April 18, 2016

Dear nursing student:

Welcome to the College of Nursing at the University of Central Florida (UCF)! We are delighted that you have chosen to pursue your degree at UCF! Our nursing program has a rich, 36-year history of nursing education. Over the years, we have developed many new program options to increase access to education, and we are committed to helping you achieve your educational goals, whether they are at the undergraduate, masters, or doctoral level. The core values of integrity, scholarship, community, creativity and excellence are embraced by the faculty and guide our efforts in working with you in your educational endeavors.

This handbook will serve as a useful guide and resource during your nursing education at UCF. It is important that you review the policies and procedures included as they relate to many aspects of your educational experiences at UCF on a regular basis. Policies and procedures that are altered during the year will be communicated to you electronically. A copy of the Student Handbook with up-to-date information is always available on the College of Nursing website. Appendices contain program specific policies.

On behalf of the college, its faculty and staff, please accept our best wishes for a successful year.

Sincerely,

Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM
Dean and Orlando Health Distinguished Professor
UCF College of Nursing
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COLLEGE OF NURSING

Our Mission
The mission of the University of Central Florida College of Nursing is to prepare nurse leaders and patient advocates through excellence in education, research and service.

Our Vision
The University of Central Florida College of Nursing will be a 21st century leader in innovative nursing education, research and practice that impacts the health of a global community.

Our Values
Excellence, Innovation, Integrity, Compassion, Service, Community

HISTORY

The College of Nursing – The nursing program at UCF began in 1978 with an authorization from the State of Florida Board of Regents (BOR) and the Florida Board of Nursing to initiate a baccalaureate nursing program. The first class of students was admitted in 1979 to the Department of Nursing. Nursing transitioned to a School within the College of Health & Public Affairs in 1995.

On July 1, 2007, the School of Nursing became the College of Nursing. This change in status reflected the growth and depth of the educational programs, research and caliber of students attracted to UCF.

Nursing program offerings flourished and approval was granted to the School of Nursing to offer an RN to BSN program in Orlando, Cocoa and Daytona. A second degree accelerated BSN option for Non-nurse College graduates began in May 2003.

In 1992, the BOR approved planning for the Master’s program, and in 1995 the MSN program started. The MSN program now includes tracks for Nursing Leadership & Management, Clinical Nurse Leader and Nurse Educator.

In 1997, web-based RN to BSN courses were developed and an RN to MSN program option was initiated. From 1998-2002, the School of Nursing expanded the basic BSN program to Cocoa and began offering the state’s first fully web-based RN to BSN program. In 1999, graduate certificate options were offered in Nursing and Health Professional Education, and Post-MSN Nurse Practitioner. In 2006, an undergraduate baccalaureate program was started on the Daytona campus.

The PhD in nursing program commenced in 2003. The program has three areas of focus: Healthcare systems and policy, vulnerable populations, and application of innovative technologies to nursing education and clinical care. The Doctorate of Nursing Practice (DNP) began in 2007. The Doctoral program now includes tracks for Adult, Family & Pediatric Nurse Practitioner and Clinical Nurse Specialist.

The University - The University of Central Florida (UCF) is one of eleven public universities within the Florida Board of Education’s Division of Colleges and Universities. The University was founded in 1963 as the Florida Technological University and the name was changed to the University of Central Florida in 1978. UCF serves an eleven-county area. Since its inception, UCF has grown to meet the needs of the Central Florida metropolitan area. In 2011, UCF became the second-largest university in the nation, and today serves more than 60,000 students.
ACCREDITATION

The College of Nursing Undergraduate Baccalaureate and Master’s and Doctoral Programs are accredited by:
Commission on Collegiate Nursing Education (CCNE)
One Dupont Circle
N.W. Suite 530
Washington, DC 20036-1120
Telephone: 202-887-6791
Internet:  www.aacn.nche.edu/accreditation

The Baccalaureate program is also approved by the:
Florida Board of Nursing
4052 Bald Cypress Way, Bin CO2
Tallahassee, FL 32399-3252
Telephone: 850-245-4125
Internet:  www.doh.state.fl.us/mqa

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BACCALAUREATE PROGRAMS IN NURSING

All undergraduate programs offered by the college lead to the BSN degree, the basis of professional nursing practice. The BSN graduate is prepared to provide comprehensive care in a variety of acute, community and rehabilitative settings. Program emphasis includes clinical nursing practice, health promotion and maintenance, hands-on experience across the continuum of care, and preparation for assuming leadership roles and graduate study in nursing. The baccalaureate curriculum provides a solid foundation for graduate study.

PROGRAM OBJECTIVES

The BSN graduate will be able to:
1. Synthesize knowledge from nursing and the physical, biological, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Use critical thinking as the basis for professional nursing practice.
3. Participate in interdisciplinary teams and community partnerships to meet the health care needs of individuals, families, and communities in a diverse society with particular emphasis on needs of vulnerable populations.
4. Demonstrate effective verbal, written, and electronic communication in the promotion of culturally appropriate care.
5. Apply innovative technologies to optimize outcomes for self, clients, and communities.
6. Demonstrate competency in the performance and evaluation of nursing techniques and skills.
7. Incorporate ethical, cultural and legal principles as professional values in the practice of professional nursing.
8. Use the principles of teaching and learning to promote, maintain, and restore health, and prevent illnesses with individuals, families and communities.
9. Apply theories and principles of leadership and management to collaborate with interdisciplinary teams to promote and maintain quality health care for individuals, families and communities.
10. Participate in efforts to influence health systems policy on behalf of patients and the profession.
11. Use research in the exploration of health problems and the implementation of evidence based practice.
12. Assume responsibility for lifelong learning and plan for professional career development.

PROGRAM POLICIES

Admission Permanence

Students are admitted to specific programs and specific campuses. Once admitted to a program, students may not attend classes with or transfer to a different program or campus without specific written permission from the proper authority. This includes students enrolled in the UCF Online classification.

Documentation Required for Pre-License (Basic and Accelerated) Clinical Experiences

Students in the Basic and Accelerated Second Degree program attend various clinical experiences throughout their program of study. Each student must meet minimum criteria for fitness to practice. These criteria include, but are not limited to, physical ability and stamina, mental preparation and clarity of thought, absence of distractions and absence of influence of substances of impairment. Prior to being permitted to attend a clinical experience, the following requirements must be met.

The items below must be maintained in a Certified Background account accessible by the College of Nursing staff. Your file must contain up to date copies of the following documents prior to being permitted to attend clinical experiences. Students who upload fraudulent items will be dismissed from the program. Students with incomplete files will not be permitted to attend clinical experiences and are therefore at risk for course failure and program dismissal.

- College of Nursing Student Health Form (see forms section of this handbook). Must be updated annually.
- Proof of immunizations required by the College of Nursing. TB screening (PPD and/or Chest X-Ray) must be completed annually.
- College of Nursing Required Professional Training
  - HIV/AIDS
  - Confidentiality/Health Insurance Portability and Accountability Act (HIPAA)
- American Heart Association Cardiopulmonary Resuscitation (CPR) Certification
- Cleared Criminal and Drug Use Background screen. (Completed upon admission to program.)
  - Recurring self-certification of clear criminal and drug use background each semester (see forms section of this handbook).
  - Repeated screenings as required by program administration. (Completed at the student’s expense.)
- Proof of personal health insurance.
- Additional agency requirements as required. (i.e., FIT Testing, Agency specific education/orientation, Influenza vaccination, etc.)
- College of Nursing Student Acknowledgement Forms (see forms section of this handbook).
  - Receipt and Understanding of Student Handbook
  - Confidentiality Agreement
  - Classroom Behavior Policy
  - Consent to Photograph and/or Video Record

Program Progression

Each program offered by the College of Nursing has specific academic standards for progression towards the BSN degree. Below are the policies concerning those standards and the processes associated with consequences of not meeting the minimum requirements.
Pre-License (Basic and Accelerated) Program Students

In order for a student to progress, complete and graduate from either the Basic or Accelerated Second Degree program, the following criteria must be met:

1. Overall GPA of 2.5
2. Nursing Major GPA of 2.5
3. Earn a grade of at least “C” or “S” in all nursing courses.
4. Maintain continuous enrollment throughout the program of study.
5. Maintain enrollment in all program courses each semester.

In the event that a student cannot meet the criteria listed above, the following actions must be taken in order for the student to be considered for progression and/or completion of the program.

(“Program Administration” consists of the Program Coordinator, Clinical Education Coordinator and/or Site Coordinator associated with the student’s cohort.)

1. Overall or Nursing GPA less than 2.5.
   a. The student must confer with Program Administration to determine an appropriate plan of action. This plan will include, but is not limited to the following items.
      i. Determination of the mathematical possibility of meeting all GPA requirements for graduation.
         1. If the student is mathematically able to raise the insufficient GPA to meet the above standard by program completion, each semester’s grades must raise the GPA towards that standard.
            a. If during a subsequent semester the student fails to raise the deficient GPA, the student will be dismissed at that time.
         2. If at any time it is mathematically impossible to meet the minimum GPA required to graduate, the student will be dismissed from the program upon completion of the current semester.
   b. In the event that recorded grades resulting in a GPA of less than 2.5 are reversed through a University approved Medical or Late Withdrawal, the student must file an Undergraduate Petition with the UAPG for consideration of program continuation.
      i. Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Administration to:
         1. Establish a new plan of study to complete the curriculum in a safe and timely manner. This may include one or more Skills Demonstrations, Independent Study courses and Course Audit requirements to assure the student’s ability to safely progress in the program.
         2. Submit an up to date and clear criminal background check and drug screening.

