



College of Nursing



# CONCURRENT NURSING PROGRAM HANDBOOK

**2016-2017**



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,

A handwritten signature in black ink, reading "Mary Lou Sole". The signature is written in a cursive, flowing style with a large initial 'M' and 'L'.

Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM  
Dean and Orlando Health Distinguished Professor UCF  
College of 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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## **UCF/Seminole State 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 cannot be followed, the student must meet with Concurrent Advisor for permission to modify 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 semesters.

Students who fail to meet the above conditions will be automatically dismissed from the Concurrent program and disallowed from taking any UCF nursing class while enrolled in 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 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 or a later 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 sitting out and/or repeating their failed SSC course.
- **Students will only be allowed to take ONE (1) UCF nursing course during the semester that they are re-taking their failed SSC course.** Thereafter, they must continue with the courses listed on their plans of study for the following semesters. If they need to make adjustments to their UCF courses, this **MUST** be done prior to the ADD/DROP of term before re-starting 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 only be allowed take the one 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 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 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. 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 and dismissal from the Concurrent program.**

### **GRADUATION**

Each student is responsible for reading and understanding the degree requirements as stated in the UCF Undergraduate catalog year under which she/he plans to graduate. 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 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 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 **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.

## **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 you Seminole State credits and then added to once you are registered for the additional UCF credits each term. The financial aid between the two programs is supposed to work seamlessly, but have had some problems in the past, so there are times when you may be asked to pay your UCF tuition before you received your Seminole State financial aid check. You will need to be prepared to pay out of pocket for the UCF tuition within the 30 day extended period 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 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.

## **ATTENDANCE**

Students are expected to attend all nursing classes and seminars. If a class is missed, the instructor may not allow make-up work. It is the responsibility of the student to obtain information and assignments from other students if a class is missed. Failure to attend a course-related activity may result in a lower course grade or failure.

## **FORMAT FOR WRITTEN ASSIGNMENTS**

For all Concurrent Program courses, 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.

## **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.

## **CLASSROOM BEHAVIOR**

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 grade 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 plan to 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 prior to the beginning of the class meeting.
- Please pay attention in class and focus on the current class material during class. Sleeping, talking to others, doing work for another class, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes.
- Do not disrupt your classmates' learning by any means. Doing so will result in penalties as outlined in the UCF Golden Rule.
- Please be courteous and respectful to fellow students and faculty members. Avoid audible and visual signs of restlessness.
- 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 mute the sound and use it ONLY for current class material.
- Students whose behavior is inappropriate in class may have a counseling form written and placed in their personal file following a meeting with faculty. Reports 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 may be asked to leave the classroom. Continued disruptive behavior may result in academic or disciplinary action.
- Disrespectful and/or rude behavior towards faculty, staff and fellow students will not be tolerated and may result in academic or disciplinary action.
- Students must obtain permission from an instructor to audio or video record a class session.
- Online students are expected to participate in the course as specified in the course syllabus.

## **Students 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](http://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 Associate Dean 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-BSN COMMUNICATION CENTER**

The Communications Center is a location established to disseminate information directly to the UCF College of Nursing active nursing students and personnel. Students access the Communications 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.

## **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.

## **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 course work according to their Plan of Study.
- 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 to BSN 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 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 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 UCF/Seminole State 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 PID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Knights 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.