



College of Nursing

UNIVERSITY OF CENTRAL FLORIDA

UNDERGRADUATE STUDENT HANDBOOK 2019-2020

Revised July 2019



July 30, 2019

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, 40-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.

The Our Vision

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

Educating nurses since 1979, the UCF College of Nursing offers academic excellence from the baccalaureate to the doctorate in Central Florida and beyond with traditional classroom and online programs. With the main campus in Orlando, amidst a hub of health care activity, the college prepares nurse leaders with nationally recognized faculty, innovative research, evidence-based practice and community service. Ranked among the best in the nation for its online and campus programs, the college is an educational leader and is also recognized as a best value. To learn more about our rich history, visit our interactive history timeline online at www.nursing.ucf.edu/about/our-history

The University

The University of Central Florida, one of the largest universities in the nation with more than 64,000 students, uses the power of scale and the pursuit of excellence to make a better future for our students and society. Described by The Washington Post as demolishing “the popular belief that exclusivity is a virtue in higher education” and credited by Politico with creating a “seamless pipeline of social mobility,” UCF is recognized as one of the best values in higher education. UCF aligns its teaching, research and service with the needs of the community and beyond, offering more than 200 degree programs at more than a dozen locations, including its main campus in Orlando. Faculty and students are creating innovations in areas as diverse as simulation and training, optics and lasers, hospitality management, video game design, business, education and health care to solve local and global problems. For more information, visit www.ucf.edu.

ACCREDITATION

The University of Central Florida is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award degrees at the associate, baccalaureate, master’s, specialist and doctoral levels.

The baccalaureate degree in nursing, master’s degree in nursing, Doctor of Nursing Practice degree and advanced practice post-master’s certificates at the College of Nursing at University of Central Florida are also accredited by the [Commission on Collegiate Nursing Education](http://www.ccnursing.org), 655 K Street, NW, Suite 750, Washington, D.C., 20001, t: 202 463-6930. Prior to 2002, all programs were accredited by the National League for Nursing Accrediting Commission (NLNAC).

The college is a member of the [American Association of Colleges of Nursing](http://www.aacnursing.org) and the baccalaureate degree in nursing is approved by the [Florida Board of Nursing](http://www.flnursing.org), 4052 Bald Cypress Way, Bin CO2, Tallahassee, FL 32399-3252, (t: 850-245-4125)

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. Integrate concepts from liberal education with nursing curriculum to enhance critical thinking and implementation of quality care.
2. Integrate principles of leadership and management through intra- and inter- disciplinary collaborations to address client needs and outcomes.
3. Foster scholarship in nursing practice through identification of emerging health care problems, appraising current evidence, and its potential for application to improve outcomes.
4. Demonstrate effective professional communication as part of an interdisciplinary team, collaborating to provide for optimal health outcomes.
5. Analyze the health care policy process for the improvement of health care for all.
6. Demonstrate competence in the management of information and the application of technology to deliver quality care.
7. Develop health promotion and disease prevention interventions at the individual and population level to improve health.
8. Actualize professional values such as altruism, autonomy, integrity, social justice, and respect for human dignity.
9. Provide the highest quality of nursing care across the lifespan and continuum of healthcare environments.

Registration for Courses at UCF

Students will register for courses via the myUCF portal. Dates and directions for registration are in the Academic Calendar. In the event an enrollment override is needed, contact the appropriate Program Director or Program Assistant.

Registration for courses must be based on the Admission Permanence statement: Once admitted to a program, students may not attend classes on a different campus or transfer to a different program or campus without specific written permission from the Program Director. Students in the Traditional and Accelerated Programs may not register for courses outside of the Plan of Study or courses that are completely online (exception: courses that count towards the nursing elective) unless they are directed to in writing by the Program Director.

The College of Nursing adheres to the University's Academic Calendar. Final exams will be held during final exam week per University Policy. Final exams/final projects/presentations during the summer semester are during the last class meeting.

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

Once enrolled in classes each semester, students must verify that they are correctly enrolled. Compare the Course Schedule in myUCF with the correct Plan of Study provided in LEAP RN. Failure to enroll in all of the correct courses will result in difficulties, including possible delayed graduation and/or program failure.