2. Course Failure
   a. “Course Failure” is defined as earning a grade of “C-“, “D”, “F” or “U” in any course required to complete the BSN degree, inclusive of elective(s) as required in the program curriculum.
   b. In the event that a student earns a failing grade in a single class, the student must gain approval to repeat the course and continue in the program.
      i. To gain approval for course repetition and program continuation, the student must file an Undergraduate Petition with the UAPG Committee. The petition must be filed with the College of Nursing no later than the first business day following the date on which grades are due from faculty to myUCF (see the UCF academic calendar).
      ii. The Undergraduate Petition must be accompanied by the student’s written statement outlining factors that contributed to the failure and steps taken to resolve such factors in the future.
      iii. Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Administration to:
         1. Establish a new plan of study to complete the curriculum in a safe and timely manner. This may include one or more Skills Demonstrations, Independent Study courses and Course Audit requirements to assure the student’s ability to safely progress in the program.
         2. Submit an up to date and clear criminal background check and drug screening.
      iv. Approval for continuation does not guarantee that sufficient space in the required courses is available to allow the student to progress.
1. A delay in course work of up to one year may be required as a result of seating limitations.
2. The Program Coordinator may offer students course work as available on any UCF Campus as deemed supportive of student success.
3. All program course work must be completed within four years of admission to the nursing program.

c. In the event a student earns a failing grade in a second course at any point in the program, the student will be dismissed from the program.
   i. The student will be notified by the UAPG Committee of dismissal via email to the student’s official email address of record.
   ii. An academic Hold will be placed on the student’s record.
      1. The Hold will be removed when the student changes their major to either “Nursing Pending” or any non-nursing major.

d. In the event that grades recorded as failing (C-, D, F or U) are reversed through a University approved Medical or Late Withdrawal, the student must file an Undergraduate Petition with the UAPG Committee for consideration of program reinstatement and continuation.
   i. Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Administration to:
      1. Establish a new plan of study to complete the curriculum in a safe and timely manner. This may include one or more Skills Demonstrations, Independent Study courses and Course Audit requirements to assure the student’s ability to safely progress in the program.
      2. Submit an up to date and clear criminal background check and drug screening.

3. Failure to maintain continuous enrollment in all program courses.
   a. In the event a student withdraws from a course or courses during a term, the following actions must take place in order for that student to continue in the program.
      i. If a student withdraws from any course during a semester, Program Administration approval must be obtained to remain in the remaining courses during that term.
         1. For example, if a student withdraws from a didactic course, withdrawal from clinical course work may be required. Withdrawal from a clinical course may not require withdrawal from a didactic course.
      ii. To gain approval for program continuation, the student must file an Undergraduate Petition with the UAPG Committee. It is encouraged that this petition be filed as soon as possible, however, the petition must be filed with the College of Nursing no later than the first business day following the date on which grades are due from faculty to myUCF for that semester (see the UCF academic calendar).
      iii. The Undergraduate Petition must be accompanied by the student’s written statement outlining factors weighed in the decision to withdraw from the course or courses and steps taken to resolve such factors in the future.
      iv. Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Administration to:
         1. Establish a new plan of study to complete the curriculum in a safe and timely manner. This may include one or more Skills Demonstrations, Independent Study courses and Course Audit requirements to assure the student’s ability to safely progress in the program.
         2. Submit an up to date and clear criminal background check and drug screening.
      v. Students withdrawn via a Medical or Late withdrawal process will be required to demonstrate resolution of the circumstances requiring such a withdrawal from courses as a part of the Undergraduate Petition and petition review process.
   b. The student must maintain the prescribed College of Nursing Plan of Study. In the event that a student fails to enroll in any program course(s) during any semester, the student will be dismissed from the program. Approval of the UAPG Committee and reapplication to the program is required for readmission. Competitive consideration of the application applies.
   c. In the event that a student fails to enroll in all program courses of a semester as prescribed by their Plan of Study, the student may or may not be permitted to progress in subsequent semesters. Council with Program Administration will dictate the appropriate actions needed to progress and graduate. Appropriate actions may include approvals and/or waivers from the UCF Office of the Registrar and the College of Nursing UAPG Committee.
   d. In the event that a clinical course beginning at the start of a semester is completed unsatisfactorily as a result of unsafe practice, the student will not be permitted to attend any other clinical rotations during that semester.
i. The student may withdraw from the subsequent clinical courses according to University Withdrawal policies and procedures.

ii. If the clinical course for which the student earns the grade of Unsatisfactory is completed prior to the Withdrawal date established by the University, the student may elect to either accept the grade or withdraw from the course.

iii. Deliberations on student petitions to continue in the BSN program will use student performance data as documented by the Instructors and Program Administration for the purpose of committee decision making.

e. Students who have failed or been dismissed from a UCF pre-licensure BSN program are not eligible for admission to any other UCF pre-licensure BSN program. (Failure or dismissal from the Basic BSN, Concurrent or Accelerated Second Degree programs disallows subsequent admission to any of these programs.)

Concurrent Program Students (All Locations)

In order for a student to progress, complete and graduate from Concurrent program, the following criteria must be met:

1. Overall GPA of 2.5
2. Nursing Major GPA of 2.5
3. Earn a grade of at least “C” or “S” in all nursing courses.
4. Maintain continuous enrollment throughout the program of study.
5. Maintain enrollment in all program courses each semester.
6. Show proof of license as a Registered Nurse no later than the semester of planned graduation.

In the event that a student cannot meet the criteria listed above, the following actions must be taken in order for the student to be considered for progression and/or completion of the program. (“Program Administration” consists of the Program Coordinator, and/or Site Coordinator associated with the student’s cohort.)

In the event that a student cannot meet any of the criteria listed above, the following actions must be taken in order to progress and/or complete the program.

1. Overall or Nursing GPA less than 2.5.
   a. The student will contact the Site Coordinator for guidance.
   b. A hold will be placed on the student’s academic records.
   c. If the student is mathematically able to raise the insufficient GPA to meet the above standard, each semester grades must raise the GPA towards that standard.
   d. If the GPA does not rise towards the minimum required GPA after a semester’s grades are calculated into the total, the student will be dismissed.
   e. If it is mathematically impossible to meet the minimum GPA to graduate, the student will be dismissed from the program.

2. Course Failure
   a. “Course Failure” is defined as earning a grade of “C-“, “D”, “F”, or “U” in any course required to complete either the ASN or BSN degree, inclusive of elective course work as required in the program curriculum.
   b. In the event that a student earns a failing grade in a single class, they may be permitted to repeat that class in the next available semester. Permission is obtained via the following protocol.
      i. The student must show proof of support from the Host School’s administration and UCF CON on site faculty.
      ii. The student must demonstrate efforts taken to improve likelihood of future success. This process may involve success in a failed ASN level course.
      iii. To gain final approval for course repetition and program continuation, the student must file an Undergraduate Petition with the UAPG Committee. The petition must be filed with the College of Nursing no later than the first business day following the date on which grades are due from faculty to myUCF (see the UCF academic calendar).
      iv. If approved for continuation, a viable plan of study will be created in consultation with the Host School and the UCF CON on site faculty.
c. In the event that a student earns a failing grade in two or more courses at any point in the program, they will be dismissed from the program.
   i. The student is immediately notified via email to the student’s official address of record
      1. (Knightsmail account)
   ii. An academic Hold will be placed on the student’s records.
      1. The hold will be removed upon a change of major to either “Nursing Pending” or any non-nursing major.
   iii. Reinstatement to the program will be considered, but not guaranteed, if petitioned after resolution of a Medical Withdrawal and University approval to return to course work after resolution of said Medical Withdrawal.

d. Students who withdraw or who have been academically unsuccessful in the Concurrent program are eligible to complete the BSN degree only as an RN to BSN or RN to MSN student after gaining licensure as a Registered Nurse.

e. Students who have withdrawn, failed or been dismissed from a Concurrent program are not eligible for admission to any other UCF pre-licensure BSN program. (The Basic BSN, Concurrent or Accelerated Second Degree programs.)

f. Any BSN level nursing course previously failed must be successfully completed before progression in the post-license program as determined in consultation with the student’s faculty advisor or program coordinator.

3. Failure to Obtain a Registered Nurse License

a. In the event that a student is unable to obtain a license as a registered professional nurse by any license granting authority, they will not meet graduation requirements.
   i. The Concurrent program progression is built on the premise that the student will be licensed prior to the graduating semester.
   ii. Licensure is preferred of students to grant enrollment permission into NUR4604L as the final program course.
   iii. A student may complete all course work for the program without a license, but graduation will not be certified and escrowed credits for program completion will not be awarded without a license.
   iv. In the event that a student completes all required course work and does not have a license, proof of license must be given in order to graduate. This will require enrollment in non-contributory course work as per UCF graduation requirements.

Post-License (RN to BSN, AS to BSN & RN to MSN) Program Students

In order for a student to progress, complete and graduate from any of the above noted programs, they must meet the following criteria.

1. Overall GPA of 2.5
2. Nursing Major GPA of 2.5
3. Earn a grade of at least a “C” or “S” in all courses.
4. Maintain licensure as a Registered Professional Nurse.

In the event that a student cannot meet any of the criteria listed above, the following actions must be taken in order to progress and/or complete the program.

1. Overall or Nursing GPA less than 2.5.
   a. The student will contact their assigned faculty advisor, program assistant or coordinator for guidance.
   b. A hold will be placed on the student’s academic records.
   c. If the student is mathematically able to raise the insufficient GPA to meet the above standard, each semester grades must raise the GPA towards that standard.
   d. If the GPA does not rise towards the minimum required GPA after a semester’s grades are calculated into the total, the student will be dismissed.
   e. If it is mathematically impossible to meet the minimum GPA to graduate, the student will be dismissed from the program.
2. **Course Failure**
   a. “Course Failure” is defined as earning a grade of “C-“, “D“, “F”, or “U” in any course required to complete the BSN degree, inclusive of elective course work as required in the program curriculum.
   b. In the event that a student earns a failing grade in a single class, they may repeat that class in the next available semester. In the interim semester, the student may progress as planned with the exception of taking NUR4604L while awaiting an opportunity to repeat the failed course.
   c. In the event that a student earns a failing grade in two or more courses at any point in the program, they will be dismissed from the program.
      i. The student is immediately notified via email to the student’s official address of record (Knights email account)
      ii. An academic Hold is placed on the student’s records.
         1. The hold will be removed upon a change of major to either “Nursing Pending” or any non-nursing major.
      iii. Reinstatement to the program will be considered, but not guaranteed, if petitioned after resolution of a Medical Withdrawal and University approval to return to course work after resolution of said Medical Withdrawal.
   d. Students admitted to any post-license program are considered to be in good standing and previous UCF pre-licensure program failures are not considered. Any nursing course previously failed, however, must be successfully completed before progression in the post-license program as determined in consultation with the student’s faculty advisor or program coordinator.

