SAM HOUSTON STATE UNIVERSITY

College of Health Sciences

School of Nursing

NURS 3321 Pharmacology for Nursing

Course description:

This course introduces a pharmacological aspect in the nursing process of drug therapy and the effects of drugs that alter the major regulatory mechanisms of the body. Special consideration is given to the nursing role in developing a comprehensive approach to the clinical application of pharmacologic concepts and principles to professional nursing practice. The course provides a foundation for understanding the nursing process of drug therapy and nursing implications relative to the utilization of drug therapy and selected therapeutic regimens. This course is designed to enhance critical thinking and promote effective decision- making for safe and effective care.

Semester/Year: Spring 2018

Class meeting times: Thursday 11:30-14:20

Class meeting place: Huntsville: Room 220 Woodlands: Room 336

Faculty (The Woodlands Center)/Course Coordinator: Brooke Beatty, MSN, RN Office: 435B The Woodlands Center Office hours: Tuesday 10-11:30 & Thursday 10-11:30. Others by appointment Phone: 936-202-5122 Email: lbp001@shsu.edu

Faculty (The Woodlands Center): Tania Celia, MSN, FNP Email: txc003@shsu.edu

Faculty (Huntsville): Col. Robert Harmon MSN, CRNA Office: 440 The Woodlands Center Office Hours: TBA Phone: 936-202-5107 Email: rgh012@shsu.edu

Course Credit: Three (3) Credit Hours (3 credit hours didactic) **Pre-requisite:** NURS 3101, 3310, & 3430.

Objective/s	Activities/Assignments	Measurement	Standards Alignment (if applicable)
Analyze the basic principles of pharmacology as it relates to an individual's unique needs	Completion of weekly class readings assignments	Module exam performance <74.5%	Outcome 2,6; DEC II-A

	In class assignments and	ATI exam	
	group work	performance	
Analyze major actions,	Completion of weekly	Module exam	Outcome 2,6; DEC
indications, side	class readings	performance	II-A
effects/adverse reactions, safe	assignments	<74.5%	
handling and major			
interactions/ contraindications	In class assignments and	ATI exam	
for selected medications in	group work	performance	
each major classification		1	
Summarize the nursing	Completion of weekly	Module exam	Outcome 1,6; DEC
process and clinical reasoning	class readings	performance	II-A, II-B
as a framework for an	assignments	<74.5%	,
integrated understanding of			
the disease process and the	In class assignments and	ATI exam	
administering of medications	group work	performance	
Explain the ethical-legal	Completion of weekly	Module exam	Outcome 3; DEC I-
implications of medication	class readings	performance	A, III-B, III-E, IV-F,
administration, including safe	assignments	<74.5%	IV-G
dosage calculations and the			
supervision of licensed and	In class assignments and	ATI exam	
unlicensed personnel	group work	performance	
Utilize the basic	Completion of weekly	Module exam	Outcome 4, 6; DEC
communication skills needed	class readings	performance	II-B, II-C, II-D, IV-
to safely administer	assignments	<74.5%	D, IV-E
medications to individuals of			
all ages with varied health	In class assignments and	ATI exam	
alterations.	group work	performance	
Describe appropriate patient	Completion of weekly	Module exam	Outcome 1, 2, 4
education for selected disease	class readings	performance	DEC II-G, II-H, IV-
processes and medications in	assignments	<74.5%	D
each major classification.			
	In class assignments and	ATI exam	
	group work	performance	
Summarize the nurse's role	Completion of weekly	Module exam	Outcome 2, 10.
when administering	class readings	performance	DEC II-A, II-H, IV-
medications as a member of	assignments	<74.5%	A, IV-B, IV-D, IV-E
the interdisciplinary health			
care team.	In class assignments and	ATI exam	
	group work	performance	

IDEA Objectives: In this course, our focus will be on these major objectives

- 1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
- 2. Learning to *apply* course material (to improve thinking, problem solving, and decisions
- 3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course

Instructional Strategies:

Teaching/learning strategies will include lecture, classroom discussion, Blackboard discussion, group work, oral presentations as designated by the faculty. We will also have ticket to class and ATI practice tests.

Evaluation Methods:

These are weighted grades not averaged. If you are unclear as how to calculate your grades, ask the course coordinator for assistance.

Grading Criteria:

4 Unit Exams (15% each)	60%
Reading/medication quizzes (5)	5%
Final Exam comprehensive	25%
Pharmacology ATI proctored exams	5%
Participation/in class assignments	5%
Total	100%

*Students must make a 74.5 weighted average on all tests/quizzes/ATI/Final to pass the course. Remember each grading criteria is differently weighted they are not simply averaged together.

