



Course Syllabus: Mental Health Nursing
Wilson School of Nursing
Fall 2025
NURS 3413/3412

Location: Centennial Hall 340 Wednesday 1300-1550

(Please Note: This is the official course syllabus for student use this semester; therefore, students enrolled in this course will be held accountable for all contents which follow. This syllabus is subject to change. Students will be notified of any changes to the syllabus via D2L News notification)

Contact Information

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Or use link below to sign up on navigate to schedule appointment online:

https://msutexas.campus.eab.com/pal/eurDo2d_9d

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Course Description

Concepts and principles emphasized in this course pertain to communication, interpersonal relationships, and utilization of the nursing process in providing nursing care for clients manifesting psychosocial and/or psychiatric needs. Clinical and classroom discussions provide students with opportunities to develop

a greater understanding of self, and to increase their ability in relating to individuals, families, groups, and communities (IFGC) in structured and non-structured settings.

Pre-requisites

NURS 3103: Introduction to Nursing; NURS 3202/3312 Pathophysiology; NURS 3212/3211: Family Health Assessment & Clinical; NURS 3252/3243 Basic Nursing Care & Clinical; NURS 3313 Pharmacology in Nursing Practice

Credit Hours

Five (5) credit hours – three (3) hours lecture and an average of six (6) hours of clinical per week.

Course Objectives

AACN Essentials: For further information regarding the AACN Essentials identified for each course objective, refer to [AACN Essentials for Professional Nursing Education](#)

DEC Competencies: In the DEC Competencies below, the following designations apply: I: Provider of Patient-centered Care, II: Coordinator of Care, III: Patient Safety Advocate, and IV: Member of the Health Care Team. For further information regarding the competencies identified for each course objective, refer to [Texas Board of Nursing DECs 2021](#)

Upon completion of this course the student should be able to:	AACN	DEC
1. Discuss the evolution of major social, cultural, and historical factors and their influence on psychiatric nursing practice.	I, V, VII, VIII	I: B, II: B, D, G, H IV: B, C
2. Utilize the nursing process to provide nursing care to individuals and families with psychosocial and/or mental health needs within the context of IFGC.	II, III, VI, VII, VIII, IX	I: B II: B, C, D, E, F, G III: C
3. Differentiate between therapeutic and nontherapeutic communication techniques, identify components of nonverbal expression, and describe boundary issues associated with touch and proxemics while taking into account the cultural differences that exist among patients and their families from various ethno-cultural backgrounds.	II, VI, VII, VIII	II: B, D IV: A, D

4. Demonstrate accountability for legal/ethical aspects in providing nursing care to individuals and their families with psychosocial and/or mental health needs with the context of their IFGC.	I, II, IV, V, VI, VII, VIII	I: A, B II: E, F III: A, E
5. Utilize knowledge of growth and development in providing nursing care to individuals and their families with psychosocial needs and/or mental health needs.	VII	I: B II: A, B, C, D, E, F, G, H
6. Identify relevant research findings related to mental health nursing.	III, V, VII, VIII	II: A, C, G III: C IV: F
7. Discuss the theoretical knowledge regarding the etiology and symptomatology of current psychiatric/mental health diagnostic categories.	III, VI, XI	I: D II: B,C,D III: D IV: C, D
Upon completion of this course, the student should be able to:	AACN	DEC
8. Evaluate major concepts and theories related to adaptive/maladaptive behaviors individuals with psychosocial and/or mental health needs.	I, III, V, VI, VII, VIII, XI	I: D II: A, B, C, H III: C IV: A, C, G
9. Relate services available to individuals and their families with psychosocial and/or mental health needs, with consideration for cultural background within the scope of their aggregates, community and society.	II, III, IV, V, VI, VII	II: B, C, D, G, H III: B, C IV: A, B, C

Textbook & Instructional Materials

Required Materials

CoursePoint+ for Psychiatric-Mental Health Nursing 9th ed.

(ISBN-13:978-1-9752-0602-4)

(e-book may be used and is included in CoursePoint+; hardcopy book is optional)

The digital assessment platform ExamSoft® will be utilized on for all exams.