3. **Loss of Nursing License**
   a. In the event that a student in a post-license program becomes no longer licensed as a registered professional nurse by any license granting authority, they no longer meet the admission criteria of the program and are therefore no longer eligible to progress.
      i. The student will immediately notify the program assistant, faculty advisor or program coordinator of the change in their license status.
      ii. An academic record Hold will be placed on the student’s records.
         1. The Hold may be released upon an official change of major to “Nursing Pending” or any non-nursing major.
      iii. The student may be readmitted to the program upon becoming licensed by petitioning the UAPG Committee. Reinstatement is not guaranteed.
   4. The RN to BSN, AS to BSN and RN to MSN programs must be completed in no more than seven years from the enrollment, by whatever means, in the first program course.

**Program Withdrawal or Deceleration**

Students who wish to decelerate their plan of study or withdraw from the program must confer with the appropriate Program Coordinator. **Failure to do so can result in delayed graduation, program dismissal or prohibited readmission.**

**Appeals**

Student academic appeals are subject to the processes and guidelines outlined in the *UCF Undergraduate Catalog* and *Golden Rule*. In accordance with the Golden Rule, students who wish to appeal a decision of the UAPG committee may request the opportunity to meet with the committee. Requests should be made directly to the UAPG Chairperson. Your Program Coordinator may assist in this process.

**Graduation**

Each student is responsible for reading and understanding the degree requirements as stated in the UCF Undergraduate catalog for the year during which she/he was admitted to the program. The student’s catalog year can be found on their myKnight Audit. Written policies and degree requirements can be found in the corresponding UCF Undergraduate Catalog.

Students should talk with an advisor/mentor each semester regarding her/his program of study.
myKnight Audits are available online via the myUCF portal in the Student Self Service section and can be accessed by the student at any time. The student also has access to the Program Coordinators, Program Assistants and University counselors, if necessary. Making appointments to meet with advisors/mentors is highly recommended. An "Intent to Graduate" form must be filed by the deadline noted in the Academic Calendar.

**NCLEX-RN Examination**

Upon successful completion of the program requirements and upon recommendation by the Dean, Basic and Accelerated BSN graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) leading to the registered nurse (RN) license to practice nursing.

The College of Nursing cannot guarantee that the Board of Nursing will authorize students with criminal or substance abuse histories to complete NCLEX-RN licensure examination. Therefore, it is of the utmost importance to address such situations with the College of Nursing and the Board of Nursing as early as possible. Therefore, it is of the utmost importance that students notify the Program Coordinator, within 72 hours, of any arrest that occurs while the student is in the program.

**IMPORTANT:** An arrest incident may not result in dismissal from the program. However, failure to report an arrest incident is much more likely to result in the student’s dismissal from the College of Nursing. (See the Criminal Background Self-Certification Form.)

**HONORS IN THE MAJOR (HIM) PROGRAM**

Eligible students are invited to participate in the Honors in the Major program at UCF. The purpose of the Honors in Nursing Major is to provide highly motivated students with an opportunity to express their creativity in the art and science of nursing through a rigorous Honors in the Major (HIM) thesis. In addition, the program exposes students to a variety of roles, responsibilities, and issues related to professional nursing and health care. Students in the HIM program may participate in several activities, such as lectures by distinguished scholars and public leaders in the health care field. It offers students the opportunity to excel at a world-class university and provides a foundation for nursing leadership and advanced education under the guidance of expert faculty who are nationally and internationally recognized.

**Admission to Honors in the Major**

- An overall 3.2 GPA or greater for upper division
- A minimum 3.5 GPA in the first 12 credits in the nursing major
- At least two semesters of studies remaining before graduation
- Recommendation by a sponsoring faculty member or by the College of Nursing HIM coordinator

**Progression**

To remain in the program, Honors students must maintain a minimum 3.5 GPA upon graduation in the basic nursing program and in the designated Honors courses. Graduation with Honors in Nursing requires successful completion of six credits of Nursing Honor courses:

- NUR 316H Nursing Research or NUR 4903H Directed Honors Reading 3
- NUR 3826H Honors Bioethical and Legal Issues in Healthcare 3
- NUR 4837H Honors Healthcare Issues, Policy and Economics 3
- NUR 4970H Honors Thesis or Project Work 3

**Graduation**

Students complete an Honors Thesis as part of the graduation requirements and must present the thesis at an oral defense. Upon successful completion of all Honors program requirements, the designation of “Graduate with Honors in Nursing” will appear on the student’s diploma and in their final transcript.
Criteria for graduation with University Honors are based on minimum number of credit hours in residence at UCF (48) and overall GPA in comparison to past graduating classes of the College of Nursing. Details can be found in the UCF Undergraduate Catalog.
GENERAL POLICIES AND GUIDELINES

GRADING SCALE

The CON grading scale is:  
92 - 100 = A  
87 - 91 = B+  
83 - 86 = B  
79 - 82 = C+  
75 - 78 = C  
70 - 74 = D  
69 - 0 = F

*Grades below “C” are unacceptable for credit towards a nursing degree. A C- (minus) in any elective not offered by the College of Nursing is not acceptable.

STANDARDIZED TESTS

Nationally normed standardized tests are a part of the nursing program for Basic and Accelerated Second Degree program students. Students are required to take these exams when scheduled and are responsible for costs associated with their administration. Details are provided prior to testing via class announcements and official email notices.

EXAMINATIONS

Students are expected to be present for scheduled examinations. Absences are not permitted for examinations except for verified emergencies. If a student must be absent on the day of the scheduled examination, she/he must contact the course instructor, preferably before the test is given, but NO LATER THAN END OF THE SAME SCHOOL DAY. Opportunity for a make-up is at the discretion of the instructor. If a make-up examination is given, a different format, such as essay questions, may be used at the discretion of the instructor. Instructors may require documentation from students related to reason(s) exams are missed.

Unless otherwise announced, all examinations are to be completed without assistance, materials or equipment. Possession of unauthorized items before, during or after an examination is in direct violation of the UCF Golden Rule and is grounds for corrective action up to and including program dismissal.

*Please carefully read syllabi for weighting of exams and additional required materials. For example, in some classes an overall average of exams must be 75% without the inclusion of quizzes, papers, or projects in order to pass the course.

PROFESSIONAL EQUIPMENT

Students are expected to have basic equipment for client care during lab and clinical experiences. Necessary equipment includes a professional bell and diaphragm stethoscope, bandage scissors, watch with sweep second hand or digital second readout, penlight, and a pen with black ink. A calculator is recommended. Bandage scissors are not allowed on pediatric units.

TRANSPORTATION

Students are individually responsible for arranging their own transportation to clinical sites and experiences. Absence from class or scheduled clinical experiences due to transportation problems is not acceptable. Carpool arrangements will not be part of the decision making process when clinical assignments are made.
REGISTRATION FOR COURSES AT UCF

Students will register for courses via the myUCF portal, Student Self Service section. Dates and directions for registration are explained in the Academic Calendar and Registrar’s Office Website. In the event an enrollment override is needed, contact your Program Coordinator or Program Assistant.

Prior to registration each term, students should review their myKnight Audit for accuracy. Concerns about the audit should be discussed with the appropriate Program Coordinator, Site Coordinator or Program Assistant.

Once enrolled in classes each semester, verify that you are correctly enrolled. Compare your Course Schedule in myUCF with your Plan of Study provided to you by your program’s administration. If you do not have a copy of your Plan of Study, you may obtain one from your Program Assistant, Site Coordinator or Program Coordinator. Failure to enroll in all of the correct courses will result in difficulties including delayed graduation and program failure.

OUTSIDE EMPLOYMENT

Employment should be limited as much as possible so that students may devote ample time for course preparation. Basic/Accelerated students should expect two full days of clinical experiences per week and two or three full days of class and other required labs.

ATTENDANCE OF PROFESSIONAL CONFERENCES, SYMPOSIA AND MEETINGS

Involvement in professional gatherings is an expectation of the professional registered nurse. As such, the College of Nursing is in support of students attending such events. Often, the college sponsors such events. However, students cannot sacrifice valuable learning experiences such as clinical experience, simulation activities and class meetings in order to attend them.

The College of Nursing makes every effort to allow for such events. But it is not possible to allow for all of them. In the event of a scheduling conflict, resolution must be negotiated with the appropriate administrator and/or member of the faculty. Such negotiations must also include the appropriate Program and/or Clinical Coordinator. Permissions must be obtained prior to making any travel or registration arrangements.

In general, students must be in excellent clinical and academic standing to be permitted to substitute professional gatherings for class or clinical time.

Examples of sanctioned events include:

- University of Central Florida President's Leadership Council meetings/events
- University of Central Florida Student Government Association meetings/events
- Florida Nurses Association Student Day
- Florida Nurses Association Lobby Days
- Florida Nursing Student Association Pre-Convention Meeting
- Florida Nursing Student Association Annual Convention
- Florida Nursing Student Association Executive Board Member meetings/events
- National Student Nurses Association Midyear Convention
- National Student Nurses Association Annual Convention
- University of Central Florida Showcase of Undergraduate Research Excellence
- University of Central Florida Service-Learning Showcase Presentation Day

FORMAT FOR WRITTEN ASSIGNMENTS

For all College of Nursing courses, the current edition of the APA Publication Style Manual is required for all written work and formal presentations. APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference formatting. Submissions not meeting these requirements will be graded according to course syllabi.
CLINICAL OBSERVATION EXPERIENCES
Observation experiences are considered to be clinical experiences. Attendance is mandatory and an absence counts against the completion of the associated course. Advance arrangements must be made to avoid an absence.

