value from the weighted average of the five proctored exams and the five online assignments (see Exam policy for missed or late exams/assignments). There are no opportunities for “make-up” assignments or to earn extra credit in this course.

UTA College of Nursing and Health Innovation Progression Criteria:
1. Knowledge of pharmacology and pathophysiology are essential to nursing program success.
2. If you are struggling with the course (ie. exam #1 and #2 grades that are below 65%), seek assistance from your faculty or your advisor and strongly consider dropping the course.
3. If you fail the course:
   a. You are placed on probation and must meet with your academic advisor each semester to develop a success plan
   b. Admission will be delayed by at least a long semester course (see chart):

<table>
<thead>
<tr>
<th>Application for</th>
<th>Non-Passing Term</th>
<th>Passing Term</th>
<th>Eligible to re-apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2020</td>
<td>Fall 2019</td>
<td>Spring or Summer 2020</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Spring 2020</td>
<td>Summer 2020</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>Summer 2020</td>
<td>Fall 2020 or Spring 2021</td>
<td>Fall 2021</td>
</tr>
</tbody>
</table>

   c. You must retake the course and earn a grade of “C” or higher
   d. The failing grade will be used to compute your nursing application/admission GPA

4. If you fail two pre-nursing courses (NURS 3365 or NURS 3366), you are not eligible to start the program for five years. Please refer to the following policies for more information:

   Bachelor of Science in Nursing Policies (pre-licensure). Prerequisite and Upper-Division Nursing Program Eligibility Policies: [https://www.uta.edu/conhi/students/policy/index.php](https://www.uta.edu/conhi/students/policy/index.php)

Grade Grievances: In an attempt to resolve a complaint, the student must first make a serious effort to resolve the matter with the individual with whom the grievance originated. Faculty of the course has the primary responsibility for assigning grades. Appeals of the official grade assigned to a student for a course will not, therefore, be considered at levels above the faculty unless a student offers evidence of:
• Differential treatment – examples might be providing benefits such as extra time for assignments to some but not all students in the class; excluding some students from attendance or other course requirements, OR
• Procedural irregularities – examples might be adding a new requirement that was not listed in the class syllabus; using criteria for grades not made available to the student ahead of time.

The full procedure for student grievances can be found in the College of Nursing Student Handbook: https://www.uta.edu/conhi/students/policy/index.php

Institution Information

UTA students are encouraged to review the below institutional policies and informational sections and reach out to the specific office with any questions. To view this institutional information, please visit the Institutional Information page (http://www.uta.edu/provost/administrative-forms/course-syllabus/index.php) which includes the following policies among others:

• Drop Policy
• Disability Accommodations
• Title IX Policy
• Academic Integrity
• Student Feedback Survey
• Final Exam Schedule

Additional Information

Attendance: At The University of Texas at Arlington, taking attendance is not required. Rather, 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 I have elected to take attendance but will not factor attendance into the grade.

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 Canvas. This date is reported to the Department of Education for federal financial aid recipients.

If a student enters the course after the first day of class during late registration, they will be responsible for any missed course material.

Emergency Exit Procedures: Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest stairwell. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist individuals with disabilities.

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/studentsuccess/success-programs/programs/resource-hotline.php

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.
The English Writing Center (411LIBR): The Writing Center offers FREE tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at https://uta.mywconline.com. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services. The Library’s 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library’s hours of operation. http://library.uta.edu/academic-plaza

UTA Library: http://www.uta.edu/library/help/subject-librarians.php

Nursing Librarians: nursinglibrarians@uta.edu

RaeAnna Jeffers .................................. raeanna.jeffers@uta.edu
Laura Haygood.................................... laura.haygood@uta.edu

CONHI Student Handbook: The Undergraduate BSN Student Handbook can be found by going to the following link: http://www.uta.edu/library/help/subject-librarians.php

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at 817-272-3003 (non-campus phone), 2-3003 (campus phone). You may also dial 911. Non-emergency number 817-272-3381. Enter the UTA Police Department's emergency phone number into your own mobile phone.