School of Nursing Grading Scale:

	Percentage	
А	89.5-100	Passing
В	79.5-89.4	
С	74.5-79.4	
D	69.5-74.4	Not Passing
F	69.4 and below	

Calculation of Course Grade:

- In order to progress in nursing, students are expected to pass all nursing courses with at least a "C".
- Didactic and clinical/laboratory components of nursing courses shall be taken concurrently.
- All clinical and classroom assignments must be satisfactorily completed in order to pass the course.
- The comprehensive final, 4 exams, 5 quizzes, and ATI make up the weighted average; average must be 74.5 (rounds to 75 per policy; 74.499 DOES NOT) to pass the course. If you pass the

course with a 74.5 or higher, then participation and in class assignments are averaged into your grade.

- Failure for exam average or failure in the clinical portion will necessitate repeating the entire course, including clinical or lab.
- During each semester with clinical practice opportunities, students must take and pass a leveladjusted drug dosage and calculation test per Sam Houston State University School of Nursing Student Handbook Dosages and Calculations Competency Policy. Please see the policy for further information about the test
- Each standardized test will count as 5% (for Juniors) or 10% (for Seniors) of entire final grade.

First Alert Program

Students who are in academic jeopardy (e.g., demonstrate poor academic performance, poor clinical performance, have frequent or unexcused absences) will be referred to the First Alert team in Academic Support Services. First Alert is a referral system that enables Sam Houston State University faculty and staff to refer students whose in- or out-of-class performance demonstrates a need for academic support to the academic mentors at the SAM Center. Additional information on the First Alert Program can be accessed from http://www.shsu.edu/centers/sam-center/mentoring/firstalert.

Required Text(s):

- Kizior, R. & Hodgson, B. (2015). Saunders nursing drug handbook 2016. St. Louis, MO: Saunders. ISBN: 978-0-323-35379-3
- Silvestri, L.A. (2015). Saunders strategies for test success: Passing nursing school and the NCLEX exam (4th ed.). St. Louis, MO: Saunders Elsevier. ISBN: 978-0-323-29661-8
- Lilley, L., Collins, S, and Snyder, J. (2017). Pharmacology and the Nursing Process (8th ed.). St. Louis: Elsevier. ISBN: 978-0-323-35828-6

Optional Textbooks:

Hogan. M. A. (Ed.) (2012). Pharmacology: Pearson reviews & rationales (3rd ed.). Upper Saddle River, NJ: Pearson. ISBN: 978-0-133-04599-4

Course Calendar with Content Outline:

Week	Date	Торіс	Chapter
1	1/18/18	Dosage Cal exam Intro to Pharmacology Drugs that Affect the Autonomic Nervous system	Lilley: Chapter 1,2, 18-21
2	1/25/18	Analgesic Drugs, CNS Depressants, Muscle relaxants	Lilley: Chapter 10,12, 44
3	2/1/18	Antiepileptic, Antiparkinson, Psychotherapeutic	Lilley: Chapter 14, 15, 16

4	2/8/18	Coagulation drugs, Fluid and electrolytes, Anemia drugs	Lilley: Chapter 26, 29 & 54
5	2/15/18	Exam 1: over material from weeks 1, 2& 3	
		ATI modules	
6	2/22/18	Ticket to class: Turn in transcript for Cardiovascular module in ATI	Lilley: Chapter 22, 23, 24, 25, 28
		Antihypertensive, Antianginal, Heart failure, Antidysrhythmic, Diuretic Drugs	
7	3/1/18	Exam 2 Covers material from weeks 4&6	
		Respiratory ATI Module with questions	
8	3/8/18	Antihistamines, Decongestants, Antitussives, Expectorants, Respiratory Medication, Antitubercular	Lilley: Chapter 36, 37, 41
9	3/15/18	Spring Break	
10	3/22/18	Antibiotics , Antiviral	Lilley: Chapter 38, 39, 40
11	3/29/18	Exam 3 Covers material from weeks 8 &10	
		ATI Modules	
12	4/5/18	Antifungal, Antiprotozal, Dermatologic disorders	Lilley: Chapter 42, 43, 56
		ATI Practice test A&B and A&B remediation- pharmacology made easy due on 4/11/18 at 2359	
13	4/12/18	ATI #1	Lilley: Chapter 50, 51, 52, 31, 32,
		Acid controlling drugs, Bowel disorder drugs, Antiemetic and Antinausea, Thyroid, Antidiabetic drugs	
14	4/19/18	Exam 4: over material from weeks 12&13	

		ATI Modules ATI proctored #1 remediation- pharmacology made easy due on 4/25/18 at 2359	
15	4/26/18	ATI #2	
16	5/3/18	Final Review	
17	5/10/18	FINAL EXAM	25% Comprehensive: There will be 75 questions.