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 permission from the Program Director. This includes students enrolled in the *UCF Online* classification. Each program offered by the College of Nursing has specific academic standards for progression towards the BSN degree.

LEAP*RN

The College of Nursing uses a student information management system, LEAP*RN (Project Concert). This database houses information regarding plans of study, clinical placements, clinical hours, logs, and evaluation data to assist in maintaining standards required for CCNE accreditation, facilitate student progression, and enhance clinical tracking. Students will need to access LEAP*RN for clinical course requirements, course evaluations, and portfolios. Upon graduation, students will continue to have no-cost access to their information. All students will be responsible for a one-time subscription of \$150 per degree program payable at <https://secure.projectconcert.com/ucf> and due prior to registering for first semester courses. If students register for courses prior to paying the subscription, a “hold” service indicator will be placed to prevent future enrollment and other progression functions.

State Authorization Reciprocity Agreements (SARA)

Due to varying requirements, UCF is unable to confirm the RN licensure requirements of other states, territories, or foreign entities. If you intend to pursue such credentialing in a state other than Florida or elsewhere, we advise you to contact the applicable credentialing authority to familiarize yourself with its specific requirements and determine if our program meets its eligibility criteria.

You are welcome to contact the Assistant Dean of Students with questions in this regard and we will do our best to assist you in your career planning.

Student Rights and Responsibilities

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.

All students should familiarize themselves with UCF’s Rules of Conduct at by clicking [here](#). Academic misconduct will not be tolerated in the classroom or clinical. Academic misconduct includes but is not limited to: Cheating, Plagiarism, Falsification of Clinical/Course work, or assisting others to breach standards. Accessing or attempting to access instructor materials from textbook publishers is also academic misconduct.

Actions that may be initiated by the Instructor, Clinical Coordinator, Site Coordinator, Program Director, Department Chair, Assistant Dean, 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. Click [here](#) 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.

Clinical Make-Up Days

1. Eligibility for clinical make-up is determined on an individual basis by the Undergraduate Clinical Educator.
2. VSim may be used in place of attending a clinical make up day. The student will be responsible for cost of the software product. The assigned simulation experiences and due dates will be determined by the Undergraduate Internship Experiences Coordinator (Clinical Coordinator).
3. Simulation is considered On-Campus Clinical (OCC) and will require make-up per policy, if missed.

Social Networks/Cohort Closed Groups

Professional conduct extends to all forms of social network platforms and other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients within social networks - no pictures of patients and no sharing of protected patient health information should occur on social media. Students must also follow privacy laws when exposed to information about other students, faculty, and staff met during their time at the College of Nursing.

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](#). 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 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). 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>

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.

Standardized Tests

Nationally normed standardized tests are a part of the nursing program for Traditional 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 and presentations. Absences are not permitted for either, except for verified emergencies (car accident with documentation, illness with documentation, death in the *immediate* family with documentation). If a student must be absent on the day of a scheduled examination or presentation, the student must contact the course instructor, preferably before the examination/presentation is scheduled, but **NO LATER THAN END OF THE SAME SCHOOL DAY**. Opportunity for a make-up is at the discretion of the instructor. Instructors may require documentation from students related to reason(s) examinations or presentations are missed.

Attendance/presence at the final class that typically includes an exam or final presentation in face-to-face courses is required to earn the points on the final examination or the final presentation.

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.

Classroom Behavior

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. Attendance is *mandatory* on the first day of class for all courses each semester (exception: completely online course).
2. Students are responsible for all class material.
3. Students should arrive for class on time and should stay for the full time of the class.
4. Pay attention in class and focus on the current class material during class.
5. Monopolizing class time is not acceptable behavior.
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 later.
8. Disruptive behavior is not allowed. The student will be asked to leave the classroom. Continued disruptive behavior may 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. Patient and facility information shared in class is subject to the same confidentiality rules as other patient information.
11. Students must obtain permission from an instructor to audio record a class. Audio recordings are not to be distributed beyond the individual student's use for the course without permission from faculty.