Please see UPDATED course schedules on the next page.
<table>
<thead>
<tr>
<th>WEEK</th>
<th>Date</th>
<th>Lecture content</th>
<th>A&amp;P review material</th>
<th>Adjunctive reading</th>
</tr>
</thead>
</table>
| 1    | PATHO 1st day, 1/22 | **Course Overview, Syllabus (required reading).**  
ATTESTATION DUE  
Basic Concepts of Pathophysiology & Genetic Influence in Disease | Prep #1             | xviii-xxii Ch. 5 & 6 |
| 2    | 1/29       | **Alterations in Fluids, Electrolytes, & Intracellular Functions**                | Prep #2             | Ch. 1, 8, 10      |
| 3    | 2/5        | **Altered Tissue & Cellular Proliferation**                                      | Prep #3             | Ch. 2, 4, 7       |
| 4    | 2/11       | Assignment #1 due in Canvas before 11:59pm                                        |                     |                   |
| 4    | 2/12       | **Exam 1 (1 hour)**                                                             | Prep #4             | Ch. 3, 15, 16     |
| 5    | 2/19       | **Post-exam 1 Review Session**                                                   | Prep #4             | Ch. 3, 15, 16     |
| 6    | 2/26       | **Mechanisms of Defense: Infection**                                            | Prep #4             | Ch. 14            |
| 7    | 3/3        | Assignment #2 due in Canvas before 11:59pm                                        | Prep #5             | Ch. 11, 12, 13    |
| 7    | 3/4        | **Exam 2 (1 hour)**                                                             |                     |                   |
| 8    | 3/11       | Enjoy your Spring Break                                                          |                     |                   |
| 9    | 3/16       | Enjoy your second week of Spring Break!!                                         |                     |                   |
| 10   | 3/25       | **Online Lecture**: Disorders of Circulatory System: Cardiovascular Problems.  
Teams Meeting: Wednesday 1pm – 2:30pm.  
Prep #6 Ch. 17, 18, 19, 20 |                     |                   |
| 11   | 4/1        | **Online Lecture**: Disorders of the Pulmonary System.  
Teams Meeting: Wednesday 1pm – 2:30pm.  
Prep #7 Ch. 21, 23 |                     |                   |
| 12   | 4/7        | Assignment #3 due in Canvas before 11:59pm                                        | Prep #8             | Ch. 25, 26, 27, 39, 40, 41 |
| 12   | 4/8        | Teams Meeting: Exam Q & A. Wednesday 11am – 12am.  
Exam 3: Begin your exam promptly at 1pm in Respondus Lockdown Browser!!!  
**Online Lecture**: Disorders of Endocrine System, Part I | Prep #10 Ch. 31, 32 |                   |
| 13   | 4/15       | **Online Lecture**: Disorders of Renal & Genitourinary Systems.  
Teams Meeting: Wednesday 1pm – 2:30pm.  
Prep #9 Ch. 34, 35, 36, 37 |                     |                   |
| 14   | 4/22       | **Online Lecture**: Disorders of the Neurologic System.  
Teams Meeting: Wednesday 1pm – 2:30pm.  
Prep #10 Ch. 32, 33 |                     |                   |
| 15   | 4/28       | Assignment #4 due in Canvas before 11:59pm                                        | Prep #10 Ch. 32, 33 |                   |
| 15   | 4/29       | Teams Meeting: Exam Q & A. Wednesday 11am – 12am.  
Exam 4: Begin your exam promptly at 1pm in Respondus Lockdown Browser!!!  
**Online Lecture**: Disorders of Endocrine System, Part II | Prep #10 Ch. 32, 33 |                   |
| 16   | 5/6        | **Online Lecture**: Disorders of Gastrointestinal System.  
Teams Meeting: Wednesday 1pm – 2:30pm.  
Prep #10 Ch. 28, 29, 30 |                     |                   |
| 17   | 5/14       | Teams Meeting: Wednesday, May 13th, 1pm – 2:30pm.  
Assignment #5 due in Canvas before Thursday, May 14th @ 11:59pm | Prep #11 Ch. 28, 29, 30 |                   |
| 17   | 5/15       | Final Exam: Begin your exam promptly at 11am in Respondus Lockdown Browser!!!  
NOTE: FINAL EXAM DATES MAY CHANGE ACCORDING TO UNIVERSITY SCHEDULE |                     |                   |