*Scheduled topics may be adjusted as required

IMPORTANT: During lab activities and exams/quizzes, students will be required to store their belongings in open bins and/or shelving. These dates are clearly spelled out on the class schedule. Please plan accordingly in order to properly store your valuables.

ATI Testing

Practice assessments/activities due prior to First Proctored Assessment				
	· · · · · · · · · · · · · · · · · · ·	ctored Assessment		
4 pts. Total if all activities	A			
Complete Practice Assess	sment A (1 pt.)	Complete Practice Assess	sment B (1 pt.)	
Remediation: (1 pt.)		Remediation: (1 pt.)		
ATI Focused Review when available		ATI Focused Review		
For each topic missed, complete remediation per		For each topic missed, complete remediation per		
faculty instructions.		faculty instructions.		
Each activity = 1 point: fi	rst practice test, remediation	on, second practice test, re	mediation. If there is	
only one practice exam th	e points will be doubled se	o they still equal a total of	4 points if all activities	
are completed.	•		•	
First Proctored Assessm	ient			
Level 3 (4 pts.)	Level 2 (3 pts.)	Level 1 (1 pt.)	Below Level 1 (0 pts.)	
Remediation (2 pts.)	Remediation (2 pts.)	Remediation (2 pts.)	Remediation (2 pts.)	
• For each topic	• For each topic	• For each topic	• For each topic	
missed,	missed,	missed,	missed,	
complete	complete	complete	complete	
remediation per remediation per remediation per remediation per		remediation per		
		faculty		
instructions.			instructions.	
Proctored Assessment Retake *				
Retake optional	Retake optional	Retake required	Retake required	
Total Points = $10/10$ Total Points = $9/10$ Total Points = $7-8*/10$ Total Points = 6		Total Points = $6-7*/10$		

*Students with Level 0/1 who score Level 2 or higher on proctored retake receive 1 additional pt.

Note: For course grade, 10/10 pts.=100 for ATI; 9/10 pts. = 90; 8/10 pts.=80; 7/10 pts.=70; 6/10 pts.=60. The student must complete remediation on the FIRST attempt of the assigned practice assessment. Rationales can be turned off and turned on after the completion due date at the discretion of the faculty. Time in-between practice assessments will be set by the course coordinator.

Course Policies/Expectations

Classroom Conduct and Civility: The instructor will conduct this class in an atmosphere of mutual respect. The instructor encourages active participation in class discussions. We may have strongly differing opinions on the various topics of class discussions. Conflicting ideas are encouraged and welcome. The orderly questioning of the ideas of others, including the instructor, is similarly welcome. Faculty will manage the discussions so that the exchange of ideas can proceed in an orderly fashion. You should expect that if your conduct during class discussions seriously disrupts the atmosphere of mutual respect, you will not be permitted to participate further.

Cell Phones: Use of laptop computers and cell phones is encouraged when related to classroom activities ONLY. Use of electronic devices during class or clinical are restricted to class- or clinical-related learning activities. Students found using electronic devices for other purposes (i.e.: checking email/Facebook, shopping, etc.) will be asked to leave the class or clinical setting. If found using cell phone during a quiz or exam will result in a zero. Please discuss with instructor if emergency occurs and you would need your cell phone.

Faculty/Student Communication: Course faculty often communicate important course updates using the SHSU email system. Students are expected to check their SHSU email account daily and reply, as appropriate, to faculty, using their SHSU email account. Students may text faculty when the faculty member has indicated that this as an acceptable means of communication. Students must include their name in the text message. In addition, students are to abide by texting guidelines set forth by the faculty member (ie: no phone calls/texts after 9pm or on the weekend).

Refer to the Faculty/Student Communication Policy in the Student Handbook for further guidance.

Group Assignments: Group dynamics and the group process are important learning outcomes for the School of Nursing graduates. Many opportunities for learning these skills are integrated into the curriculum. Characteristics of successful groups are:

- 1. Members identify goals and objectives.
- 2. Members set deadlines for completion of tasks.
- 3. Members distribute equitable assignments and complete them in a timely fashion.
- 4. Members report back at scheduled meeting times.
- 5. If problems arise in a group, members attempt to resolve the problems internally.
- 6. If unable to resolve group dynamic problems, consult course faculty for direction in problem resolution.

Late Work: All assignments will be assigned a due date which is considered the last day it will be accepted. Any assignment submitted after the assigned deadline will generally receive a "0". There may be circumstances in which the instructor may allow a student to hand in an assignment and still receive up to full credit. This remains at the discretion of the instructor.

