



UNIVERSITY OF
CENTRAL FLORIDA



CONCURRENT NURSING PROGRAM HANDBOOK

2018-2019



UNIVERSITY OF CENTRAL FLORIDA

College of Nursing

Dean's Office

12201 Research Parkway, Suite 300
Orlando, FL 32826-2210

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 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 Endowed Chair in Nursing

Program History

The SSC/UCF Concurrent AS-BSN program was launched in 2003 when the University of Central Florida's College of Nursing partnered with Seminole State College (*formerly Seminole Community College*) to establish a unique program designed to address the nursing shortage of BSN prepared nurses in Central Florida. Academically talented students were invited to concurrently enroll in both the SSC associate and UCF baccalaureate nursing programs, permitting them to earn their Associate of Science in Nursing from SSC while simultaneously earning their Bachelor of Science in Nursing from UCF.

Essential Contacts

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SSC/UCF Concurrent AS-BSN Enrollment Option

Addendum to the UCF College of Nursing Undergraduate Handbook

The UCF/Seminole State Concurrent program leads to a BSN degree. 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, and preparation for assuming leadership roles and graduate study in nursing. The baccalaureate curriculum provides a solid foundation for graduate study.

OBJECTIVES

The BSN graduate is 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 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

See current UCF undergraduate catalogs for admission requirements.

PROGRESSION

Students **must** follow their prescribed plan of study. If plan of study needs to be modified, the student must meet with the UCF Concurrent Program Advisor for permission to change their plan of study. *Failure to do so will result in program dismissal.*

In order for students to progress in the Concurrent Nursing Program, the following conditions must be met:

- Maintain a minimum overall cumulative grade point average of 2.5 (as shown on the UCF degree audit).

- Maintain a minimum grade point average of 2.5 in the nursing major, including ASN course work.
- Earn a grade of “C” or better in all UCF and ASN nursing courses.
- **Maintain continuous enrollment in all program courses during each major semester.**

Students who fail to meet the above conditions will be automatically dismissed from the Concurrent program and disallowed from taking any UCF nursing class(es) until they have finished the associate degree nursing program. If the student desires to remain in the Concurrent program, approval must be granted by the UCF Concurrent Advisor. The student must notify the UCF Concurrent Advisor immediately upon becoming aware of a course failure in the SSC Curriculum. Upon approval to maintain SSC status from the SSC Progression committee, the student must meet with the UCF Concurrent advisor to provide documentation of the continuance approval from SSC and modify their plan of study.

GROUND FOR DISMISSAL

Students that are unsuccessful in two (2) courses (two from Seminole State, two from UCF or one from each) will be dismissed from the UCF Concurrent program. If dismissed, upon successful completion of an ASN degree and obtaining RN licensure, a student may apply to the UCF RN-BSN program. Acceptance is not guaranteed.

DECELERATION

Being unsuccessful in either one (1) SSC course OR in one (1) UCF course places students in academic deceleration. The policies and procedures for both cases are as follows:

Unsuccessful in SSC course: These students may be provided with an opportunity from SSC to repeat the failed course in the next semester. Students will attend the SSC Progression committee meeting at the end of the term and have their SSC curriculum modified.

- All students will then meet with a UCF Concurrent Advisor to modify their UCF plans of study for future semesters based on their SSC modified plan of study.
- Students may be able to continue with UCF courses as outlined on their UCF plan of study while repeating their failed SSC course.
- If students need to make adjustments to their UCF courses, this **MUST** be done prior to the ADD/DROP of term before progressing with the Concurrent program.

Unsuccessful or Withdrawal in UCF course: These students may be provided with an opportunity from UCF to repeat the failed course the next semester.

- **BEFORE** withdrawing from any course, UCF or SSC, students must meet with the UCF Concurrent Advisor to discuss their options, financial aid implications, and probability of continuance in the concurrent program.
- Students must meet with the UCF Concurrent Advisor immediately upon notification of a course failure for evaluation of continuation in the program.
- If approved by the UCF Concurrent Advisor to continue in the Concurrent program, the student will be allowed to retake the failed course the following semester along with the SSC curriculum as planned. In cooperation with the Concurrent Advisor, the student’s plan of study will be amended and must be followed as written.

Students who earn a failing grade (less than “C” or “U”) from either or both schools in two or more classes during their cumulative plan of study will be removed from the Concurrent program and disallowed from taking any UCF Nursing course until the successful completion of the Associate of Science degree program **and** gaining licensure as a Professional Registered Nurse.