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Regina Urban, PhD, RN-BC, CCRN, CNE
<table>
<thead>
<tr>
<th>Date</th>
<th>Lecture content</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/24</td>
<td>N3366-001 Pathological Processes: Implications for Nursing</td>
</tr>
<tr>
<td>Fri.</td>
<td>Classroom Lecture Schedule for Fridays, Spring 2020</td>
</tr>
<tr>
<td>1</td>
<td>A&amp;P review material</td>
</tr>
<tr>
<td>2</td>
<td>Adjunctive reading</td>
</tr>
<tr>
<td>1/24</td>
<td>• Course Overview, Syllabus (required reading).</td>
</tr>
<tr>
<td></td>
<td>• ATTESTATION DUE</td>
</tr>
<tr>
<td></td>
<td>• Basic Concepts of Pathophysiology &amp; Genetic Influence in Disease</td>
</tr>
<tr>
<td>1/31</td>
<td>• Alterations in Fluids, Electrolytes, &amp; Intracellular Functions</td>
</tr>
<tr>
<td>2/7</td>
<td>• Altered Tissue &amp; Cellular Proliferation</td>
</tr>
<tr>
<td>2/13</td>
<td>Assignment #1 due in Canvas before 11:59pm</td>
</tr>
<tr>
<td>2/14</td>
<td>Exam 1 (1 hour)</td>
</tr>
<tr>
<td></td>
<td>• Online Lecture: Mechanisms of Defense: Alterations in Inflammation &amp; Immune Function, Part One</td>
</tr>
<tr>
<td>2/21</td>
<td>• Mechanisms of Defense, cont</td>
</tr>
<tr>
<td>2/28</td>
<td>• Mechanisms of Defense: Infection</td>
</tr>
<tr>
<td></td>
<td>• Disorders of Hematologic Systems</td>
</tr>
<tr>
<td>3/5</td>
<td>Assignment #2 due in Canvas before 11:59pm</td>
</tr>
<tr>
<td>3/6</td>
<td>Exam 2 (1 hour)</td>
</tr>
<tr>
<td></td>
<td>• Online Lecture: Disorders of Circulatory System: Peripheral Vascular Problems (listen to both venous and arterial problems)</td>
</tr>
<tr>
<td></td>
<td>• Online Lecture: CV Prepcast</td>
</tr>
<tr>
<td>3/13</td>
<td>Enjoy your Spring Break!</td>
</tr>
<tr>
<td>3/20</td>
<td>Enjoy your second week of Spring Break!!</td>
</tr>
<tr>
<td>3/27</td>
<td>• Online Lecture: Disorders of Circulatory System: Cardiovascular Problems.</td>
</tr>
<tr>
<td></td>
<td>• Teams Meeting: Friday 8am – 9:30am</td>
</tr>
<tr>
<td>4/3</td>
<td>• Online Lecture: Disorders of the Pulmonary System.</td>
</tr>
<tr>
<td></td>
<td>• Teams Meeting: Friday 8am – 9:30am</td>
</tr>
<tr>
<td>4/9</td>
<td>Teams Meeting: Exam Q &amp; A. Thursday 7pm – 8pm</td>
</tr>
<tr>
<td></td>
<td>Assignment #3 due in Canvas before 11:59pm</td>
</tr>
<tr>
<td>4/10</td>
<td>Exam 3: Begin your exam promptly at 8am in Respondus Lockdown Browser!!!</td>
</tr>
<tr>
<td></td>
<td>• Online Lecture: Disorders of Endocrine System, Part I</td>
</tr>
<tr>
<td>4/17</td>
<td>• Online Lecture: Disorders of Renal &amp; Genitourinary Systems.</td>
</tr>
<tr>
<td></td>
<td>• Teams Meeting: Friday 8am – 9:30am</td>
</tr>
<tr>
<td>4/24</td>
<td>• Online Lecture: Disorders of the Neurologic System.</td>
</tr>
<tr>
<td></td>
<td>• Teams Meeting: Friday 8am – 9:30am</td>
</tr>
<tr>
<td>4/30</td>
<td>Teams Meeting: Exam Q &amp; A. Thursday 7pm – 8pm</td>
</tr>
<tr>
<td></td>
<td>Assignment #4 due in Canvas before 11:59pm</td>
</tr>
<tr>
<td>5/1</td>
<td>Exam 4: Begin your exam promptly at 8am in Respondus Lockdown Browser!!!</td>
</tr>
<tr>
<td></td>
<td>• Online Lecture: Disorders of Endocrine System, Part II</td>
</tr>
<tr>
<td>5/8</td>
<td>• Online Lecture: Disorders of Gastrointestinal System.</td>
</tr>
<tr>
<td></td>
<td>• Teams Meeting: Friday 8am – 9:30am</td>
</tr>
<tr>
<td>5/14</td>
<td>Teams Meeting: Exam Q &amp; A. Thursday, May 14th 7pm – 8pm</td>
</tr>
<tr>
<td></td>
<td>Assignment #5 due in Canvas before Thursday, May 14th @ 11:59pm</td>
</tr>
<tr>
<td>5/15</td>
<td>Final Exam: Begin your exam promptly at 8am in Respondus Lockdown Browser!!!</td>
</tr>
</tbody>
</table>