Recording lectures: No lectures will be recorded during this course.

School of Nursing Policies

Absence Policy

Presence at lectures, clinical rotations, and other events are an important part of the student learning experience in the Sam Houston State University (SHSU) School of Nursing (SON). Absences are obstructive to this process and are strongly discouraged.

There are two kinds of absences recognized by SHSU SON: an absence given with prior notice and a nocall/no-show absence. An *absence given with prior notice* is one in which the professor or clinical instructor was directly spoken with by phone call or in person before the scheduled class/clinical start time. A *no-call/no-show absence* is an absence in which the student does not attend the class or clinical rotation and has not directly spoken with the instructor/professor before the scheduled class/clinical start time.

An absence "occurrence" is defined as any absence, regardless of the reason, and will begin the first absent day and end the last absent day, so multiple days can comprise a single absence occurrence.

ATTENDANCE AT ALL SCHEDULED CLINICAL EXPERIENCES (INCLUDING SIMULATION, SKILLS LAB, OR OTHER EXPERIENCE) IS MANDATORY FOR ALL STUDENTS. Any student who is experiencing symptoms of an infectious process (ie: fever, vomiting, diarrhea, etc.) should contact faculty at least one hour prior to scheduled clinical start time to advise of symptoms. Depending on the assigned clinical experience, students may be required to notify appropriate clinical agency personnel. Clinical make-up assignments will be required.

Due to the importance of clinical experiences for the student's learning, any absence from clinical may prohibit the student from meeting course outcomes which may result in clinical/course failure.

The following absence guidelines apply:

- Two no-call/no-show absences may result in dismissal from SON.
- Two or more didactic (course) absence occurrences in a single semester may result in failure of the course.
- One absence from clinical may prohibit the student from meeting course outcomes which may result in clinical/course failure.
- Six absence "occurrences" while the student is enrolled and engaged in coursework within the SON may result in dismissal from the SON.

Any occurrence lasting two days or more will require documentation (SHSU Student Health Center or healthcare provider's note, etc.) to be submitted to the faculty member of each course/clinical rotation missed. The healthcare providers note is submitted in addition to a completed Form 8: Student Absence/Tardy Form.

With each absence occurrence, the student must complete and sign the Form 8: Student Absence/Tardy Form and submit to course faculty within 24 hours upon return to classroom or clinical for the SON. All Student Absence/Tardy forms are to be signed by course faculty and submitted to the Administrative Assistant for the Director of the SHSU SON. Student Absence/Tardy forms for students assigned to The Woodlands campus (TWC) are to be submitted to the Administrative Assistant to the Assistant Director of the SON at TWC.

Tardiness Policy

Tardiness is an unprofessional behavior and is disruptive to the class and clinical environment. Thus all students are expected to arrive on time to class and clinical and are expected to return from break on time. Students arriving after the scheduled start time are considered tardy. Tardiness may result in loss of course points and/or additional assignments per course faculty discretion. The student must complete Form 8: Student Absence/Tardy form for each tardy incident and submit it to course faculty with 24 hours of incident. The following outlines the consequences of student tardiness.

First tardy incident = counseling of student by the Course Coordinator;

Second tardy incident = counseling of student by the Level Coordinator;

Third tardy incident = counseling of student by the Director of the School of Nursing;

Fourth tardy incident = may result in course failure

Examination Policies: When possible, test grades will be posted within 48 hours of the exam. Written exams and written assignments must be completed as scheduled. If a student is unable to complete a written (clinical or class) assignment, arrangements must be made with the instructor(s).

See *Absence from Scheduled Examinations Policy* in the SON Student Handbook for guidelines regarding absence from exams.

Cell phones must be turned off during the exam. Both cell phones and laptops not being used to test cannot be visible during testing and exam reviews. If a student has a cell phone visible, his or her test will be taken away and the student will receive a grade of zero on the test. There will be no sharing of calculators during exams.

Contact with a student taking an exam can occur by calling 936-294-2371 (Huntsville) or 936-202-5111 (TWC) and someone will come and notify the student of an emergency.

ATI Testing Policy: As a part of coursework in the School of Nursing, standardized examinations (ATI) are mandatory to fulfill requirements of many courses. These examinations provide students with diagnostic information regarding their knowledge base for nursing practice. Students should take these standardized examinations seriously.

If the student does not achieve the acceptable passing score of proficiency level 2 or higher when tested, remediation will be required. *The student is responsible for completing any required remediation or testing*. Students must make an appointment with course faculty to discuss specific individual performance concerns. The student must retest within a specified period. If the acceptable passing score is still not achieved, the student must remediate further.