Smoking

In recognition of the health risks caused by smoking, the University of Central Florida provides a smoke-free environment for its faculty, staff, students and visitors. Our smoke-free policy promotes the health and comfort of the university community and our guests. This policy applies to all persons and activities on property owned, operated, leased, and/or controlled by the University of Central Florida, including University Tower. Smoking is not acceptable when in uniform and is not permitted on any of the hospital and other agency properties.

Student Accessibility

The College of Nursing will make reasonable accommodations for known physical and/or mental impairments. However, 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 reasonable accommodations can be made.

The University of Central Florida encourages academically qualified student needing accommodations to take advantage of its educational programs. [Student Accessibility Services](#) provides a variety of services. Contact (407) 832-2371 or the UCF Catalog for more 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 Site Coordinators, Program Directors, Department Chairs, Assistant and 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 are 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 are 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 has 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.

Listsers

Distribution lists (listsers) are established for students in each program. These listsers 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 **knights mail** address.

All students will be notified, in a timely manner, of changes in academic policy and program issues via the respective program listsers, the approved method for communication at UCF. Students are required to provide the CON with a “Knights” email account address for all Listsers.

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 always** change the records in the College of Nursing.

Orlando Traditional/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

Information about scholarships in the College of Nursing can be found on the CON web site or by clicking [here](#); other information related to financial assistance is available from [UCF 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.

Children

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

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 clinical on the Orlando campus. Students should listen for the closings of their specific campus (i.e. Orlando, Cocoa or Daytona).

Program Withdrawal or Deceleration

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

Appeals and Grievances

In accordance with the UCF Golden rule, students are to attempt a solution to problems at the lowest level possible. The administrative hierarchy for discussing students concerns in a course is: Instructor, Site Coordinator, Program Director, Department Chair, 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.

Information, guidelines, and processes related to appeals made at the university level can be found [here](#). Students can refer to Student Development and Enrollment Services, Student Complaints and Appeals. This office handles both academic and nonacademic appeals.

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 Degree Audit. Policies and degree requirements can be found in the Undergraduate Catalog.

Degree 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 Directors, Program Assistants, Program Advisors, and University advisors, if necessary. If a student is unsure of their progress towards graduation, 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, Traditional 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. Students are required to notify the Program Director within 72 hours of any arrest that occurs while the student is in the nursing program. Please see **Student Arrest** in the **Program Progression** section of this handbook for specific requirements related to student arrest.

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.)

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 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 Bylaws. The student representative is expected to attend all meetings and share information with classmates.

Student Nurses' Association (SNA)



The Student Nurses' Association (SNA) is a UCF 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 traditional and accelerated degree BSN, concurrent, 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.

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 an excellent university and provides a foundation for nursing leadership and advanced education under the guidance of expert faculty who are both nationally and internationally recognized.

Admission to Honors in the Major

- An overall 3.2 GPA or greater for upper division
- A minimum 3.4 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 3.4 GPA upon graduation in the traditional nursing program and in the designated Honors courses. Graduation with Honors in Nursing requires successful completion of a minimum **six credits** of Nursing Honor courses. These courses are *required*:

Course Number	Course Name	Credit Hours
NUR 3165 <i>or</i> NUR 3165H <i>or</i> NUR 4903H	Nursing Research Honors Nursing Research NUR 4903H Directed Honors Reading	3
NUR 4970H	Honors Thesis or Project Work	3

Students needing additional course time to complete either their proposal or their thesis may take the following:

Course Number	Course Name	Credit Hours	
NUR 4904H	Directed Readings II	1-3	For completion of the proposal
NUR 4971H	Honors Undergraduate Thesis II	1-3	For completion of the thesis

Students *must* be enrolled in at least 1 credit the semester they defend their thesis.

Students who are completing the HIM program in Nursing or who are University Honors students can consider taking **NUR 3826H Honors Bioethical and Legal Issues in Healthcare (3 credits)** which counts as an elective for the BSN degree as well as an Honors class.

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.