Exam-takers are required to download the test-taking software, Examplify, prior

to the first exam. Please review the Exemplify Minimum System Requirements (MSRs), found on the ExamSoft® [website](#).

CastleBranch Compliance.

Optional Hardcopy Textbook

Videbeck, S.L., (2019). Psychiatric-Mental Health Nursing (9th ed.). Lippincott Williams & Wilkins. (ISBN-13: 978-1-9751-8477-3)

Learning Experiences

Students are expected to be self-directed in the acquisition of basic nursing knowledge. Learning activities available to the students include but are not limited to:

1. Reading assignments
2. Group presentations
3. Self-study modules
4. Online learning assignments

Clinical Hour Breakdown

Table 1: Clinical Hour Breakdown

Clinical Experience	Hours	Total
Patient Care Clinicals (5 rotations)	8	40
Clinical Agency presentation	7	7
Helen Farabee MH clinical presentation	8	8
Clinical Reflective Journals (x6)	1.5	9
Clinical Assignments (5)	5	10
Simulation experiences	6	6
Medication Teaching Presentation	8	8
Clinical Evaluation	0.5	0.5
Clinical Orientation	1.5	1.5
Total		90

Clinical Requirements

1. Students must complete all the components of the course to pass. This course includes a total of 90 clinical hours. Students are required to satisfactorily complete 90 clinical hours to successfully complete the clinical component of NURS 3413 Mental Health Nursing course. Students are expected to attend/complete all clinical experiences. Absences will be made up by the

student. Hours of absenteeism will be rescheduled, as available, or will be done as patient care experiences as assigned by the clinical instructor and/or course coordinator.

2. Professional behavior is a requirement of the clinical component of this course. Students are expected to demonstrate professionalism during all clinical interactions. Unprofessional behavior will result in dismissal from clinical. Any dismissal will be considered an absence and students will be required to makeup clinical hours at a later date. Please refer to the [MSU Texas BSN Student Handbook](#) for more information.
3. Classroom and clinical performances (on campus, in the Simulation Center and/or during inpatient clinical experiences) will be evaluated. Students are expected to pass both clinical and classroom components of the course. Failure in either one will constitute failure in the course.
4. Students are expected to be compliant with current CPR certifications, immunizations, TB testing, health and liability insurance, drug screening, and criminal background checks throughout the semester. Verification of compliance is maintained through CastleBranch. Students are expected to maintain compliance at all times. Students may contact Cathy Healey (940) 397-2802 or email her at cathy.healey@msutexas.edu to ask questions about compliance of these Texas Board of Nursing (BON) requirements. TB testing needs to be repeated every 12 months. To attend clinical experiences, each student must comply with each of these requirements.
5. Students will complete three (5) 8-hour shifts at Red River Psychiatric Hospital or ARC – HERO House during hours of 0800-1600 . Students must comply with hospital or facility policies as instructed during clinical orientation (*parking, building access, identification, etc).
6. Students must arrive and be present in the front lobby of the building or entry way no later than 0745 on assigned clinical dates. Late arrival to clinical will result in a clinical absence and hours will be rescheduled for a later date.
7. All patient care experiences, including make-up clinical time, must be completed by Dec.1, 2025.