No direct patient/client care is to be rendered by the student in an observational experience. However, in order to gain the greatest learning experience, students must prepare in advance. Asking the appropriate, enlightened questions of the staff and clientele will enhance the experience as will appropriate requests to be present at all activities relevant to the objectives for the experience.

CLINICAL ACCOUNTABILITY
Nurses are morally and legally obligated to protect the safety, privacy, and security of clients. To meet this standard, nurses and students must be academically prepared, mentally stable and physically fit. In addition to the progression standards below, students must alert the appropriate member of the faculty regarding any acute change in their physical ability to care for clients. This includes conditions that may limit the clinical experience for the student such as pregnancy. If you are pregnant or have suffered a recent alteration in health, it may be necessary to preclude you from caring for clients in certain settings. For example, a pregnant student must not enter areas using radioactive materials or equipment. Likewise, a student with an impaired immune system should not care for persons with communicable disease. Other situations are similar and Program Administration must be made aware so that the health and well being of both student and client can be maintained.

Clinical Progression Standards

1. Clinical Attendance Expectations
   a. Each student is expected to meet the following minimum standards of nursing practice. Failure to meet minimum expectations may result in course failure.
      i. Professionalism
         1. Dress
            a. See uniform requirements for participation in clinical rotations located in the student handbook and specific course syllabi.
            b. For functions where the nursing uniform is not appropriate or required, professional dress matching the standards of the event location are expected.
         2. Social Interaction
            a. Respect for faculty, classmates, facility staff and clients must be displayed at all times. Such respect will be demonstrated by maintaining polite and professional behavior at all times.
            b. A professional manner of speech is the minimum expectation.
               i. Please refrain from using slang and/or colloquialisms that do not enhance therapeutic communication.
               ii. Profanity of any kind in any setting will not be tolerated.
            c. Use of personal communication devices must be pre-approved by both the Clinical Instructor and the clinical agency.
               i. At no point may the use of such a device interrupt patient care or give the perception of unprofessionalism.
               ii. Use of approved personal communications devices must be in compliance with agency policies.
               iii. Personal phone calls are not permitted when in client areas or during times when the student is responsible for clinical
activities.

iv. When approved by the Clinical Instructor, devices may be used to communicate only with that Clinical Instructor or Preceptor.

ii. Preparation

1. Clinical Experiences
   a. Timely submission of all required paperwork such as BLS card, proof of insurance, computer training, background checks, etc. to participate in clinical.
   b. Submission of written clinical assignments when due as directed by the Clinical Instructor.

2. Skills preparation
   a. Skills must be learned and reviewed prior to being performed in the clinical setting.
   b. The student may not perform any skill in the clinical setting without the knowledge and consent of the Clinical Instructor or Preceptor.
      i. Faculty members reserve the right to ask for a demonstration of any skill at any time in any educational or clinical setting.
      ii. In the event that such demonstrations are substandard, a skills prescription form may be issued to the student for remediation in the nursing lab.
      iii. Satisfactory mastery of a remediated skill must be demonstrated prior to returning to the clinical area.

iii. Promptness Expectations

1. Arrival at the clinical site no later than the appointed time is mandatory.
   a. Students arriving late, but prior to the beginning of pre-clinical conference may complete the clinical day at the discretion of the Clinical Instructor.
   b. Students arriving after the beginning of pre-clinical conference will not be permitted to complete the clinical day and must leave the clinical setting. This will result in an unsatisfactory grade for the day.
      i. If eligible, the student must attend a make-up day as scheduled by the Clinical Coordinator
      ii. If not eligible for a make-up day, the absence will result in a course failure.
   c. Not showing up for a clinical day without advising the Clinical Instructor immediately is considered unprofessional behavior. (See “Social Interaction, Item “a” above.)
      i. Any instance will result in corrective action(s) as determined by the Clinical Education Coordinator before the student may return to the clinical area.
      ii. Subsequent instances at any time during the BSN program may result in program dismissal.

2. Determination of Safe Practice
   a. The Clinical Instructor, in consultation with the Program/Campus Coordinator and Clinical Education Coordinator, has the responsibility to determine the ability and willingness of a student to perform safe and efficient client care at the level appropriate to the specific clinical rotation.
   b. Students must be able to perform preparatory tasks as assigned in the clinical setting. This
includes, but is not limited to, chart reviews, procedural reviews prior to client care delivery and facility policy reviews to assure compliance with evidence based practices for safe client care.

c. Students must be able to safely meet the needs of clients.
   i. Students who are unable to complete client care in a reasonable amount of time will be evaluated by the Clinical Instructor, Program/Campus Coordinator and/or the Clinical Education Coordinator to determine if they are sufficiently competent to provide safe client care.
   ii. In the event that the Clinical Instructor deems a student to be practicing unsafely, the level of unsafe practice will be determined and documented in the student’s record. Standards of safety are based on the clinical evaluation criteria for that specific clinical rotation.
      1. Students may be immediately remediated to assure safe clinical practice at the discretion of the Clinical Instructor, Program/Campus Coordinator or Clinical Education Coordinator.
      2. Students may be immediately dismissed from the clinical area at the discretion of the Clinical Instructor, Program/Campus Coordinator or the Clinical Education Coordinator.
      3. At the request of the clinical agency’s representative, a student will be immediately dismissed from the clinical area. In such cases, all identification badges must be surrendered to the Clinical Instructor immediately. Such a dismissal will require program administration and agency review of the incident prior to the student’s return to the clinical setting.
         a. Such incidents may result in dismissal of the student from the BSN program.

3. Students enrolled in clinical courses must maintain enrollment in all program courses each semester.
   a. Select semesters in the BSN program contain more than one clinical course with staged beginnings and endings during the regular semester. They may be scheduled sequentially or concurrently.
   b. In the event that a clinical course is completed unsatisfactorily as a result of unsafe practice, the student will not be permitted to attend any other clinical rotations associated with another course during that semester.
      i. If the clinical course for which the student earns the grade of Unsatisfactory (U) is completed prior to the Withdrawal date established by the University, the student may elect to either accept the grade or withdraw from the course.
      ii. The student may either withdraw from subsequent clinical courses according to University Withdrawal policy and procedure or petition the Office of the Registrar for a Late Drop.
   c. If a student withdraws from a didactic course that has a co-requisite clinical course, the student must withdraw from the clinical course if that clinical rotation has not been completed at the time of the didactic course withdrawal.
   d. Failure to maintain proper course enrollment requires the student to file an Undergraduate Petition to request program continuation.
      i. Deliberations on student petitions to continue in the BSN program will review student performance data as documented by Instructors and Program Administrators for the purpose of committee decision making.
      ii. See Student Handbook section, “Program Continuation Standards”.


CLASSROOM: CLINICAL HOUR RATIO

1 credit = 3 contact hours in the clinical area
1 credit = 2 contact hours of on-campus laboratory

CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors of a professional nurse. Classroom etiquette includes but is not limited to the following:

1. Attendance in nursing classes is expected. At times attendance may be part of the grade for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class.
2. Plan to obtain missed content from a fellow student.
3. Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.
4. Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes. The student may be dismissed from the class.
5. Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.
6. Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material. Use of laptops in class is a privilege, not a right.
7. Students whose behavior is inappropriate in class may be asked leave the classroom and to meet with the instructor at a later time. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.
8. Disruptive behavior is not allowed. The student will be asked to stop the behavior and may be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.
9. In class and out of class - disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action and possible program dismissal.
10. Students in online classes are expected to participate in the course as specified in the course syllabus.
11. Patient and facility information shared in class is subject to the same confidentiality rules as other patient information. This includes social networking technology.
12. Students must obtain permission from an instructor to audio record a class.
PROFESSIONAL APPEARANCE (Basic and Accelerated Students Only)

Dress and Identification
- All students should be dressed in professionally when in the clinical setting, in on-campus labs and clinical, and at all professional meetings.
- The UCF College of Nursing photo identification is worn during all clinically associated activities.
- Additional identification badges and uniform requirements may be required by the clinical agency.
- Students are expected to comply with dress code policies of the clinical agency as it related to College of Nursing students.
- Students must return all hospital badges prior to graduation or when they leave the program.
- It is NOT acceptable for students to wear either their student name badge or their UCF insignia (patch) while in the agency at any other time (i.e., in the role of employee, volunteer, visitor) or in public social situations (at a party.)
- It is NOT acceptable for students to wear uniforms from their other areas of employment at College of Nursing clinical, on-campus labs or other related situations.
- Uniforms are required for most experiences. Your instructor will advise you if a uniform is not required for an event or clinical. All students are expected to comply with the policies of the agency at which they are doing their clinical work.

When at a Clinical Agency
- For activities such as reviewing records for a patient assignment, students are to wear either the official UCF Nursing uniform or neat business attire with the official UCF Nursing Lab coat.
- The UCF College of Nursing photo identification is worn at all times.
- During psychiatric-mental health nursing experiences and occasional Community/Public Health Nursing activities, students may be required to wear business attire. These instances will be at the discretion of the instructor.
- A good rule of thumb, if you are not sure something is acceptable, choose something else or ask your instructor. See the following overall dress code requirements.