PROGRAM PROGRESSION

Pre-License (Traditional and Accelerated) Program Students

For a student to progress, complete and graduate from either the Traditional 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.
6. All program course work must be completed within four years of original admission to the nursing program.

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.

1. Overall or Nursing GPA less than 2.5.

- a. The student must confer with Program Director 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. If 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 the Program Director 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. First Course Failure or Withdrawal

- a. Definitions
 - i. "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.
 - ii. "Withdrawal" is defined as voluntarily removing oneself from the roster of a course as permitted by UCF rules and processes. This includes Medical Withdrawals.
- b. If a student earns a failing grade in or withdraws from a single course, the student must gain the approval of the Program Director for continuation. The Program Director will notify the Undergraduate Admission, Progression, and Graduation (UAPG) Committee. If supported to continue in the program, an appropriate plan of study will be established prior to the beginning of

- the next semester for the student to follow.
- i. For students in regionally based cohorts, the Site Coordinator will assist in guiding the student and advising the Program Director as to the student's history and recommended options.
 - ii. Due to time constraints as noted later in this policy for the submission of an Undergraduate Petition, if needed, it is strongly recommended that the student seek continuation support from the Program Director as early as possible. This will require student action well before the end of a semester.
- c. In order to gain support for continuation, the student must provide the Program Director compelling rationale for permission to continue in the program. Such rationale must include, but is not limited to:
- i. A reflective essay outlining what factors the student has identified that contributed to the failure or withdrawal and how each factor has been addressed to assure successful program completion.
 - ii. If any, an itemized listing of all incidents throughout the program for which the student has been counseled and how the repetition of such incidents has been and will be prevented.
 - iii. A proposed plan of study the student believes will best support a successful completion of the program. Data to support the student's beliefs should be included.
- d. Following a review of the documentation noted above, the Program Director will render a decision to either support or not support continuation in the program.
- i. If the Program Director supports continuation, a new plan of study will be immediately established based on course availability.
 1. Reintegration into course work is not guaranteed to be immediate or to take place on the student's original campus.
 - ii. If the Program Director does not support continuation, the student will be advised on the process of petitioning the UAPG committee as noted below.
 - iii. Notifications will be made via the student's Knights mail address.
- e. Continuation in the program will not be permitted if any of the following exist:
- i. The student has failed to provide sufficient documentation as outlined in section 2 (c) above as determined by the Program Director.
 - ii. Documentation of repeated counseling from any member of the College of Nursing staff, faculty or administration regarding departure from expectations as outlined in this handbook.
 - iii. Any pending decision regarding violation of the UCF Golden Rule or other university policies by the Office of Student Conduct.
 - iv. Any suspension of enrollment privileges as imposed by the Office of Student Conduct.
 - v. Dismissal or revocation of clinical privileges from a clinical site by a UCF affiliated agency.
- f. If there is documentation of substandard performance as noted in the previous section, the Program Director may not support the student for continuation.
- i. If the student does not desire to continue in the program, no further review or actions will take place and the student will be formally dismissed from the program.
 - ii. Failure to make a timely submission of a completed Undergraduate Petition as outlined below will be interpreted as an expression of no desire to continue in the program.
 - iii. Notice of dismissal will be sent to the student's Knights mail address on record.
- g. If unsupported for program continuation and the student desires to continue in the program, the student must file a completed Undergraduate Petition form requesting program continuation with the UAPG committee of the College of Nursing.
- i. The Undergraduate Petition form must be filed no later than the first business day following either:
 1. The release of official grades for a failed course or,