8. Student vehicles must be parked only in the designated student parking. Students are not to park in the Red River Hospital parking lot. If student vehicles are parked in the hospital parking lot, the student will be dismissed from clinical and make-up hours will be rescheduled for a later date.
9. Students will be assigned to clinical experiences by the course coordinator. Schedule changes must be coordinated with the course coordinator and clinical faculty. For a schedule change, the student wishing to change dates must seek another student who is willing to change dates. Both students must email the course coordinator and clinical faculty to request the schedule change. The course coordinator &/or clinical faculty will email both students approval/disapproval of the change.
10. Clinical Dress Code:
 - a. Students are to wear an MSU t-shirt and business casual pants. Pants need to be well-fitted with no rips or tears. Black or khaki pants are required. Uncuffed scrub pants are acceptable. Denim jeans, workout pants/leggings are not acceptable attire.
 - b. Clean tennis shoes or clinical shoes are permitted.
 - c. No jewelry other than a plain wedding ring (band) and a watch with an analog second hand are permitted.
11. Additional Clinical Requirements:
 - a. If any condition of the clinical experience changes or it is necessary for you to leave the premises of the clinical experience, you MUST contact the clinical instructor and/or course coordinator.
 - b. Students need to make appropriate use of their time in the clinical setting. Clinical objectives include application of the nursing process which requires professional communication with staff and clients. Clinical is not an appropriate setting for personal communication. Time outside of direct clinical activities such as groups, professional staff or client communication, or application of the nursing process should be limited.
 - c. If a situation occurs that requires time away from direct clinical activities, the student should contact the clinical faculty and coordinate a plan.
 - d. Students are not to use personal electronic devices such as cell phones in the clinical environment.
 - e. If students do not comply with any clinical requirements, including those defined in the WSON BSN Student Handbook, the situation will result in an immediate clinical dismissal and/or failure at the discretion of the clinical faculty and/or course coordinator.

Student Handbook

Refer to: [BSN Student Handbook](#) and [MSU Student Handbook](#)

Academic Misconduct Policy & Procedures

This course adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student's participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the current Student Handbook for answers to any questions about the code.

Students are encouraged to take full advantage of many resources available including online Desire 2 Learn course resources, Internet sites, other textbooks and journals, faculty, and peers when accomplishing objectives. This interactive collegial learning environment is conducive for life-long learning.

However, all components of the course are designed to represent the efforts of each student individually or each group of students individually when completing a group project and are not to be shared, copied, or plagiarized from other sources. When students submit their efforts for grading, they are attesting they abided by this rule.

Academic dishonesty includes cheating, collusion, plagiarism or the acquisition of tests or test questions and other academic materials such as test banks without the permission of the faculty. Cheating, collusion, or plagiarism is defined as: (1) cheating - intentionally using or attempting to use unauthorized materials, information, equipment, or study aids in any academic exercise; (2) collusion - the unauthorized collaboration with another person in preparing work offered for credit; (3) plagiarism - intentionally representing the words or ideas of another as one's own in any academic exercise.

Academic dishonesty (cheating, collusion, plagiarism, etc.) will not be tolerated in this class. Whenever a student is unsure of whether a particular situation will be interpreted as academic dishonesty, he or she should ask the instructor for clarification.

Any student found to be academically dishonest as defined above and under each assignment will automatically receive a grade of "0" on the assignment.

Grading

Table 2: Course Grade

*Assignments	Percentage
**Exam: Unit 1	15%
**Exam: Unit 2	15%
**Exam: Unit 3	15%
**Exam: Unit 4	15%
ATI testing and remediation	10%
Class participation Top hat	5%
Medication presentation	10%
Clinical grade	
***Clinical Assignments	15%
Total	100

Table 3: Course Grade Calculation

*The final course grade will be calculated in the following manner:
*There will be no rounding of grades except as necessary to accommodate the electronic testing and grade book limitations.
**Students must score at least a 74% average on exams to pass the course. This is called the exam average.
**Students that do not achieve a 74% exam average will receive a final grade that reflects the exam average earned.
Course Requirements - Students must complete all the components of the course to pass. - Classroom and clinical performances (on campus, in the Skills lab, in the Simulation Center and/or patient clinical experiences) will be evaluated. Students are expected to pass both and clinical and classroom components of the course. Failure in either one will constitute failure in the course. Clinical Requirement You are required to score at least a 85% clinical grade average within the course. The clinical grade average will be a component of your course grade. Less than 85% clinical grade average, results in a failure of the course. Students who fail clinical will receive an "F" as the course and clinical grade.
***Students who earn at least a 74% exam average will have the remaining assignment grades calculated as weighted in the table above as the course and clinical grade.

