



Administration of Undergraduate Dosage Calculation Examination Policy and Procedure

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Administration of Undergraduate Dosage Calculation Examination Policy and Procedure

Policy:

Accurate medication dosage calculation is a foundational competency for safe nursing practice and is essential to protecting patient safety in clinical settings. Variability in student preparation, exam administration, and remediation processes necessitates a standardized approach to dosage calculation assessment. This policy is needed to ensure consistent expectations, equitable assessment practices, and clear expectations related to dosage calculation competency across all courses with a clinical component in the Bachelor of Science in Nursing program.

Purpose:

The Administration of Undergraduate Dosage Calculation Examination policy and procedure are intended to: Establish standardized requirements and procedures for the administration, remediation, and successful completion of the Dosage Calculation Examination within the BSN program. This policy is intended to ensure that all students demonstrate 100% proficiency in dosage calculation prior to medication administration in the clinical setting, thereby supporting safe medication administration, regulatory compliance, and academic progression standards within the program.

Scope:

This policy applies to all students enrolled in the BSN program who are enrolled in courses with a clinical component. It also applies to BSN faculty and staff involved in the administration, proctoring, remediation, and oversight of dosage calculation assessments. Compliance with this policy is required for clinical participation and progression through the BSN program.

Administration of Undergraduate Dosage Calculation Examination Procedure

Procedures for all Dosage Calculation Examinations

1. Dosage Calculation Examinations will be required in all courses with an associated clinical component. Placement of dosage calculation exams cannot be moved or changed without approval from Academic Affairs.
2. All students are required to complete the following for each course with an associated clinical component:
 - a. Safe Medication Administration Unit
 - b. Achieve a score of 100% on the Dosage Calculation Examination

Dosage Calculation Exam Outcomes

1. Successful completion of the Dosage Calculation Examination indicates that the student has achieved dosage calculation proficiency requirements for the corresponding course. Successful completion of the Dosage Calculation Examination is defined as a score of 100%.
2. **Outcome Met:** Students who achieve the required passing score of 100% within the allotted number of attempts will:
 - a. Meet the dosage calculation proficiency requirement for the corresponding course
 - b. Be eligible to participate in clinical learning activities involving administration of medication for the corresponding course
3. **Outcome Not Met:** Students who do not achieve the required passing score of 100% within the allotted number of attempts will:
 - a. Not meet the dosage calculation proficiency requirement for the corresponding course.
 - b. Not be permitted to continue in the corresponding course during the current semester.
 - c. Be subject to course failure and progression policies as outlined in the program handbook.
4. Faculty Discretion
 - a. Faculty may restrict medication administration privileges at any time if a student demonstrates unsafe practices despite passing the exam.

Preparation

1. Students will be notified of the Dosage Calculation Examination requirements through course materials and faculty communication prior to the first testing opportunity.
 - a. Testing dates, expectations, permitted materials, and attempt limits will be communicated
 - b. It is the student's responsibility to monitor course communication and comply with all stated deadlines and requirements.
2. Each course with a corresponding clinical component will provide structured preparation opportunities to support student success in achieving dosage calculation proficiency.
3. Practice modules will be available in individual course shells or the Academic Affairs Student Canvas Shells.
4. Students are strongly encouraged to complete practice activities prior to the first testing opportunity.

5. Practice modules will be designed to review foundational dosage calculation concepts and problem-solving strategies that align to course objectives for the corresponding course.

Remediation

1. The requirements for completion of remediation activities are outlined for each course in the Course Specific Procedure section of this document. Students are responsible for actively engaging in remediation, practice, and support opportunities. Participation in remediation, practice, and support activities are intended to promote competency and safe clinical practice but do not guarantee a passing outcome.
2. Remediation, practice, and support resources may include:
 - Faculty review
 - Assigned practice modules
 - Targeted remediation activities