Grooming
- Nails
  - Smooth and clean. No ragged edges.
  - Trimmed even to the top of the finger or shorter.
  - Artificial nails and nail polish are not permitted.
- Jewelry and Piercings
  - One pair stud-type earrings (one earring per ear lobe only and no larger than than ¼” in diameter.) No gauge-type earrings. No other visible piercings, including clear piercings are allowed. This includes tongue and nasal piercings.
  - One plain wedding band may be worn.
  - One wristwatch with a second hand is required.
  - No necklaces.
- Tattoos
  - Visible tattoos must be covered. (See uniform section on undershirts.)
- Make-up
  - If used, must be discrete.
- Hair
  - Neat, clean, naturally occurring color if dyed.
  - Pulled back, away from the face.
Secured for the whole shift – no clips.
A thin plastic headband may be worn to secure wisps of hair. No wide headbands.
Scrunches, if worn, must be hair color, black or white and discrete.
Facial hair for men must be clean and neatly trimmed.
  ▪ A “scruffy” appearance, such as two or three day unshaven appearance or tousled hairstyle, is not permitted.
  ▪ Some agencies do not allow personnel, including students, to wear any facial hair.

Smoking
As nurses, it is important to be role models in health promotion. Smoking is not acceptable when in uniform. In addition, the smell of smoke on clothing and hair may be offensive, especially to clients who are ill. Students who smoke must do so outside the clinical or lab setting. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. The University of Central Florida prohibits smoking on all university owned, operated, leased, and/or controlled properties in order to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Smoking is also not permitted on any of the hospital and other agency properties.

Student Nurse Uniform
- A clean and wrinkle-free official UCF uniform is required at all clinical settings, on-campus labs and clinical, and simulation.
- The official uniform must be purchased from Morluv, the official College of Nursing uniform vendor.
- Program Administration must approve alterations to the uniform to accommodate unique student needs, such as religious requirements, prior to clinical attendance.
- It is recommended the student purchase two tops, two pair of pants and one lab coat.
  o The shirt is worn un-tucked and over the pants. The top of the pants is not to be rolled.
  o Undergarments must be worn and must not be noticeable through the uniform.
  o A white camisole or undershirt may be worn under the uniform top to assure modesty and professionalism. If an undershirt is worn, it must be white and the sleeves must either be full length or not extend beyond the uniform sleeves.
  o Non-uniform outerwear such as jackets or sweatshirts are not permitted in clinical settings.
- Shoes
  o Shoes must be made of leather, be all white in color, sturdy, low-heeled, and enclosed toe/heel with non-marking soles. Athletic shoes are acceptable.
  o Shoes must be clean and in good repair.
- Socks
  o Socks and hosiery must be worn and are white or black and cover the ankle.

Miscellaneous
- Perfumes, colognes, after-shave or scented fabric soaps/softeners are not allowed.
- Chewing gum during clinical and on-campus labs is not permitted.

Activities Requiring “Business Casual” Attire:
When at the clinical agency, for activities such as reviewing records for a patient assignment, students are to wear their uniform or neat, professional or business attire with the designated uniform jacket. The uniform jacket is to have the UCF insignia patch on the left shoulder one inch below the shoulder seam in the center of the sleeve. The UCF insignia patch must be neatly sewn in place. The UCF College of Nursing photo identification is worn at all times. During psychiatric-mental health nursing experiences and occasional Community Nursing activities, students may be required to wear business attire and shoes. These instances
will be at the discretion of the instructor on an individual basis. In keeping with the intent of the promotion of professionalism and identification as UCF nursing students, business attire with the uniform jacket will be the norm. (Clinical instructors will provide additional information as relevant to the clinical agency). A good rule of thumb, if you are not sure something is acceptable, choose something else or ask your instructor. See the following overall dress code requirements.

<table>
<thead>
<tr>
<th>Group</th>
<th>DO</th>
<th>DON’T</th>
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| All Students   | • Dress neatly and cleanly using appropriate hygiene  
                 • Clothes should be clean and in good repair.  
                 • Polo shirts  
                 • Slacks with the waist at waist level.  
                 • Closed toe shoes color-coordinated with outfit.  
                 • Appropriate hosiery | • Torn, ripped, dirty, frayed clothing or clothing with holes.  
                 • Clothing should not expose undergarments, buttocks, chests, or midriffs.  
                 • Anything denim, any color, (jeans, shirts, skirts, dresses, jackets).  
                 • Sandals of any type, flip-flops.  
                 • Shorts or leggings of any type.  
                 • T-shirts, tank tops, halter tops, muscle shirts, see-through clothing articles, midriff (cropped) tops, thongs or sleeveless tops unless covered by another top.  
                 • Clothing with written messages.  
                 • Athletic wear, including caps/hats. |
| Female students| • Slacks  
                 • Dresses or skirts that are below the knee or longer.  
                 • Appropriate hosiery must be worn  
                 • Blouses, sweaters or knit tops | • Tight slacks.  
                 • Underwear that can be distinguished beneath clothing or be seen when wearing a dress or skirt.  
                 • Stirrup or Capri style pants.  
                 • Mini-skirt.  
                 • Tops that reveal cleavage, midriff or are skin-tight.  
                 • Jeans or denim. |
| Male students  | • Collared shirt. Ties are optional  
                 • Banded-collared shirt  
                 • Sweater with collared shirt underneath  
                 • Turtleneck | • Non-collared shirts.  
                 • Jeans |
MANAGEMENT OF BODY SUBSTANCE EXPOSURE POLICY

Every effort is made by the faculty to avoid dangerous situations in the clinical setting, but risks are ever present during nursing procedures. Students should use universal precautions and safety measures to prevent the likelihood of these types of injury.

DEFINITIONS

1. Blood or Other Potentially Infectious Material
   a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids;
   b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead); and
   c. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing cultures medium or other solution; and blood, organs, or other tissues from experimental animals infected with HIV or HBV.

2. Body Fluid Exposure is any exposure to non-intact skin or mucous membranes by body fluids that are infected or potentially infected by blood borne pathogens. Most common exposures in the healthcare setting ranked from highest to lowest risk of transmitting disease are:
   a. Needle sticks, cuts
   b. Prolonged exposure to non-intact skin including open wounds, abrasions, chapped hands, dermatitis
   c. Splashes to eyes or mouth
   d. Bites: more at risk for bacterial pathogens from the skin surface than HIV or HBV.

3. Significant Exposure is defined as an exposure to blood/body fluids of source patient by percutaneous injury, exposure or mucous membranes, chapped or broken skin of the healthcare worker. These include:
   a. Deep injury
   b. Visible blood on device
   c. Procedure involving needle placed directly in a vein or artery
   d. Terminal illness in source patient

4. Source - an individual or object comes in contact with a healthcare worker in such a way that an exposure incident has occurred during the course of work-related duties.

5. Unknown Source is a source determined to be unknown only after reasonable attempts have been made to locate and investigate the source. A source can also be declared unknown for treatment reasons if there is not sufficient time to investigate the source before the at-risk incubation period ends.

Management

1. FIRST ACTIONS UPON INJURY
   a. Puncture wound:
      i. Bleed wound and wash with soap and water
   b. Eyes or mucous membranes:
      i. Immediately flush with copious amounts of water
   c. Other body surfaces:
      i. Wash with soap and water
2. Notify instructor/preceptor at once. (Medical follow-up must begin within four (4) hours of the incident). The instructor/preceptor will communicate with the appropriate program coordinator.


4. Identify the source patient/object and risk status of source patient if possible.

5. Orlando students should call UCF Student Health Services for medical treatment (407-823-2096 is the direct line to the nurses’ station), unless otherwise instructed by faculty.
   a. Hours of Operation
      i. Monday through Friday 8:00 AM - 9:00 PM during the Fall and Spring semesters.
      ii. Monday through Friday 8:00 AM - 6:00 PM during the Summer semester.

6. If Student Health Services is closed/unavailable, go to the hospital Emergency Department immediately for treatment. The needle stick or body substance hotline should be contacted and guidelines followed. Regional campus students should follow the agency’s body substance exposure policy.

7. Report to UCF Student Health Services on the next working day with your records from the hospital.

**Regional Campus students must complete the Incident Report Form and follow the protocol of the clinical facility. Students should go to the hospital Emergency Room or to their healthcare provider for treatment.**

Treatment will vary depending on the magnitude of the exposure and the risk status of the source. If there is potential HIV/HBV transmission, facility protocols will be followed with testing and counseling provided. AZT (Zidovudine) will be prescribed if a large or moderate exposure has occurred; or when the source is not known.

Confidentiality is very important. All student test results are confidential. No test result information will be given to the UCF College of Nursing or to any nursing faculty. If a student chooses to refuse HIV testing, he/she must sign a waiver.

Payment: Payment for services rendered is the responsibility of the student. Personal Health Insurance coverage, required as part of the student’s enrollment in clinical, may pay for part or all of the services.

HIV testing is done:
- Immediately after exposure
- At 6 weeks, testing is repeated only if a viral syndrome occurs
- 3 months later
- 6 months later
- 12 months later
HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996, referred to hereafter as HIPAA, was established to provide national standards for privacy and confidentiality of all health data and the transmission of health data electronically.

Policy
The University of Central Florida, College of Nursing has identified itself as a business partner for healthcare organizations and healthcare providers. In accordance with this designation, we need to abide by HIPAA regulations and provide or verify that education on HIPAA has been given to students who are enrolled in our programs. HIPAA education needs to be completed before a student is allowed to start a clinical/practicum with a healthcare organization or a healthcare provider.

Procedure
New basic and accelerated/second degree BSN students will be automatically enrolled in the UCF CON online HIPAA course and are required to complete the course unless proof of completion of a comparable course is provided. The document providing proof of completion of a comparable course should be submitted to the appropriate Program Assistant.

Enrollment in UCF College of Nursing HIPAA Course
Requests for enrollment in the HIPAA course can be made through the designated HIPAA course coordinator and will be discussed in orientation. Your NID will be needed for placement in the course. The course is online through the MYUCF portal and under Webcourses@UCF. Upon completion of the course, the student will receive one certificate for his/her personal file and one certificate will be placed in his/her school file.

STUDENTS RIGHTS AND RESPONSIBILITIES

ACADEMIC HONESTY
Honesty is highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in The Golden Rule, the University’s Student Handbook. See http://www.goldenrule.sdes.ucf.edu for further details. Information may also be obtained from the Office of Student Conduct at (407) 823-2851.