Table 4: Grading Scale

Grade	Points
A	90-100

Grade	Points
B	80-89
C	74-79
D	65-73
F	Less than 64

Midterm Progress

In order to help students keep track of their progress toward course objectives, the instructor for this course will provide a Midterm Progress Report through each student's WebWorld account. Midterm grades will not be reported on the student's transcript; nor will they be calculated in the cumulative GPA. They simply give students an idea of where they stand at midpoint of the semester. Students earning below a C at the midway point should schedule a meeting with the professor and seek out tutoring through the Tutoring & Academic Support Programs (link to the website <https://msutexas.edu/academics/tasp/>).

Assignments

Exams

1. There are four comprehensive unit exams, exam covering the content in the textbook, assigned readings, simulation and assigned activities. Each unit exam will take 75 minutes.
2. Unit objectives are found at the beginning of each assigned chapter. These objectives will help you focus on what to study for each exam. Required readings are found on the course calendar.
3. All exams are required.

Exam Policy

1. Answer each of the 50 questions.
2. You have 75 minutes to complete the exam.
3. The exam will timeout after 75 minutes.
4. Using resources other than your own memory will be considered academic dishonesty and result in an automatic zero on the exam.
5. Taking exam questions from the classroom will be considered academic dishonesty and result in an automatic zero on the exam.
6. Presence of a device capable of making a call, texting, or recording either text or voice in the classroom during the testing period will be considered academic dishonesty and result in an automatic zero on the exam whether the device was on or off and whether you had submitted the exam.
7. Grades will be sent with content references for the questions missed after item analysis has been performed.
8. Students are required to upload the exam prior to leaving the classroom.

9. Close your computer prior to leaving the classroom.
10. Failure to return the scrap paper with your name on it prior to leaving the classroom will be considered academic dishonesty and result in an automatic zero on the exam.

ExamSoft

1. Exam Soft requires loading Exemplify application for taking course exams. Exam Soft is purchased online each semester.
2. The desks in Centennial Hall do not provide electrical outlets. It is the student's responsibility to provide an alternative charging source to ensure computer battery remains charged. Students are responsible for having a compatible computer or tablet on which to participate in the course activities and take the exams.
3. Exam unit exam will be comprised of: The dates are located on the course calendar.
4. All exams are comprehensive.
5. Exam Soft will provide students with user identity codes, initial passwords, and instructions on how to load Exemplify. Students must maintain ready access to user identity codes and passwords on exam days. If these access codes are not available for use, the student runs the risk of not taking an exam and earning a grade of zero. If these access codes are not available for use or the exam cannot be accessed for any reason, the student runs the risk of not taking an exam and earning a grade of "0". Please ensure the testing device is prepared to take the exam prior to every exam.
6. If a student misses any exam, the student may take the Make-up Exam scheduled on the course calendar.

Wilson School of Nursing ATI Assessment and Review Policy Student

The purpose of ATI testing is to enhance student NCLEX-RN success. The comprehensive ATI review program includes multiple assessments and remediation activities that when combined with the nursing program content assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.

The comprehensive ATI review program consists of:

Review modules/e-books:

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapters during a given course and/or as part of active learning/remediation following assessments.

Tutorials to support assessment and remediation process:

ATI Pulse introduces new predictive capabilities that build on existing Pulse functionality by generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment – providing faculty and students with even earlier insights into future performance on the proctored assessments that ultimately are used to predict NCLEX success as well as earlier warning for students not on track to succeed. Predictions of likelihood to succeed will generate as the students complete coursework and practice assignments within each of the CMS areas, before they even attempt the proctored exam. Additionally, ATI Pulse provides prescriptive, data-backed recommended ATI learning activities for students to improve their likelihood of proctored CMS assessment success.

For example, ATI offers unique tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. Nurse Logic is an excellent way to learn the basics of how nurses think and make decisions. Learning System offers practice quizzes in specific nursing content areas that allow students to apply valuable learning tools from Nurse Logic. ATI is committed to increasing student confidence by providing students with experience answering NCLEX-style questions in a variety of quizzing formats. With Learning System, students can assess their knowledge through pre-set quizzes, build a customized quiz that focuses on specific categories, or test their category- specific comprehension in an adaptive quizzing environment.