Once admitted to the Concurrent program, students are no longer eligible for admission to any other pre-license BSN program at UCF. Therefore, students who withdraw or have been unsuccessful in the Concurrent program may return to BSN studies at UCF only after and gaining licensure as a Professional Registered Nurse. Upon licensure, the student will then be eligible to apply for the UCF RN to BSN program and, if admitted, continue the Bachelor of Science in Nursing (BSN).

VOLUNTARY WITHDRAWAL AND PLAN OF STUDY ALTERATION

By definition, the Concurrent Program requires continuous enrollment at both schools until the ASN degree is completed. Therefore, it is required that students enroll in coursework at both schools according to their Plan of Study without deviation unless formally authorized by the UCF Concurrent Advisor or Program Coordinator. Students who wish to withdraw from the Concurrent Nursing Program must notify the UCF Concurrent Advisor *in writing* prior to the beginning of the semester in which they wish to deviate from their Plan of Study. Students are strongly encouraged to meet with their UCF Concurrent Advisor prior to withdrawal so that a clear plan for success may be put into place.

Students must follow the Plan of Study provided at the beginning of the program at Orientation. However, it is recognized that critical life events do occur. As such, a student’s Plan of Study may be modified to assure success in completing both the ASN and BSN degrees. Only the UCF Concurrent Advisor or the Concurrent Program Coordinator may make modifications to student study plans. **Unauthorized deviation from the student’s Plan of Study may result in delay of program progression, delay of graduation or dismissal from the Concurrent program.**

FAILURE TO OBTAIN A REGISTERED NURSE LICENSE

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 UCF graduation requirements. The Concurrent program progression is built on the premise that the student will be licensed prior to the graduating semester. Licensure is preferred of students to grant enrollment permission into NUR4604L as the final program course. 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. In the even 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.

GRADUATION

Each student is responsible for reading and understanding the degree requirements as stated in the UCF Undergraduate catalog. Written policies and degree requirements can be found in the UCF Undergraduate Catalog.

Students should talk with the Concurrent Advisor each semester regarding her/his program of study. Degree audits are available online from my.ucf.edu and can be accessed by the student at any time. An "Intent to

Graduate" form must be filed by the deadline announced by the University, usually by the first week of the student's final semester.

GRADING POLICY

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

*Grades below "C" are unacceptable for credit towards a nursing degree. C- is not acceptable.

In the undergraduate program, an overall GPA of 2.5 and a 2.5 in the nursing major are required for progression and graduation.

Satisfactory academic progress in a program involves maintaining the standards of academic and professional integrity. Failure to maintain these standards may result in dismissal of the student from the program.

EXAMINATIONS

Students are expected to be present for any scheduled live classes or examinations or access the online exams as scheduled. 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 **before** the test is given.

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 given at the discretion of the instructor. Instructors may require documentation from students related to reason/s exams are missed.

The possession of any unauthorized materials or electronic devices (smart/cell phones, calculators, smart watches, written materials, etc.) is not permitted. Possession of any unauthorized materials during a class activity is a violation of the UCF Golden Rule and can result in a failing grade for the activity, failing grade in the course, dismissal from the program and dismissal from the University. Unless specifically stated otherwise, students should assume an exam is closed book and should be completed without the assistance of any other person or unauthorized materials. Unless specifically stated otherwise, student exam items may not be shared with or shown to anyone. See section on academic honesty in this handbook and UCF Golden Rule for university policies related to cheating on academic assignments.

FORMAT FOR WRITTEN ASSIGNMENTS

For all Concurrent Program courses, the Sixth Edition APA style is required for all written work and formal presentations. Sixth Edition APA style includes grammar, punctuation, organization, scholarly thought, proper citation, and reference format. Submissions not meeting these requirements will not be accepted.

FINANCIAL AID

It will be necessary that you transfer your financial aid to Seminole State College to start the Concurrent program because federal financial aid can only be distributed from one college at a time. Your financial aid will be calculated based on your Seminole State credits and then adjusted once you are registered for the additional UCF credits each term. If your SSC federal financial aid has not been disbursed by the extended tuition deadline at UCF, you will need to be prepared to pay out of pocket for the UCF tuition and then be reimbursed with the additional Seminole State financial aid.