Faculty members may also use www.turnitin.com, to review papers and projects for plagiarism. This website allows instructors to quickly and easily compare each student’s report to billions of web sites, as well as an enormous database of student papers. After submission of the paper, instructors receive a report that states if and how another author’s work was used.

Academic action will be taken for the following behaviors:

1. Cheating—whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.
2. Plagiarism—whereby another’s work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student’s own. Any student failing to properly credit ideas or materials taken from another has plagiarized.
3. Falsification of clinical paperwork, including clinical logs, journals or other related paperwork.
4. A student who has assisted another in any of the aforementioned breach of standards shall be considered equally culpable.
Actions that may be initiated by the Instructor, Program Coordinator, Clinical Coordinator, Associate Dean, or Dean of the College may include: counseling; loss of credit for specific assignment, examination or project; or removal from course with a grade of “F”. The Office of Student Conduct may also take additional action including: warning, probation, suspension, expulsion, or a permanent conduct record that is accessible by other institutions upon request. The student is notified in writing when action is taken along with the reasons for the action. A report is also sent to the Dean of the College of Nursing. See www.Z.ucf.edu for UCF policy on grade designation for Academic Dishonesty.

PROFESSIONAL CONDUCT
Students as representatives of the University of Central Florida and the College of Nursing are expected to conduct themselves in a professional manner at all times. Students are expected to treat faculty, clinical staff and peers in a respectful manner and strive to promote an environment that respects human rights, values, and choice of cultural and spiritual beliefs. Further, students should strive to maintain an optimum level of personal health and well-being in order to promote the same in others. Students are reminded that equipment found in the clinical agencies is the property of that agency.

SOCIAL NETWORKS
Professional conduct extends to all forms of social networks, including Facebook, MySpace, You- Tube, texting, emailing, photographing, videotaping and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and others students met during their time at the College of Nursing. Permission prior to recording or taping must be obtained. Failure to follow these rules, may result in administrative action, including dismissal from the College of Nursing. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.
**STUDENT GRIEVANCES**

In accordance with the UCF Golden rule, students are to attempt a solution of problems at the lowest level possible. The administrative hierarchy for discussing students concerns is: Instructor, Course Coordinator, Program Coordinator, Associate Dean, and Dean of the College of Nursing. If resolution does not occur at the College level, *The Golden Rule* outlines further steps to be taken to resolve grievances.

**BACKGROUND CHECKS – Basic & Accelerated Programs**

Students admitted to the UCF College of Nursing pre-license programs were cleared of having a criminal history that would prevent placement in a clinical setting or obtaining a license as a Professional Registered Nurse. Such status must be maintained throughout the student’s participation in the BSN program. The College of Nursing reserves the right to require a repeat screening of any student for criminal history and drug use. Such screenings will be at the student’s expense and conducted by the agency of choice of the College of Nursing.

If a student is arrested for any offense after admission to the College of Nursing, the student must notify, in writing, the coordinator of their academic program within 72 hours of the arrest. Failure to do so will result in immediate dismissal upon discovery of the non-disclosure. Only certain criminal offences may result in the student being disqualified from being eligible to continue in their program of study. Such disqualifying events are based on, but not limited to, Florida Statute 435.04.

Prior to entering a clinical placement, each student must file an affidavit of non-arrest with the appropriate Program Assistant. Falsifying this affidavit will result in immediate dismissal from the program upon discovery of the falsification. If the student is arrested for an offense that is a disqualifying event, the student will not be placed in a clinical setting. If currently in a clinical rotation, the student will be removed. Academic progression will be suspended pending support of a continuation petition from the student to the UAPG Committee. Additionally, a final decision for placement permission from all potential clinical agencies with whom the student could be placed must be obtained. If a clinical site cannot be obtained, the student will be determined to be uneducable for initial licensure as a Registered Professional Nurse and therefore dismissed from the program of study. If the offense prevents the student from being eligible for initial licensure as a Registered Professional Nurse within the program completion timeframes listed in this handbook, the student will be dismissed from the program of study.

**COLLEGE OF NURSING SERVICES**

**Students with Disabilities**

The College of Nursing will make reasonable accommodation for known physical and/or mental impairments. However, it must be noted that nursing is a physically and mentally demanding profession. Standards recommended by a task force of the Southern Council on Collegiate Education for Nursing will be used by students along with advisors to determine whether or not accommodations can be made reasonably.

The University of Central Florida encourages academically qualified student with disabilities to take advantage of its educational programs. The Office for Student Disability Services provides a variety of services. Contact (407) 832-2371 or the UCF Catalog for more information.

**Research**

The faculty is committed to the conduct of research and the use of research as the foundation of practice. Students are introduced to the research process and the evaluation of research in the undergraduate...
program. In the graduate program, students increase their knowledge of the conduct of research and the application of that research in practice. Dissemination of this knowledge is both valued and encouraged through, papers, posters, and peer-reviewed publications.

**Service (Community Partnerships/Collaboration)**

Service to the school, profession, and community is encouraged both as a part of the formal curriculum and through activities of the students and faculty. Students and faculty have both leadership and participant roles in the governance of the university. Active participation in professional organizations is encouraged at the local, state, regional, national and international levels. Collaborative work with the community is evident both in the linkages established by the College of Nursing and though professional and civic work of students and faculty.

**Diversity of Students and Educational Programs**

The faculty values the diversity of the student population of the University of Central Florida as well as the broad spectrum of educational backgrounds and needs they represent. Innovative avenues for access to the baccalaureate degree program are developed and provided by the College of Nursing in order to remain responsive to the need for nurses in the changing health care environment.

**Advisement**

The faculty recognizes that their influence through advisement, mentorship, and cooperation with students can result in higher levels of student retention and increased student satisfaction with the educational process. Student advisement is based on a professional relationship that is accessible, and provides specific and accurate information.

**Faculty Availability**

Each faculty member schedules office hours each week for student conferences. Students are encouraged to make appointments with faculty members during their scheduled office hours. Electronic communication is also encouraged. The Program Coordinators, Associate Deans, as well as the Dean of the College of Nursing are available to meet with students as needed, or communicate via electronic mail. Although the administrators have an “open door” policy to meet with students, appointments are suggested so that adequate time is available to address student issues, concerns, and suggestions.

**Communication**

Students will be assigned a penda-flex mail folder located in a file cabinet in the CON Student Learning Center. Students should check their folders frequently. Announcements and other information will be sent to the class e-mail lists. Many courses also use Webcourses to facilitate course communication.

Electronic mail is a vital component of the University of Central Florida and the College of Nursing communication. Every UCF student is issued an electronic mail account when admitted to the program. Students are responsible for learning how to access e-mail at UCF. “...@knights.ucf.edu” mail will be the official email for the College of Nursing students. Students should check e-mail frequently, preferably daily. Students must have anti-virus software, and update the software on a regular basis.

**LISTSERVS**

Distribution lists (listservs) are established for students in each program. These listservs are an essential part of dissemination of information. “Not being on the listserv” is not a valid excuse for
inability to receive email. Upon admission, students are added to the appropriate CON listserv using
the student’s **knightsmail** address.

All students will be notified, in a timely manner, of changes in academic policy and program issues via
the respective program listservs, the approved method for communication at UCF.

Students are required to provide the CON with a “Knights” email account address for all
Listserves.

Change in Personal Information
It is the student’s responsibility to contact his/her program assistant regarding changes to email, phone,
address, and name. Changing this through the myUCF portal does **not** change the records in the College
of Nursing.

MISCELLANEOUS INFORMATION

**Orlando Basic/Accelerated Students**

Common areas of the building (University Tower) must be vacated by students by 5:00 PM Monday –
Friday, unless accompanied by faculty, staff or in a class/lab with faculty present.

**Reserving Rooms in University Tower**

Students may not reserve classrooms or conference rooms without written permission from faculty.

**FINANCIAL AID & SCHOLARSHIPS**

Scholarship applications may be obtained online at [http://www.nursing.ucf.edu/Scholarship/index.asp](http://www.nursing.ucf.edu/Scholarship/index.asp).

Other information related to financial assistance is available from the UCF Financial Aid and Minority
Affairs offices.

A list of available scholarships has been compiled by the College of Nursing Student Scholarships and
Awards Committee. Information about scholarships is posted on the college’s website each fall
(August/September). Many scholarships are based on financial need and require a completed FAFSA
form. Students are encouraged to complete a FAFSA form upon entry into the program to facilitate
administration of scholarships and other financial aid.

Scholarship eligibility requirements are checked to ensure students adhere to the requirements set forth by
the donor. Please note the UCF College of Nursing reserves the right to withdraw and or cancel a
scholarship if the student fails to maintain the requirements set forth by the donor such as enrollment
requirements.

Many institutions offer tuition assistance and reimbursement for employees. Several agencies also offer
scholarships for students who agree to work at the agency upon graduation. Students should investigate
these options.

**CHILDREN IN SCHOOL ACTIVITIES**

Children are not to be brought to class, campus labs or clinical agencies.

**DUPLICATE COPIES**

Faculty members may request duplicate copies or an electronic version of papers/projects for the College’s
files.

**INCLEMENT WEATHER**

Occasionally, inclement weather occurs. Students need to monitor school closings on the TV and/or radio.
If the University of Central Florida is closed, the College of Nursing will not hold classes or clinicals.
Students should listen for the closings of their specific campus (i.e. Orlando, Cocoa or Daytona).
STUDENT LIFE

Nursing students are encouraged to participate in student activities at the college and university levels. Students also have the opportunity to participate in undergraduate and graduate student nurses associations.

Student Nurses’ Association (SNA)

The Student Nurses’ Association (SNA) is a University of Central Florida organization for baccalaureate nursing students. The association is a constituent of the Florida Nursing Students’ Association and the National Student Nurses’ Association. Regularly scheduled meetings are held throughout the year. The Orlando, Cocoa and Daytona campuses have SNA chapters. Membership is open to basic and second degree BSN and RN-BSN students. A faculty advisor who is a member of FNA will be appointed by the CON Dean.