Procedures for Dosage Calculation Exam Structure

1. Each dosage Calculation Examination will:
 - a. Utilize required University approved lockdown browser or other safety and security precautions.
 - b. Ensure that unique passwords are implemented to protect from inadvertent viewing of the exam outside of the proctored setting.
 - c. Consist of 5 – 15 questions. Exact number of examination questions needed to meet course objectives will be determined at the discretion of the faculty team for the corresponding course
 - d. Be set to view one question per page preventing the student from going backward in the exam
 - e. Set time limit at 6 minutes per question
 - f. Present items in a fill-in-the-blank format. Responses should be recorded as numerical values only. Specific instructions regarding formatting and answer requirements for fill-in-the-blank items shall be provided with each examination.
 - g. Ensure the calculator feature is turned on in testing software
 - h. Allow students to review each question and answer upon submission
 - i. Require students to show all mathematical work on the provided scratch paper to receive credit.
 - j. Ensure class wide exam and grade statistics will not be available in student view.
 - k. Dosage calculation examinations must be completed in a forward progression. Students may not return to or repeat previously administered exams once progression has occurred.

Procedure for Exam Administration

1. The Safe Medication Administration Unit must be completed prior to taking the examination.
2. All dosage calculation exams will follow guidelines outlined in the Administration of Undergraduate Exams Policy and Procedure General Considerations Section.
3. All attempts must occur during scheduled, live-proctored sessions using LockDown Browser.

4. Faculty will provide students with one blank sheet of scratch paper and students must show all work on the provided scratch paper to receive credit.
5. All testing materials (including the faculty distributed scratch paper) will be turned in at the end of the allotted testing period and no changes will be allowed thereafter.
6. Students will be informed of their performance following each testing attempt. If a passing score is not achieved, faculty will provide guidance regarding next steps, including remediation requirements and eligibility for additional attempts.
7. Students who do not successfully complete the competency within the allotted attempts will be notified that they are unable to continue participation in the clinical course and will be managed according to course and program progression policies outlined in the student handbook. Students retain the right to appeal any course failure resulting from unsuccessful completion of the Dosage Calculation Exam in accordance with the Student Appeals Policy set forth in Faculty Handbook, Appendix C.

Student Accommodations Services

This policy and associated procedures are subject to disability-related accommodations as approved by Student Accommodation Services (SAS). Students with documented and approved accommodations will be provided appropriate modifications in accordance with university policy and regulations.

Administration of Undergraduate Dosage Calculation Examination Procedures for students who entered the BSN program prior to the Summer 2026 semester

This section of the policy is intended for implementation with students who entered the BSN program prior to the Summer 2026 semester and will remain in effect for those cohorts through program completion.

Course Specific Procedures

Procedure for: • Clinical Nursing I (N3023) • Clinical Nursing II (N3114) • Clinical Nursing III (N4054) • Clinical Nursing IV (N4124)	
Timing of Exam Administration	All students must complete the Safe Medication Administration Unit and achieve a score of 100% on the Dosage Calculation Examination prior to the date titled "No reduction of charges on dropped courses after this day" as outlined in the academic calendar for the corresponding semester.
Clinical Requirements	All students must complete the Safe Medication Administration Unit and achieve a score of 100% on the Dosage Calculation Examination prior to attending any clinical rotations associated with the course.

Allotted Number of Attempts and Proctored Sessions	Two live-proctored Dosage Calculation Examination sessions will be offered. No additional proctored sessions will be offered. Student absences from Dosage Calculation Examination live-proctored sessions will be managed in accordance with the Pre-Licensure BSN Clinical Learning Absence Policy. Students will be offered a maximum of six attempts to achieve a passing score of 100% on the Dosage Calculation Examination. Students who do not achieve the required passing score of 100% will not be permitted to continue in the associated clinical course and will be subject to course failure and progression policies as outlined in the program handbook.
First Proctored Session	Students will be allowed three Dosage Calculation Examination attempts during their first proctored session
Remediation Requirements	For students who do not achieve 100% in first three attempts at the first live-proctored session, remediation will be required. Remediation requirements must be completed before additional testing opportunities are provided.
Second Proctored Session	Students will be allowed three additional Dosage Calculation Examination attempts during the second proctored session. This session must occur on or before the date titled "No reduction of charges on dropped courses after this day" as outlined in the academic calendar for the corresponding semester. Remediation will be required between each Dosage Calculation Examination attempt.