REGISTRATION FOR COURSES AT UCF

Students register for courses via the Internet on MyUCF. Register **EARLY** after your enrollment appointment date and time is posted in your MyUCF student account. Permission numbers may be required for registration if the course(s) are filled. Specific sections of specific classes may be reserved for SSC Concurrent students in their first term. In such cases, students must enroll in those sections. Consult the Concurrent Advisor regarding your options.

Prior to registration each semester, students should obtain a degree audit through MyUCF and review it for accuracy. Concerns about the audit should be discussed with the student's academic advisor.

In the event a student has a registration hold, he/she should consult his/her MyUCF account for instructions on removing the hold. The Concurrent Advisor CANNOT override registration holds. Following registration and during the add/drop period, students must check on MyUCF to confirm that they are correctly registered for the required courses and sections for that semester. If the registration is incorrect, it must be corrected during add/drop. Drop ends the day before Add. See the UCF Academic Calendar for specific dates each semester.

COMPUTER/WEB ACCESS

Computer/web access is required for completion of this program. It is the responsibility of the student to find suitable equipment for the completion of their course work. There are computer labs available on the various Seminole State and UCF campuses. Contact the campus or consult the Seminole State or UCF web sites for information on locations and lab hours.

OUTSIDE EMPLOYMENT

Employment should be limited as much as possible so that students may devote ample time for course preparation. Clinical and class time should be free of other obligations, including employment, on-call time and personal phone calls.

DRESS CODE

Students should review and adhere to Seminole State's Nursing Student Policy Handbook for appropriate dress code guidelines.

WEAPONS

State of Florida statutes are to be followed at all times. It is advisable that students not be in possession of any item that can be perceived as a weapon outside of the parameters given in Florida law. Persons in violation are subject to the penalties as outlined in Florida law.

Student Rights and Responsibilities

ACADEMIC HONESTY

Honesty is highly valued at UCF and 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.

Faculty members will use www.turnitin.com at their discretion, to review papers and projects for originality. 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 may 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 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. 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, Director, 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.
4. A "Z" designation may also be added to the course grade of any class as a result of cheating as outlined in the UCF Golden Rule.

The student is notified in writing when action is taken along with the reasons for the action. A report is also sent to the Department Head of the College of Nursing.

PROFESSIONAL CONDUCT

Students, as representatives of the University of Central Florida and Seminole State College, are expected to conduct themselves in a professional manner at all times.

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 and advisors to determine whether or not reasonable accommodations can be made. The decision as to what constitutes “reasonable accommodations” is the prerogative of the UCF College of Nursing and is final.

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

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 and masters degree programs are developed and provided by the UCF College of Nursing in order to remain responsive to the need for nurses in the changing healthcare environment.

COMMUNICATION

Many courses use a Webcourses@UCF account to facilitate communications within a specific course. Electronic mail is a vital component of the University of Central Florida and the College of Nursing communication. Every UCF student is required to create and monitor a Knights Mail account when admitted to the program. The Knights Mail system is the official email used by UCF and the College of Nursing to communicate official messages to students. Students must regularly monitor this account in order to stay informed. The rationale of “I did not check my email” does not constitute sufficient reason for missing important messages and failing to comply with instructions as a result. Students must have anti-virus software installed and updated and active on all personal computers used to transfer data to classmates and faculty in any format. All written course work must be in a format that is accessible by faculty. Standard file extensions include and are limited to .doc, .docx and .rtf formats.

RN COMMUNICATIONS CENTER

The RN Communication Center is a location established to disseminate information directly to the UCF College of Nursing active nursing students and personnel. Students access the RN Communication Center through WebCourses at webcourses.ucf.edu. Access is usually granted within 48 hours of having your major code changed. If this does not happen please email your Program Assistant. This is an official correspondence site for the College of Nursing and it is expected that students are checking this regularly. Failure to do this will not excuse you from missed deadlines.

FACEBOOK: COHORT CLOSED GROUPS

Cohorts may create closed groups in Facebook to create a sense of community. The group name should reflect their Cohort name. The privacy settings must be set to Closed Group (<https://www.facebook.com/help/220336891328465#What-are-the-privacy-options-for-groups>). Student groups may not use college and/or university photos, logos and/or any other branding in their cover images or other platforms (<https://osi.ucf.edu/blog/rso-info/university-trademarks/>). Student groups may create a unique cover image using a free design program like Canva and may also use a group photo of themselves in their nursing scrubs when presented in a professional manner. Although the group is closed, please be mindful that nothing on social media is really private (screenshots can be made and shared externally). Note: all postings within the

group MUST follow HIPAA guidelines (see p. 27 in the handbook), e.g. no pictures of patients and no sharing of protected patient health information. Student groups must also include a disclaimer in their group description (see below).