Assessments:

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

Focused reviews/Active learning/Remediation:

ATI Focused Review facilitates the post CMS assessment remediation experience for students. This personalized learning experience uses a student's performance on the CMS practice and proctored assessments to drive focused student learning. Once the student has completed a CMS practice assessment, Focused Review automatically assesses the student's learning gaps and generates a personalized learning experience. Focused Review provides ATI Review Module content in an eBook experience while highlighting the specific elements of content that a student should review. The forms of content include text, image, sound, and video. When the student has completed their first round of remediation (practice assessments only), they can take a post-remediation quiz which provides similar questions on identified content gaps. Upon completion of the quiz, the student can review their knowledge gaps and study updated eBook content. The post-remediation quiz is intended to provide feedback on remediation impact. If the student has completed a CMS proctored assessment, Focused Review provides ATI Review Module content in an eBook experience that is viewed by chapter versus a specific highlighted presentation. There is not a post-remediation quiz generated for proctored assessments.

How to create a new account:

- All students are required to purchase ATI Testing
- Pay for access through the Mustang Marketplace.
- If you are not a current user on www.atitesting.com, you must create a new account to access the student portal or to make a purchase from ATI's online store. Follow the steps on the How to Create a New Account information form to create a new account.

Implementation strategies:

Students are encouraged to do their best work while taking practice and proctored assessments. This will enable true reflection of the student's content mastery providing more value for the students' time and money spent on the program.

Scheduling of activities:

2nd semester:

- Basic Nursing Care:
 - Self-assessment inventory (at program start)
 - Critical-thinking entrance (at program start)
 - Fundamentals Practice A, B, and Proctored Assessments
- Pharmacology:
 - Pharmacology Practice A, B, and Proctored Assessment

3rd semester:

- Family Health Nursing Care I:
 - Nutrition Practice A, B, and Proctored Assessment
- Mental Health Nursing:
 - Mental Health Practice A, B, and Proctored Assessment

4th semester:

- Family Health Nursing Care II:
 - Adult Med-Surg Practice A, B, and Proctored Assessment
- Pediatric Nursing Care:
 - Nursing Care of Children Practice A, B, and Proctored Assessment
- Leadership:
 - Leadership Practice A, B, and Proctored Assessment

5th semester:

- Nursing the Childbearing Family:
 - Maternal and Newborn Practice A, B, and Proctored Assessment
- Community Health Nursing Care:
 - Community Health Practice A, B, and Proctored Assessment
- Clinical Decision-making:
 - Critical Thinking Exit
 - Comprehensive Practice A, B, and Comprehensive Predictor Assessment

Remediation:

Purpose:

To provide additional student learning opportunities related to clinical judgment and safe nursing practice. Students can benefit from remediation activities, resulting in improved student learning outcomes (SLOs).

Assessments:

Self-Assessment Inventory and Critical Thinking Entrance Assessments are required at the beginning of the curriculum.

- Complete Nurse Logic Modules early in the program and repeat as needed throughout the program based on performance. (Beginning and Advanced student levels).
 - Knowledge and Clinical Judgment
 - Nursing Concepts
 - Priority-Setting Frameworks
 - Testing and Remediation

- Complete Learning Systems Quiz on content under Tutorials Tab prior to taking Practice Assessments. Take as often as needed as it is a tutorial. Encourage students to use the "Hint" button to assist with deciphering questions and using critical thinking skills.

Practice assessments:

- Practice Assessment A and B
 - Repeat the practice tests as many times as needed with a 24 hour wait period between attempts to score a 90% or greater within the timeframe the test is open.
 - A minimum of one week will be provided to complete each practice assessment.
 - To strengthen the review method, students should understand the rationales for each distracter. It is recommended that students review 5-15 minutes at a time with ample time given to review each of the rationales. When the student logs in again, the exam will continue from where the student had stopped previously.