Nursing Honor Society - Sigma Theta Tau

Sigma Theta Tau is the International Honor Society of Nursing. Theta Epsilon is the University of Central Florida's chapter. Students who meet the eligibility criteria will be invited to become a member each Spring. Faculty counselors are available on each campus to answer questions about membership.

STUDENT REPRESENTATION

Students have representation on specific College of Nursing committees. The Curriculum Committee has a student representative from each campus and pre-license program with voting privileges as delineated in the College of Nursing Faculty Association By Laws. The student representative is expected to attend all meetings and share information with classmates.
Name: (PLEASE PRINT) ___________________________ PID:_____
Date: ____________________ Program: ☐ Basic ☐ RN-BSN ☐ MSN ☐ Accelerated

Note: The physical exam must have been completed within six months prior to the first day of class. All three pages of the health review must be turned in prior to starting the program.

1. ALL STUDENTS MUST COMPLETE THE TB SCREENING FORM ON THE REVERSE SIDE. PPD screening results must be included on the HEALTH HISTORY AND PHYSICAL EXAMINATION FORM (page 3).

2. REQUIRED IMMUNIZATIONS:
   - Immunization/Disease Date(s)
     - Polio Vaccine (Dates of Immunizations) _____________
     - Tetanus, Diphtheria, Pertussis (Tdap) _____________
       (Booster within last ten years)
     - Measles, Mumps, Rubella (MMR) OR laboratory evidence of immunity _____________
     - Varicella (Chicken Pox) Vaccine OR Titer _____________
     - Hepatitis B Vaccine OR laboratory evidence of immunity _____________
     - Seasonal Influenza vaccine (Flu) required annually _____________
       (Our healthcare partners are requiring students to receive the Influenza Vaccine annually OR wear a mask if within 5 feet of a patient.
       **Highly Recommended:** Hepatitis A Vaccine Meningococcal Conjugate Vaccine _____________

   If immunization series is in progress or to be started during the first semester in the program, indicate dates of upcoming doses and provider. Proof of completion needs to be submitted.

   (if started, indicate finish date)

3. I have a latex sensitivity. Yes ☐ No ☐

4. I have reviewed the “Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing”, (page 4 and on the back of the Health History & Physical Examination form), and am able to undertake all aspects of the nursing education program, including interactions with patients and staff in clinical settings.

5. Please state any special accommodations needed below. These will be reviewed by the Admission, Progression and Graduation (APG) Committee on a case-by-case basis. Special Needs: Yes ☐ No ☐
   (if yes, please describe): ____________________________________________________________________________________________

I certify that the information provided above is correct.

_____________________________ ________________________
Student Signature Date
University of Central Florida
COLLEGE OF NURSING
TUBERCULOSIS
SCREENING
HEALTH REVIEW FORM

Name ____________________________ Date ____________________________

PID ____________________________ Program: Basic  RN-BSN  MSN  Accelerated

Date of Birth: ____________________ Place of Birth: ____________________

Please complete the following questionnaire as part of the tuberculosis (TB) screening process.

DO YOU HAVE, OR HAVE YOU HAD IN THE LAST TWO MONTHS, ANY OF THE FOLLOWING:

<table>
<thead>
<tr>
<th>Symptoms</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Productive cough</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Night sweats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shortness of breath</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loss of appetite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unusual tiredness</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unintentional weight loss</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fever</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sore throat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rash</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Swollen or tender lymph nodes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open or infected sore or wound</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please answer the following questions:  

<table>
<thead>
<tr>
<th>Have you ever been exposed to TB? If yes, when?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you ever had a positive TB skin test?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever taken BCG vaccine?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you ever taken any medication for TB?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you taking any routine medication?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please comment on positive answers.
HEALTH HISTORY & PHYSICAL EXAMINATION

TO BE COMPLETED BY A LICENSED HEALTH CARE PROVIDER

Is there any significant medical history or condition that could affect functioning as a nursing student, including interaction with patients and staff in clinical settings?

Yes ☐ No ☐

Please Describe:

________________________________________________________________________

________________________________________________________________________

Is this individual currently taking any medication that could affect participation in a nursing education program, including interaction with patients and staff in clinical settings?

Yes ☐ No ☐

Please Describe:

________________________________________________________________________

________________________________________________________________________

I certify that has been examined by me on and is found to be in good physical and mental health and appears able to undertake all aspects of the nursing education program, including interaction with patients and staff in clinical settings. (Please see “Core Performance Standards (for non-licensed students) for Clinical Course Work in the College of Nursing”: on the back of this form.)

Practitioner’s Name (PLEASE PRINT): ________________________________

Practitioner’s Signature: __________________________________________

Licensed as (PLEASE CIRCLE ONE): ARNP Physician Assistant Physician

License Number: ___________________________ State/Country Licensed: ______________________

PPD DATE: ___________________ (must be within last 6 months) RESULTS: ______________

-OR-

CHEST X-RAY IF POSITIVE PPD RESULTS: ______________ DATE: ________________ (does not need to be within last 6 months)

Signature: _______________________________________________________

Title: ____________________________________________________________
Core Performance Standards for Admission and Progression (for non-licensed students) for Clinical Coursework in the College of Nursing (These are adapted from the Southern Council on Collegiate Education for Nursing)

Students admitted to the College of Nursing must be able to meet the Core Performance Standards for Admission and Progression when entering into clinical nursing courses. The College of Nursing will collaborate with students on making reasonable accommodation(s) for known physical and/or mental impairments. The cost of special equipment will be the responsibility of the student. However, it must be noted that nursing is a physically and mentally demanding profession. All students must be able to continually meet core performance standards and functional abilities established to ensure that the objectives of the program are met and safe, competent patient care is provided. The following Core Performance Standards will be used by Student Disability Services, and students, along with faculty, to determine whether or not accommodation(s) can be made reasonably. Students are responsible for letting the College of Nursing know prior to the start of the program if accommodations are required and must work with the UCF Student Disability Services in order to receive the appropriate disability accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the UCF Student Disability Services.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Standard</th>
<th>Examples of Nursing Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.</td>
<td>Competent assessment of clients in a timely manner. Correct interpretation of assessment data, identification of necessary nursing interventions, design of appropriate nursing care plans, evaluating the effectiveness of interventions and revising planned interventions.</td>
</tr>
<tr>
<td>Cognitive</td>
<td>Ongoing capacity to learn new information and skills to provide safe nursing care. This includes the ability to comprehend, measure, calculate, analyze and evaluate diverse forms of information.</td>
<td>Learn new skills and rationales for nursing care in a timely manner. Learn and adopt new methods of providing nursing care to reflect the dynamic nature of health care provision.</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</td>
<td>Establish rapport and relate effectively with clients, their families, and colleagues. Work effectively with these individuals when they are stressed physically and/or emotionally. Provide socially and culturally care that is acceptable to clients.</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form. Includes professional interactions.</td>
<td>Follow verbal and written instructions. Clearly communicate with other health care providers by appropriately documenting the nursing interventions provided and the clients' responses. Provide effective client teaching. Consult with a health care provider in a professional manner.</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move oneself from room to room, along hallways, and in small or confined spaces. The ability to meet the physical demands of providing nursing care.</td>
<td>Lifting, moving, carrying, pushing, pulling, and supporting clients, equipment and other objects independently. Standing, bending, walking, and sitting while working directly with clients and co-workers, and documenting care.</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care.</td>
<td>Perform vital signs, CPR, physical assessment, use equipment, hang IVs and tube feedings, draw up and give injections. Document nursing interventions and patient care in legible writing or accurate type.</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile dexterity sufficient for physical assessment.</td>
<td>Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheters, giving injections.</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Auscultation of blood pressure, breath sounds, bowel sounds. Hearing alarms, call bells, cries for help by clients and families and co-workers. Understanding mechanically reproduced voices such as on audiotape.</td>
</tr>
<tr>
<td>Personal Behaviors</td>
<td>Maintains personal behaviors consistent with the American Nurses' Association Code for Nurses.</td>
<td>Demonstrates personal responsibility, accountability, integrity and honesty. Demonstrates respect for self and others through verbal and nonverbal behaviors. Avoids behavior inconsistent with professional standards such as chemical dependency and abuse, harm toward self or others, or engaging in or supporting criminal behavior.</td>
</tr>
</tbody>
</table>

Adapted from Core Performance Standards Required for Nursing, Board of Directors of the Southern Council on College Education for Nursing (SCCEN)

Print

Sign

Date
University of Central Florida
College of Nursing

Student Incident Report Form

This report is to be completed promptly (within four (4) hours of incident) by the student for any related accident, injury, or illness. This report is to be turned in to or sent to the College of Nursing Program Coordinator or Associate Dean, and a copy to the Dean’s office. (UTWR 341).

If immediate medical attention is needed, report to the UCF Student Health Services 407-823-2096. Health Service Center hours are: Monday thru Friday 0800-2100 (Fall and Spring semester) and Monday through Friday 0800 – 1800 (Summer semester). If Student Health Services is closed/unavailable, go to the hospital Emergency Department immediately for treatment.

PLEASE PRINT:

Student Name ___________________________ Time of Incident: ___________________________ AM PM
Address: ___________________________ Date of Birth __ / __ / __
Contact Phone #: ___________________________ Social Security #: __ __ __ __ __ __ __ __ __ __
Date of Incident: __ / __ / __ Instructor: ___________________________

Please describe any other information related to the incident (use separate pieces of paper if needed):

__________________________________________________________________________

How did incident occur?

__________________________________________________________________________

Where did the incident occur (be specific to exact site and clinical location)?

__________________________________________________________________________

Who witnessed the incident?