2. Withdrawal from any course.
- ii. Undergraduate Petition filing instructions are given on page 1 of the form and must be followed.
 1. Untimely, incomplete or incorrectly completed petitions will delay decision making and future enrollment possibilities.
 2. Petitions filed after the deadline will be reviewed at the next regularly scheduled meeting of the UAPG committee.
- h. Upon timely receipt of a correctly completed petition:
 - i. The UAPG committee will review all documentation associated with the student's performance in the program.
 - ii. The UAPG committee will review all documents associated with the continuation approval process from the Program Director and student.
- i. Following a review of the documentation noted above, the UAPG committee will render a decision of either dismissal or continuation.
 - i. If the committee renders a decision to permit continuation, the student will be referred to the Program Director to establish a new plan of study.
 - ii. Resumption of course work is based on available space in courses and clinical settings.
 - iii. Reintegration to course work is not guaranteed to be immediate or to take place on the student's original campus.
- j. Alterations and/or delays in the original program progression may require additional course work to assure student preparation for safe practice. Such preparation may include, but is not limited to:
 - i. Auditing of previous successful course work.
 - ii. Demonstration of competence of previously demonstrated skills.
 - iii. Repeated clinical experiences.
- k. All program course work must be completed within four years of original admission to the nursing program.
- l. If the committee renders a decision not to permit continuation, the student will be notified by the UAPG Committee via email to the student's Knights mail address of record.
 - i. An academic Hold will be placed on the student's record.
 - ii. The Hold will be removed when the student changes their major to either "Nursing Pending" or any non-nursing major.

3. Second Course Failure or Withdrawal

- a. In the event a student earns a failing grade or withdraws from 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 Assistant Dean of Students of dismissal via email to the student's official email address of record. The Program Director will notify UAPG Committee. Academic Appeal procedures can be found in the [UCF Golden Rule Handbook](#).
 - 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.

4. Medical or Late Withdrawal

- a. If 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 Director 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 up to date and clear criminal background check and drug screening.

5. 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 for that student to continue in the program.
 - i. If a student withdraws from any course during a semester, Program Director 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. Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Director 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.
 - iii. 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. If a student fails to enroll in any program course during any semester, the student may be dismissed from the program. If dismissed, approval of the UAPG Committee and reapplication to the program is required for readmission. Competitive consideration of the application applies.
- c. If a student fails to enroll in all program courses of a semester as prescribed by their Plan of Study, the student may not be permitted to progress in subsequent semesters. Council with the Program Director 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. If 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 administrators 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 Traditional BSN, Concurrent or Accelerated Second Degree programs disallows subsequent admission to any of these programs.)

6. Student Arrest

- a. Students must report an arrest to the appropriate Program Director within 72 hours of the arrest.
- b. In the event a student discloses they have been arrested to a faculty member and not the Program Director, the faculty member must report the arrest to the appropriate Program Director immediately.
- c. The Program Director must document in writing the events as relayed to them and submit an incident report to OSC (Office of Student Conduct)
- d. The student must submit a copy of the arrest report within 5 days to the Program Director.
- e. The student will be required to complete a new background check within the timeframe of 30 and 45 days after the arrest.
- f. The Program Director will determine if arrest is a disqualifying event based on the clinical agency affiliation agreements.
- g. If the arrest is a disqualifying event, the student will be prohibited from continuing with clinical courses until clinical facilities have reviewed the arrest record and agreed to continued clinical placement.
 - i. If the clinical agency is unable to allow clinical education to occur at their facility, the student may be dismissed from the program.
- h. Depending on the arrest, the student may be required to submit final disposition before enrolling in future semesters or graduating.
- i. If the University pursues a student conduct hearing, the student will be held to all sanctions including any suspensions as a result.

Concurrent Program Students (All Locations)

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.

If 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 Director, and/or Site Coordinator associated with the student's cohort.)

If 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. If 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 request permission to continue from the Host School's administration and the 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. 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. If 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. (Knights mail 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 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 Traditional BSN, Concurrent or Accelerated Second Degree programs.)
- f. Any BSN level nursing course previously failed must be successfully completed before progression in the post-licensure program as determined in consultation with the student's faculty advisor or program Director.

3. Failure to Obtain a Registered Nurse License

- a. If 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. If a student completes all required course work and does not have a license, proof of license must be given in order to graduate.

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

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.

If 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. If 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 except for taking NUR4604L while awaiting an opportunity to repeat the failed course.
- c. If 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-licensure 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-licensure program as determined in consultation with the student's faculty advisor or program Director.

3. Loss of Nursing License

- a. If a student in a post-licensure 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 Director 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 program must be completed in no more than seven years from the enrollment, by whatever means, in the first program course.