Description: This group was created by UCF College of Nursing students in the [XYZ] program. The program begins in [semester] of [year], with graduation in the [semester] of [year]. This group will serve as a way for us to get to know each other, ask questions, create study groups, and find support as we navigate this program together. Disclaimer: The [group name] closed Facebook group is not an official Registered Student Organization (RSO). All opinions expressed within are our own and are not that of the university or college.

Here are some helpful links:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

<http://healthcare-communications.imedpub.com/nursing-professionalism-impact-of-social-media-use-among-nursing-students.pdf>

<http://www.sciencedirect.com/journal/index.php/jnep/article/view/9579>

<https://www.ncbi.nlm.nih.gov/pubmed/26169881>

LEAP*RN

The College of Nursing utilizes a student information database and repository, LEAP*RN (Project Concert). This database will house information regarding student course work, plans of study, clinical placements, clinical hours, logs, and all evaluation data. The database will assist us in maintaining standards required for CCNE accreditation, facilitate course planning and student progression, and enhance clinical tracking. Upon graduation, students will continue to have *no-cost* subscription access to their records, including their logged hours. The College of Nursing will continue to contact you through this system for follow-up employment surveys and to forward you information pertaining to Alumni events and opportunities. All students will be responsible for an annual subscription rate of less than \$100, depending on the program. Subscription access will be payable directly to LEAP*RN (Project Concert) at the following link:

<https://secure.projectconcert.com/ucf>. This URL will guide students through the payment process and activates their account for use. Subscriptions must be up-to-date by the last day of the drop/add period each semester to avoid a “hold” service indicator being placed to prevent students from registration, enrollment, and other progression functions.

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 My UCF portal does not change the records in the College of Nursing.

Please notify the College of Nursing of any changes.

HIPAA AND MANAGEMENT OF BODY SUBSTANCE EXPOSURE (HIV or HIB) POLICIES

Please review the College of Nursing Undergraduate handbook online at <http://www.nursing.ucf.edu/Assets/files/UG-Handbook.pdf>

CHILDREN IN SCHOOL ACTIVITIES

Children are not permitted in class or clinical agencies.

INCLEMENT WEATHER

Occasionally, inclement weather occurs. Students need to monitor school closings on the TV and/or radio.

This handbook is an addendum to the full Undergraduate BSN Student Handbook available for review and download at: <http://www.nursing.ucf.edu/Assets/files/UG-Handbook.pdf>

Key Points to Remember

- Students must be enrolled in at least one UCF course each term according to their Plan of Study to remain active in the SSC/UCF Concurrent program.
- Students must follow the Plan of Study given to them at Orientation *without deviation*. To modify your plan of study, you must meet with the UCF Concurrent Advisor. Deviation without authorization may result in dismissal from the program.
- If a student has failed a Seminole State nursing course, he/she must notify the Concurrent Advisor within 72 hours of being informed of their failure. ***Failure to meet with the Concurrent Advisor will be grounds for dismissal from the Concurrent program.***
- Failure in a second course at any time during the Concurrent program will result in dismissal from the Concurrent Program.
- Communication of course progression is essential. It is the responsibility of the student to keep the Concurrent Advisor up-to-date regarding their progress in the program.
- Students should stay tuned into UCF's RN Communication Center and their Knights e-mail for important UCF announcements.
- An official Seminole State transcript must be sent upon successful completion of the Seminole State RN program and the ASN degree has been awarded on the transcript.
- It is the *student's* responsibility to complete all required pre-requisites including their foreign language requirements and removal of any holds on their records. The student should NOT expect the Concurrent Program staff to notify him/her of their incomplete statuses.

Acknowledgement of Receipt and Reading of Concurrent Program Handbook

I have received and read the SSC/UCF Concurrent Nursing Program Policy Handbook. I understand that I am responsible to know and agree to adhere to the policies set in it.

Print name: _____

UCF ID: _____

Signature: _____

Date: _____

Phone Number: _____

Knights Email Account: _____

Personal Email Account: _____

This form will be placed in your file. Failure to sign this form does not exempt a student from the provisions in the Concurrent Nursing Handbook.