Proctored assessments:

- Complete Content Mastery Proctored Assessment in a controlled environment following the proctored guidelines set forth by ATI.
 - Proctored assessments proficiency level definitions:
 - Level 3 – advanced proficiency
 - Level 2 – proficiency
 - Level 1 - partial proficiency
 - Level 0 – does not yet demonstrate proficiency
- Following the assessment, the student will use the ATI Focused Review to complete the Three Critical Points Worksheet (see Appendix A). Students are encouraged to use textbooks, review books with videos, animations, graphics, and tutorials for remediation.
 - Students who achieve a level 3 must complete the Three Critical Points worksheet on three missed topics
 - Students who achieve a level 2 must complete the Three Critical Points worksheet on six missed topics
 - If the student receives a level 0 or 1 the student must complete the Three Critical Points worksheet on each topic missed
- Upload the Three Critical Points Worksheet into the assigned course drop box.
- In the final semester, students will take the Comprehensive Predictor
 - Following the Comprehensive Predictor, the student will use the ATI Focused Review to complete the Three Critical Points Worksheet.

- Students who achieve > 95% predictability of passing must complete the Three Critical Points worksheet on three missed topics
- Students who achieve > 90% predictability of passing must complete the Three Critical Points worksheet on six missed topics
- If the student receives < 85% predictability of passing, the student must complete the Three Critical Points worksheet on each topic missed
- Students scoring below a level 2 on any of the content mastery proctored assessments or less than 90% predictability on the Comprehensive Predictor will be required to retake the proctored exam after the remediation is complete.
 - The retake will be scheduled at least 48 hours after the initial attempt
 - The higher of the two proctored exam grades will be placed in the gradebook

Point Assignment:

1. Maximum grade possible is 10/10 = 100%
2. Grade represents no more than 10% of the overall course grade
3. Grading is calculated as such:
 - Practice Assessment A score $\geq$ to 90%: 1 point
 - Practice Assessment B score $\geq$ to 90%: 1 point
 - Standardized proctored assessment:
 - Level 3 = 4 points
 - Level 2 = 3 points
 - Level 1 = 1 point
 - Below level 1 = 0 points
 - If student scores < Level 2 on first attempt, a retake will be required. The higher of the two scores will be placed in the gradebook.
 - Standardized proctored assessment remediation:
 - Earned level 3: Three Critical Points worksheet on three missed topics. All columns must be complete for credit = 4 points
 - Earned level 2: Three Critical Points worksheet on six missed topics. All columns must be complete for credit = 4 points

- Earned level 1: Three Critical Points worksheet on every topic missed. All columns must be complete for credit = 4 points
 - Earned less than a level 1: Three Critical Points worksheet on every topic missed. All columns must be complete for credit = 4 points
4. ATI points will be added to final grade once the student has met the minimal exam average requirement.
 5. Late work policies do not pertain to ATI

1.

Point Assignment for Comprehensive Predictor:

1. Maximum grade possible is 10/10 = 100%
2. Grade represents 10% of the overall course grade
3. Grading is calculated as follows:
 - Practice Assessment A score $\geq$ to 90%: 1 point
 - Practice Assessment B score $\geq$ to 90%: 1 point
 - Comprehensive Predictor comprehensive assessment:
 - 95% or above Passing predictability = 4 points
 - 90% or above Passing predictability = 3 points
 - 85% or above Passing predictability = 1 point
 - 84% or below = 0 points
 - If student scores $<$ 90% on first attempt, a retake will be required. The higher of the two scores will be placed in the gradebook.
 - Comprehensive Predictor remediation:
 - Earned 95% or above: Three Critical Points worksheet on three missed topics. All columns must be complete for credit = 4 points
 - 90% or above: Three Critical Points worksheet on six missed topics. All columns must be complete for credit = 4 points
 - 85% or above: Three Critical Points worksheet on every topic missed. All columns must be complete for credit = 4 points
 - 84% or below: Three Critical Points worksheet on every topic missed. All columns must be complete for credit = 4 points
4. Students scoring less than 90% will meet with faculty to go over remediation topics.
5. ATI points will be added to final grade once the student has met the minimal exam average requirement
6. Late work policies do not pertain to ATI

Extra Credit

It is the policy of the nursing program to not accept extra credit.