Administration of Undergraduate Dosage Calculation Examination Procedures for students who entered the BSN program in and after the Summer 2026 semester

This section of the policy is intended for implementation with students who entered the BSN program in and after the Summer 2026 semester and will remain in effect for those cohorts through program completion.

Course Specific Procedures

Procedure for: • Fundamentals of Nursing Practice (N3014) • Gerontologic Nursing (N3053)	
Timing of Exam Administration	All students will complete the Safe Medication Administration Unit and achieve a score of 100% on the Dosage Calculation

	Examination prior to the final date of term for the corresponding semester.
Clinical Requirements	Students may attend clinical rotations prior to completion of the Safe Medication Administration Unit and achievement of a score of 100% on the Dosage Calculation Examination. Students will not be permitted to administer medications during any clinical rotations associated with the above-named courses, even if successful achievement of 100% on the Dosage Calculation Examination is obtained prior to completion of the clinical rotation.
Allotted Number of Attempts and Proctored Sessions	All students will attend an initial live-proctored Dosage Calculation Examination session. Additional live proctored sessions will be scheduled by Faculty of Record or Course Coordinator as needed. Student absences from Dosage Calculation Examination live-proctored sessions will be managed in accordance with the Pre-Licensure BSN Clinical Learning Absence Policy. Students who do not achieve the required passing score of 100% prior to the final date of term will be subject to course failure and progression policies as outlined in the program handbook.
Initial Proctored Session	Students will be allowed two attempts during the initial proctored Dosage Calculation Examination Session.
Remediation Requirements	For students who do not achieve 100% in first two attempts at the initial live-proctored session, remediation will be required. Remediation requirements must be completed before additional testing opportunities are provided.
Additional Proctored Session	Remediation and retesting will continue until a score of 100% is achieved. Students who do not achieve the required passing score of 100% prior to the final date of term will be subject to course failure and progression policies as outlined in the program handbook.

Procedure for:

- Psychiatric-Mental Health Nursing (N3184)
- Pathophysiology and Pharmacology: Adult Medical Surgical Nursing (N3206)
- Pathophysiology and Pharmacology: Adult Complex Care (N4206)
- Pediatric Nursing (N4203)

• Reproductive Nursing (N4013) • Community and Public Health Nursing (N4104) • Navigating Transition and End of Life Care (N4032) • Nursing Leadership and Healthcare Management: Transition to Practice (N4156)	
Timing of Exam Administration	All students must complete the Safe Medication Administration Unit and achieve a score of 100% on the Dosage Calculation Examination prior to the date titled "No reduction of charges on dropped courses after this day" as outlined in the academic calendar for the corresponding semester.
Clinical Requirements	All students must complete the Safe Medication Administration Unit and achieve a score of 100% on the Dosage Calculation Examination prior to attending any clinical rotations associated with the course.
Allotted Number of Attempts and Proctored Sessions	Two live-proctored Dosage Calculation Examination sessions will be offered. No additional proctored sessions will be offered. Student absences from Dosage Calculation Examination live-proctored sessions will be managed in accordance with the Pre-Licensure BSN Clinical Learning Absence Policy. Students will be offered a maximum of four attempts to achieve a passing score of 100% on the Dosage Calculation Examination. Students who do not achieve the required passing score of 100% will not be permitted to continue in the associated course and will be subject to course failure and progression policies as outlined in the program handbook.
First Proctored Session	Students will be allowed two Dosage Calculation Examination attempts during their first proctored session
Remediation Requirements	For students who do not achieve 100% in first two attempts at the first live-proctored session, remediation will be required. Remediation requirements must be completed before additional testing opportunities are provided.
Second Proctored Session	Students will be allowed two additional Dosage Calculation Examination attempts during the second proctored session. This session must occur on or before the date titled "No reduction of charges on dropped courses after this day" as outlined in the academic calendar for the corresponding semester. Remediation will be required between each Dosage Calculation Examination attempt.

Revision History

Revision	Effective Date	Description of Changes	Requested By	Approved By
1.0	5/15/2026	Initial Release	Baccalaureate Faculty	Baccalaureate Faculty