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. Regina Urban, PhD, RN-BC, CCRN, CNE
Course-Specific Exam Information:

- Online exams will be given using Respondus Lockdown Browser and Monitor. Students in patho will be required to follow the On-Campus Video-Proctored Exam Procedure.
- Exam timers will be extended by 20% for the remaining course exams. This means that you will now be given 75 minutes to complete exams 3 & 4 and 130 minutes to complete exam 5.
- You must enter and complete your exam within the given exam window.
  - For exams 3 & 4, the exam window will open at the times assigned below. **Please enter the exam immediately at the exam start time.**
    - Section 001 (Wednesday): 12:55pm.
    - Section 002 (Thursday) and section 003 (Friday): 7:55 am.
  - For exams 3 & 4, the exam window will close at the times assigned below. **Use your time wisely!** If you are still testing at the exam due date and time, the system will end your exam. You will not be given a chance to re-enter the exam and complete any unanswered questions.
    - Section 001 (Wednesday): 2:30pm.
    - Section 002 (Thursday) and section 003 (Friday): 9:30am.
- Final exam dates will be given according to the university schedule. The current exam windows are as follows:
  - Section 001 (Wednesday): May 15th from 10:55am – 1:30pm
  - Section 002 (Thursday): May 14th from 7:55am – 10:30am
  - Section 003 (Friday): May 15th from 7:55am – 10:30am.

**Exam Policy: On Campus Video-Proctored Exam.**

Please note: this information is the same information as the Student Guide to Taking Video Proctored Exams module that is currently posted in the course. You may use a detachable webcam, or one that is built into your monitor or laptop.

Students are required to follow this procedure when taking a video-proctored online exam. Students who do not to follow this procedure will be notified by the assigned coach and/or course instructor. Students will receive a **10-percentage point (10%) penalty** on each exam for the following:

- Failing to remove prohibited items or to cover large, difficult to move prohibited items (found in Step 1)
- Submitting an incomplete environmental scan recording (found in Step 2)
- Failing to identify themselves (no ID shown, unacceptable ID, or picture of ID is unclear and cannot be read (found in Step 2)
- Engaging in prohibited activities (found in Step 3)

Students are responsible for their computer equipment and the speed of the internet services they are using. This applies to either personal equipment or public (for example, a computer at UTA or a public wi-fi service). Using a slow internet connection can result in lost time on exams and a reduced quality of the exam’s video recording. This lost time can negatively impact a student’s grade. Course instructors are not able to return “lost time” to students with a slow or inconsistent internet connection. Due to the anticipated increase in online traffic, exam times are being extended by 20%.

Students should have a back-up computer and internet plan in case equipment stops working. Students should start an exam as early as possible to ensure there is time to activate the back-up plan, if
necessary, prior to the exam deadline. Last minute problems with computer equipment, internet service, and/or the lockdown browser will not be an acceptable reason to take an exam late without a penalty.

Students should start and complete exams during the scheduled exam time as outlined on each course schedule. The scheduled exam time includes time for steps 1-3. If a student is unable to enter an exam and has attempted to troubleshoot their equipment without success, they should contact the faculty of record for the course.