Late Work

No credit will be awarded if an assignment is submitted after the due date. There are no opportunities for extra credit given for any assignment. If you have a question or concern about a grade, you must contact the faculty within 24 hours of the due date to dispute the grade. Once 24 hours after the due date has lapsed, no further changes will be made on any grade.

Make Up Work/Tests

Should the student be absent from an exam, it is the student's responsibility to notify the course coordinator at least two hours prior to the exam or as soon as possible if an emergency is the cause of missing the exam. Students may make-up exams on the make-up exam session as documented on the course calendar.

Failure to comply with this policy will result in a zero for the exam(s) missed. Any make-up exam may be different from the original exam and may include multiple choice, essay, short answer, true and false, and/or matching questions.

Nursing Program Failure Policy

1. Students must meet all course requirements or a grade of F will be assigned.
2. Students are expected to pass both clinical and classroom components of the course. Failure in either clinical or classroom will result in failure in both. Clinical failure results in a course and clinical grade of F. Classroom failure results in the grade earned in the classroom for both course and clinical.
3. A student who withdraws/drops or receives a D or an F in two nursing courses must seek reentry to the nursing program to be eligible to continue in the program.
4. The faculty reserves the right to recommend to the School of Nursing Chair and College of Human Services and Health Sciences withdrawal of a student from the nursing program for health, legal, or academic reasons, particularly if client care is jeopardized. In addition, the student must perform within the ANA Standards of Practice and Code of Ethics.

Withdrawal Deadlines

Last Day to drop with a grade of "W:" Nov. 25, 2025

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Attendance

Students are encouraged to attend all lectures. Students may be dropped from the course for excessive absences per University policy.

Instructor Drop

An instructor may drop a student at any time during the semester for excessive absences, for consistently failing to meet class assignments, for an indifferent attitude, or for disruptive conduct. The instructor must give the students a verbal or written warning prior to being dropped from the class. An instructor's drop of a student takes precedence over the student-initiated course drop of a later date. The instructor will assign a grade of either WF or F through the 8th week of a long 45 hours semester, the 6th week of a 10 week summer term, or the 11th class day of a 4 or 5 week summer term consisting of 20 days. After these periods, the grade will be an F. The date the instructor drop form is received in the Office of the Registrar is the official drop date. Refer to page 27 at <https://msutexas.edu/student-life/assets/files/handbook.pdf>.

Computer Requirements

Assignments and exams in this course are administered electronically. It is the student's responsibility to have access to a suitable device to complete the assignments and exams. Computer failure is not a suitable excuse for missing assignment dates. If the student's computer is not functioning at exam time, the student may elect to take the make-up examination at the date scheduled in the course calendar.

Instructor Class Policies

1. **Timeliness** is expected in all aspects including being on-time for class, exams, and submission of assignments.
2. **Respect** for faculty and peers is expected at all times. Distracting behaviors such as talking, texting, working on other assignments during class, or inattentiveness will not be tolerated and you may be asked to leave the classroom.

3. Students must take an **active role** in their learning and demonstrate **accountability** including evidence of commitment, responsibility, and communication.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the ***Schedule of Classes*** each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Disability Support Services

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397.4140, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center 168.

College Policies

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

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 has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Weather Closure Practices

Student safety is the number one consideration in regards to travel for bad weather. If it is icy or snowing in your area, e-mail your faculty to explain the situation. Use common sense in regards to travel.

The MSU Nursing Program will follow the MSU campus practices for closure. If the campus closes, classes will go on-line using Zoom via D2L or another platform designated by your professor. Clinicals will be cancelled if the MSU campus is closed.

Due to the start of inpatient clinical shifts at 0630 to 0645, faculty will post information or make the call for clinical cancellations via D2L, "News Items". For guidance of weather closure practices for MSU campus see guidance via the MSU webpage.

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