__________________________________________________________________________

Who did you first report incident to?: Name: ___________________________ Phone #: ___________________________

What is the nature of your injury? (circle appropriate)

Needle stick Cut Strain Burn Bite Puncture Splash Inhalation Other: ___________________________

Body part affected: (i.e. low back, right arm, left leg) ___________________________

Type of fluid involved: (circle appropriate)

Blood Saliva Emesis Mucus Semen Urine Feces Sweat Tears Exhaled Air Other: ___________________________

Amount of exposure: (circle appropriate)

Less than one drop One drop to one teaspoon Over one teaspoon Unknown

The following questions are for needle stick incident only:

Was the instrument visibly contaminated with blood? (circle appropriate answer) YES NO

Needle stick from (circle appropriate response):

Recapping Injection In trash In linen Full needle box Other: ___________________________
The following questions are for splash incident only:

Splash to:  Mouth  Eye  Ear  Nose  Other _______________________

Skin- no break  Skin-broken (explain): _______________________

What steps were taken immediately after exposure? (Circle all appropriate)

Washing  Rinsing  Bleeding

Type of protective equipment worn at the time of exposure? (Circle all that apply)

Gloves  Mask  Eye protection  Gown  Apron  Resuscitation  Mask  None  Other: _______________________

Source of exposure (Gather information available):

Name of source client: __________________________________________

Date of Birth: ________________________________________________

Full Address: _________________________________________________

Telephone: _________________________________________________

Attending physician of source client: _____________________________

Diagnosis of source client: _____________________________________

Comments regarding source client risk factors:

HIV, Hepatitis A, B, C, type unknown, Syphilis, Gonorrhea, Tuberculosis, Meningitis, Other: _______________________

Medical Information

Did you seek medical attention? _________________________________

Date: ______________________________________________________

Who is your health care provider? ________________________________

Address: __________________________________________________

Telephone: _________________________________________________

Who is your current health insurance provider? 

**Please provide a copy of the provider statement related to the incident

Student Signature: ___________________________________________

Date: ______________________________________________________

Time: _________ AM  PM
College of Nursing

Confidentiality Agreement

I understand that I may come in contact with various types of information in my studies or through my clinical rotations while a student in the College of Nursing at the University of Central Florida. This information may include, but is not limited to, information on patients, employees, students, families, donors, research, and financial and business operations. Some of this information is made confidential by law (such as “protected health information” or “PHI” under the federal Health Insurance Portability and Accountability Act, HIPPA) or by the college or university. Confidential information may be in any form, such as, written, electronic, oral, overheard or observed. I also understand that access to all confidential information is granted on a need-to-know basis. A need-to-know is defined as information access that is required in order to engage in my studies or to complete my approved academic requirements for the program in which I am enrolled.

I will protect all confidential information, including PHI, while a student at the College of Nursing. I will not share PHI with those outside of the College of Nursing unless they are part of my studies or educational program at the College of Nursing and have a need to know. I will not remove nor electronically send any confidential information from the agencies and facilities where I am assigned as a student except as permitted by the specifics of the agency and in accordance with the agreements with those agencies.

I will protect any sign-on codes provided to me from any agency. The sign-on and password codes are equivalent to my signature and I will not share them with anyone nor allow anyone to use them. I will not attempt to access PHI information with these codes except to meet the needs specific to my reason for being there. I will be responsible for any use or misuse of my codes.

If I knowingly violate this agreement, I will be subject to failure in the related clinical/didactic course and expulsion from the College of Nursing. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have completed the required UCF College of Nursing HIPPA on-line course and received a certificate of completion for this course.

I have read and understand the above and agree to be bound by it. I understand that signing this agreement and complying with its terms is a requirement for my inclusion in the College of Nursing educational program and participation in clinical experiences.

Name (PRINT full legal name): ___________________________ UCF ID#: __________ Date: ________

Signature ___________________________ Program ___________________________
CLASSROOM BEHAVIOR

Expected Classroom Behaviors – These are adapted from Student Rights and Responsibilities at the University of Central Florida

Students are expected to exhibit behaviors that are expected of a professional nurse. Classroom “etiquette” expectations include but are not limited to the following:

• Attendance in nursing classes is expected. At times attendance may be part of the grades for a class. (See specific class syllabi.) If you will be absent please notify the faculty member who is responsible for the class so you may obtain needed class information.

• Students should arrive for class on time and should stay for the full time of the class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.

• Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes. The student may be dismissed from the class.

• Monopolizing class time is not acceptable behavior. Please make a personal appointment with the faculty member at a time other than during class.

• Please turn off electronic devices that may be disruptive in class. If you are using a laptop during class please have it focused on current class material. Use of laptops in class is a privilege not a right.

• Students whose behavior is inappropriate in class may be asked to meet with the instructor. A counseling form may be written and placed in their personal file. A report to Student Rights and Responsibilities may be made if the behavior continues.

• Disruptive behavior is not allowed and the student will be asked to stop the behavior and will be asked to leave the classroom. Continued disruptive behavior will result in academic or disciplinary action.

• In class and out of class - disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in disciplinary action and possible program dismissal.

• Online students are expected to participate in the course as specified in the course syllabus. Online time should minimally equal face-to-face class time. (3 credit hour course = 3 hours of virtual presence)

• Patient and facility information shared in class is subject to the same confidentiality rules as other patient information. This includes social networking technology.

• Students must obtain permission from an instructor to tape a class.

____________________________________
Signature

____________________________________
Print Name

____________________________________
Date
CERTIFICATION OF CLEAR CRIMINAL BACKGROUND FOR CONTINUED ENROLLMENT IN THE COLLEGE OF NURSING

This certification must be completed prior to attending any clinical experience. It must be renewed every semester during which there are clinical activities.

The College of Nursing requires that I report any arrest, regardless of cause, to the College of Nursing no later than 72 hours after the arrest.

I state that I have not been arrested since my admission to the College of Nursing.

I do hereby swear or affirm that the above information is true and correct. I understand that any failure to disclose an arrest or any misrepresentation of my criminal background status will subject me to disciplinary action up to and including dismissal from the nursing program. This includes the final semester of the nursing program.

___________________________
Student Signature

___________________________
Student Printed Name and ID Number

___________________________
Program of Enrollment

___________________________
Date of Certification
PHOTO/VIDEO/OTHER MEDIA CONSENT FORM for Students

For and in consideration of benefits to be derived from the furtherance of the educational programs of the University of Central Florida, I, the undersigned Participant, hereby authorize the UNIVERSITY OF CENTRAL FLORIDA, and any agents, officers, employees, servants or students of the University of Central Florida, to record and photograph my image and/or voice for use by the University of Central Florida or its assignees for purposes that include, but are not limited to, the creation of training and/or other informational materials, scientific research, quality assurance, recruiting, advertising and marketing, as well as education and teaching, at the University of Central Florida’s sole discretion.

I understand and agree that these audio, video, film and/or print images may be used, edited, duplicated, distributed, reproduced, broadcast and/or reformatted in any form and manner without payment of fees to me or to anyone else on my behalf, forever and I hereby relinquish all right, title and interest therein to the University of Central Florida.

I release the University of Central Florida, and any agents, officers, employees, servants or students of the University of Central Florida, the University of Central Florida Board of Trustees, the Florida Board of Governors and the State of Florida and their respective agents, officers, employees and servants from any and all liability relating to the taking, reproduction, and/or use of such photographs, video images, and/or sound recordings.

I hereby certify that I am at least 18 years of age and that I am legally competent to sign this form.

Witness Date Name of Participant (print)

Signature of Participant

Date: __________________________
ACKNOWLEDGEMENT OF RECEIPT AND READING OF STUDENT HANDBOOK

After you have received and read the UCF College of Nursing Student Handbook, please complete this form and return it to the College of Nursing, University Tower – 3rd Floor, for inclusion in your file.

All College of Nursing students are subject to the provisions in the Student Handbook and are responsible to know the policies included in it.

Please sign below to indicate that you have received a copy of the UCF College of Nursing Student Handbook (hard copy or electronic copy) and will abide by the policies included in it.

Please check one:

___ Basic Program Student
___ Accelerated Second Degree Program Student
___ Concurrent Program Student
    ___ SSC
    ___ VC

Print name: ________________________________

UCF ID#: ________________________________

Signature: ________________________________

Date: ________________________________

This form will be placed in your file.

Note: Failure to sign this form does not exempt a student from the provisions in the Student Handbook.
College of Nursing Curriculum

Plan of Study (POS) for the Orlando Student in the Basic Program

Any alteration to the above plan of study requires advanced approval of the Program Coordinator and/or the UAPG Committee. If you have taken a course that may be an acceptable elective, UAPG Committee approval of the course is required. For either request, an Undergraduate Petition must be submitted per the included instructions. The Undergraduate Petition can be accessed here: CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms.

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<td>Nursing Elective (If not previously completed.)</td>
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The undergraduate nursing program is a total of 65 credits.

Any alteration to the above plan of study requires advanced approval of the Program Coordinator and/or the UAPG Committee. If you have taken a course that may be an acceptable elective, UAPG Committee approval of the course is required. For either request, an Undergraduate Petition must be submitted per the included instructions. The Undergraduate Petition can be accessed here: CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms.

College of Nursing Curriculum
Plan of Study (POS) for the Accelerated Program

Any change or modification of the POS MUST be reviewed and signed by the program coordinator PRIOR to registration. Non-compliance may result in a delay in graduation.

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The Accelerated Second Degree Nursing program is a total of 60-62 credits.

\(^1\) Students may have taken an acceptable Nursing elective course in their previous degree. Please review your Degree Audit you have already met the requirement. If not, and you have taken a course which may qualify as a nursing elective, you must submit an Undergraduate Petition for approval.

\(^2\) If you have already completed a research methods course in a previous degree, you may be able to take NUR3167 instead of NUR3165. You must complete the Undergraduate Petition no later than the end of the first semester of study.

The Undergraduate Petition can be accessed here: CoN Web Site > Students > Undergraduate > Policies, Handbooks & Forms

College of Nursing Curriculum
Plan of Study (POS) for the Cocoa or Daytona student
Any change or modification of the POS MUST be reviewed and signed by the program coordinator PRIOR to registration.
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