FORMS

Will be completed in LEAP RN

**University of Central Florida
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 _____

Will be completed in LEAP RN



**University of Central Florida
College of Nursing**

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.

Name of Participant (print)/Date

Signature of Participant

Witness/Date



**University of Central Florida
College of Nursing**

Student Incident Report Form

Any student related incident must be reported to the student's clinical instructor and clinical coordinator. This report is to be completed promptly (within four (4) hours of incidence) by the student for any related accident, injury or illness. This report is to be submitted to the College of Nursing Clinical Coordinator or Chair of the department.

If immediate medical attention is needed and the student is close to and able to, the student should report the Student Health Services, 407-823-3850. Student Health Services Main Center hours are: Mon-Fri 0800-1800 and Saturday 1000-1400. If the Student Health Services Center is closed or unavailable, go to the hospital emergency department immediately for treatment. The student needs to follow up with Student Health Services.

PLEASE PRINT:

Student Name: _____ PID: _____

Date of Birth: _____ Phone Number: _____

Date of Incident: _____ Time of Incident: _____

Instructor Name: _____

Please describe any other information related to the incident (Use separate sheet of paper, if needed):

Where did the incident occur (Be specific to exact site & clinical location):

Describe how the incident occurred:

Any witnesses to the incident?

Who did you first report the incident to?

Name: _____ Phone number: _____

What is the nature of your injury? (Circle appropriate response)

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 response)

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

Amount of exposure: (Circle appropriate response)

< 1 drop 1 drop to 1 teaspoon > 1 teaspoon Unknown

The following questions are for needlestick incidents only:

Was the instrument visibly contaminated with blood? (Circle appropriate response) YES NO

Needlestick from: (Circle appropriate response)

Recapping Injection In trash In linen Full sharps container Other: _____

The following questions are for splash incidents only:

Splash to: (Circle appropriate response)

Mouth Eye Ear Nose Other: _____

Was the student's skin broken? (Circle appropriate response) YES NO

If yes, explain: _____

What steps were taken immediately after exposure? (Circle appropriate

responses) Washing Rinsing Bleeding

Type of personal protective equipment worn at the time of exposure? (Circle appropriate responses)

Gloves Mask Eye Protection Gown Apron Resuscitation mask None Other: _____

Source of Exposure: (Gather all information available)

Name of source client: _____

Date of Birth: _____ Phone number: _____

Full Address: _____

Attending Physician of Source Client: _____

Diagnosis of Source Client: _____

Any known infectious agents of source client? (Circle appropriate responses)

HIV Hepatitis A Hepatitis B Hepatitis C Syphilis Gonorrhea Tuberculosis Meningitis Other: _____

Any relevant information regarding source client? _____

Student Medical Information:

Did you seek medical attention? (Circle appropriate response) YES NO

Where did you seek medical attention? _____

Date of medical attention: _____

Health Care Provider Name: _____

Address: _____

Phone Number: _____

Current Health Care Insurance: _____

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

Student Signature: _____

Date: _____

Time: _____ am pm

Will be completed in LEAP RN



**University of Central Florida
College of Nursing**

**Certification of Continued 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



Will be completed in LEAP RN

**University of Central Florida
College of Nursing**

Student Handbook Attestation Form

After you have 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 read/reviewed a copy of the UCF College of Nursing Student Handbook and will abide by the policies included in it.

Please check one:

- Traditional Program Student
- Accelerated Second Degree Program Student
- Concurrent Program Student
- SSC
- VC

Print name: _____

UCF ID#: _____

Signature: _____

Date: _____

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



University of Central Florida
College of Nursing

Student Health Form

Name: (Please print) _____ PID: _____

Date: _____ Program: [] Traditional BSN [] Accelerated BSN
[] RN-BSN [] Graduate

Note: The physical exam must have been completed within six months prior to the first day of class. All three pages of the student health form must be submitted to Castle Branch prior to starting the nursing program.

- 1. Tuberculosis Screening: All students must complete the TB Screening form.
2. Require Immunizations: List all immunization dates.
**Proof of vaccination or laboratory evidence of immunity (Titer) must be provided.