**Step 1: Preparing for the exam**

- To prepare for taking exams in an online, video-proctored environment, students should refer to the lockdown browser information resources.
- To download the Respondus Lockdown Browser, students should use this link (or there is a link found within the UTA Canvas Course Help Area found in the blue left- side banner):
  - https://download.respondus.com/lockdown/download.php?id=163943837
- To learn how Respondus Monitor works, students should use the following links:
- For information about Respondus monitor, students are encouraged to watch this video about the Respondus Lockdown Browser:
  - https://web.respondus.com/lockdownbrowser-student-video/
- Students should check for any updates to software before each exam, including any updates for the lockdown browser, computer operating system, and antivirus/antimalware programs.
- To maximize the connection to Respondus:
  - Avoid shared networks (Starbucks, McDonald’s, public libraries)
  - Be as close to the router as possible, or connect using an ethernet cable
  - Limit use of bandwidth (turn off cell phone, tablets, streaming devices)
  - Avoid repeated saving of questions
- It is recommended for students to check their system by completing the Practice Test for Respondus within their current course.
- No breaks that include leaving the view of the camera (including going to the bathroom) are allowed after logging into Respondus. Students should plan accordingly.
- If a mobile phone is required for duo authentication for logging into Canvas, it must be turned off and put away BEFORE the student begins the pre-exam process.
- Remove all items from the testing surface.
- Items that are prohibited from the testing area include, but are not limited to:
  - Papers or books (including “scratch paper”)
  - Electronic devices (tablets, phones, or smart watches)
  - Any device with a display screen (extra computer monitors or nearby televisions)
  - Ink pens or pencils
  - Food or drinks
  - Ear buds or earphones
  - Hat or sunglasses
- Students who are unable to clear all items from the testing area may choose to move to a different location or cover difficult to move items that have a display screen (such as a computer screen or a nearby television) with a sheet or towel.
- Students are expected to dress and act as if they are testing in an in-person proctored environment. No hats/caps or sunglasses are allowed.
- No other people are allowed in the testing environment, including children.
- Students should choose a well-lit room and avoid backlighting, which occurs when light is directly behind the students (for example, when their back is facing a window).
Step 2: Completing the pre-exam steps

- Students should follow the instructions of the start-up sequence in the Lockdown Browser.
- There will be a webcam and microphone check to ensure the equipment is functioning appropriately for the exam.
- Students should take a clear picture of themselves.
- Students must take a clear picture of their photo ID (driver’s license, UTA MavID or other form of government-issued photo ID) when requested. The name on the photo ID must match the name that is found in Canvas.
  - Students are allowed multiple attempts to take a picture of their ID. If more than one attempt is needed, the student should hold up their ID in front of the webcam, click “try again” to take the picture. Clicking “continue” will progress to the next step.
  - Please note: Students are able to verify that a picture was taken in the system. If the student is unable to view the picture of their ID, they should exit out of the system and try again.
- The maximum time allowed for the student to complete the environmental scan is 65 seconds. Students should use a webcam to slowly scan their environment. Students must clearly show the following areas during the environmental scan:
  - Entire desktop, edge-to-edge
  - Complete computer screen (If using a detachable webcam)
  - Entire keyboard (If using a detachable webcam)
  - Area directly in front of the testing environment (the area the student will be facing during the exam)
  - Nearby testing area, including the area to the left and right of the testing surface.
- Students can narrate or explain what is seen during the environmental scan as needed.
- It is the student’s responsibility to make sure the entire environment can be seen by coaches and faculty.
  - Please note: students are able to verify that a video was taken. If the student is unable to view the recorded environment check, they should exit out of the system and try again.
- Once the environment scan has been completed, students are prohibited from leaving the view of the testing area or moving any items back into the testing area.
- Students should start the exam as soon as the environmental scan is completed and reviewed.
- Students should make sure the webcam is positioned where it is focused directly on their face (not showing just a side profile).

Step 3: Taking the exam

- Online video-proctored exams are simulating the testing environment as if the student were taking an exam in a testing center.
- Behaviors that are prohibited during the exam, but are not limited to:
  - Leaving view of the camera
  - Eating or drinking
  - Speaking out loud
  - Vaping or smoking
  - Interacting with other individuals
  - Wearing earbuds or earphones
  - Turning off, unplugging or covering the webcam
- Students must use a webcam for the entire exam.
- If the webcam stops recording (ex. the indicator light goes off), it is recommended for the student to exit the exam and troubleshoot their equipment immediately. The timer for the exam will continue to run.
If the connection to an exam is lost, the student should attempt to re-enter the exam immediately and complete steps 1-3 each time. The exam timer will continue to run during this time. The student should contact the lockdown browser support and Canvas support for trouble-shooting assistance if they are unable to re-enter the exam.

- [https://support.respondus.com/support/index.php?/Knowledgebase/List](https://support.respondus.com/support/index.php?/Knowledgebase/List)
- For Canvas support, click on the “Help” icon in the Left Ribbon in Canvas

If a student does not follow the Video-Proctored Exam Procedure and it is determined that the student engaged in academic dishonesty, the student may be required to test in a live proctored environment at their own expense.