Progression Policy: In order to successfully pass a course with exams, students must achieve at least a 75% exam score. If your exam score at the end of the course is less than 75% (74.5% and higher rounds up; 74.49 does not) you will fail the course and will be required to retake the course including the clinical component, if applicable.

All clinical and classroom assignments must be completed in order to pass the course. Failure in any component will necessitate repeating the entire course. Didactic and clinical/laboratory components of nursing courses shall be taken concurrently.

In order to progress in the SHSU nursing program, students are expected to pass all nursing courses with at least a "C".

Students are expected to abide by and will be held accountable to all policies within the most current SON Student Handbook, found on the SON Nursing Cohorts page within Blackboard.

University Policies

Academic Honesty/Plagiarism: Students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials.

The use of unauthorized material, communication with fellow students during an examination, use of unauthorized technology during an exam, attempting to benefit from the work of another student and similar behavior that defeats the intent of an examination or other class work is unacceptable to the University. Cheating on examinations, plagiarism, improper acknowledgment of sources in essays, the use of a single essay or paper in more than one course without permission, and falsification of records or documentation are considered serious offenses and shall be grounds for disciplinary action. Students will receive a zero on the test or assignment in question and will be reported to the Director of the School of Nursing and to the Dean of the College of Health Sciences. For more information, please refer to SHSU Academic Policy Statement #810213, *Procedures in Cases of Academic Dishonesty*.

http://www.shsu.edu/dotAsset/728eec25-f780-4dcf-932c-03d68cade002.pdf

Allegations of **student misconduct**, as defined in paragraph 5.2, Chapter VI of the *Rules and Regulations*, Board of Regents, The Texas State University System, and Sam Houston State University *Student Guidelines*, published by the Dean of Students' Office, will be referred to the Dean of Students' Office for necessary action.

Dean of Students: http://www.shsu.edu/dept/dean-of-students/.

Student Absences on Religious Holy Days (AP 861001)

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." A student whose absence is excused under this subsection may not be penalized for that

absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

http://www.shsu.edu/dotAsset/0953c7d0-7c04-4b29-a3fc-3bf0738e87d8.pdf

Academic Grievance Procedures for Students (AP 900823)

Academic grievances include disputes over course grades, unauthorized class absences/tardiness, suspension for academic deficiency, instructor's alleged unprofessional conduct related to academic matters, graduate comprehensive and oral exams, theses and dissertations, and withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs.

If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved.

http://www.shsu.edu/dotAsset/0bb1346f-b8d6-4486-9290-dba24123d0d8.pdf

Students are expected to abide by and will be held accountable to all SHSU policies contained with the SHSU Student Guidelines available at <u>http://www.shsu.edu/students/guide/</u>. Please refer to this handbook for further information in regards to the following policies.

FERPA

Disruptive conduct under **Dean of Students-**General Conduct And Campus Regulations Withdrawal/resignation

STUDENTS WITH DISABILITIES POLICY:

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail disability@shsu.edu). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may

affect adversely your work in this class, then we encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how we can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy related to rights and responsibilities, see: <u>http://www.shsu.edu/dotAsset/187f9029-a4c6-4fb4-aea9-</u>2d501f2a60f3.pdf

Use of Telephones and Text Messengers in Academic Classrooms and Facilities AP 100728

Telephones and similar devices have become increasingly a part of everyday life. In the academic classroom, however, during class these devices can be a serious distraction and during tests they can be a serious problem. The technology is constantly changing and evolving. So, the present policy does not specify particular devices or device types. Rather, the policy applies to any device that performs the function of a telephone or text messager.

1.0 Each course syllabus must contain a policy statement as to the disposition of telephones and text messagers (1) in the classroom, (2) during testing periods, and (3) for emergency considerations.

2.0 The use by students of electronic devices that perform the function of a telephone or text messager during class-time may be prohibited if deemed disruptive by the instructor to the conduct of the class. Arrangements for handling potential emergency situations may be granted at the discretion of the instructor. Failure to comply with the instructor's policy could result in expulsion from the classroom or with multiple offenses, failure of the course.

3.0 Any use of a telephone or text messager or any device that performs these functions during a test period is prohibited, except when expressly permitted by the instructor. These devices should not be present during a test or should be stored securely in such a way that they cannot be seen or used by the student. Even the visible presence of such a device during the test period will result in a zero for that test. Use of these devices during a test is considered de facto evidence of cheating and could result in a charge of academic dishonesty (see student code of conduct

http://www.shsu.edu/students/guide/StudentGuidelines2010-2012.pdf#page=29).