Immunization

Dates Received (Month/Day/Year)

Table with 2 columns: Immunization, Dates Received. Rows include Tetanus, Diptheria, Pertussis (Tdap), Measles, Mumps, Rubella (MMR) or Titer, Hepatitis B Vaccine or Titer, and Seasonal Influenza vaccine (FLU) required annually.

*If flu vaccination not obtained, student must wear a mask within 5 feet of any patient in the clinical setting.

Highly Recommended

Table with 2 columns: Immunization, Dates Received. Rows include Hepatitis A Vaccine and Meningococcal Conjugate Vaccine.

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

*If started, indicate completion date

- 3. I have a latex sensitivity. [] Yes [] No
4. I have reviewed the "Core Performance Standards for Admission and Progression (Non-licensed students) for Clinical Coursework in the College of Nursing", and am able to undertake all aspects of the nursing education program, including interactions with patients and staff in clinical settings. [] Yes [] No
5. Please state any special accommodations needed below. These will be reviewed by the Admission, Progression and Graduation (APG) Committee on an individual basis.
Special Needs: [] Yes [] No
If yes, please describe: _____

I certify that the information provided above is accurate and true.

Student Signature _____ Date _____



**University of Central Florida
College of Nursing**

Tuberculosis Screening Form

Name: (Please print) _____ **PID:** _____

Date: _____ **Program:** **Traditional BSN** **Accelerated BSN**
 RN-BSN **Graduate**

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:

Symptoms	YES	NO	Symptoms	YES	NO
Productive Cough			Fever		
Night Sweats			Sore Throat		
Shortness of Breath			Rash		
Loss of Appetite			Swollen or Tender Lymph Nodes		
Unusual Tiredness			Open or infected sore or wound		
Unintentional Weight Loss					

Please answer the following questions:

Question	YES	NO	If yes, please explain.
Have you ever been exposed to TB? If yes, when?			
Have you ever had a positive TB skin test?			
Have you ever taken BCG vaccine?			
Have you ever taken any medication for TB?			
Are you taking any routine medication?			

TB Screening Results

PPD or QuantiFERON/TB Gold DATE: _____ -OR-
 CHEST X-RAY, If Positive PPD DATE: _____ Must be within last 6 months

RESULTS: _____

Practitioner's Name (Please Print): _____

Practitioner's Signature: _____

Licensed as (Please circle one): Nurse ARNP Physician Assistant Physician

License Number: _____ State/Country Licensed: _____



University of Central Florida
College of Nursing

Health History & Physical Examination Form

*To be completed by a licensed health care provider

Name: (Please print) _____ PID: _____
Date: _____ Program: () Traditional BSN () Accelerated BSN
() RN-BSN () Graduate

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:

Three horizontal lines for describing medical history.

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:

Three horizontal lines for describing medication.

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 Admission and Progression (for nonlicensed students) for Clinical Coursework in the College of Nursing" found on pages 4-5.)

Practitioner's Name (Please print): _____

Practitioner's Signature: _____

Licensed as (Please circle one): ARNP Physician Assistant Physician

License Number: _____ State/Country Licensed: _____



University of Central Florida College of Nursing

Core Performance Standards for Admission and Progression (Non-licensed students) for Clinical Coursework in the College of 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. Nursing is a physically and mentally demanding profession. Students must be able to continually meet core performance standards and functional abilities established to ensure that program objectives are met and safe, competent patient care is provided. The following **Core Performance Standards** will be used by Student Accessibility Services, students, along with faculty, to determine whether or not reasonable accommodation(s) can be made. Students are responsible for notifying the College of Nursing prior to the start of the program if accommodations are required and must work with the UCF Student Accessibility Services in order to receive the appropriate accommodations. Students may not receive any accommodations unless the student has been approved for those accommodations by the UCF Student Accessibility Services.

Issue	Standard	Examples of Nursing Activities
Critical Thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with the level of educational preparation.	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.
Cognitive	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.	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.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.	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
Communication	Communication abilities sufficient for interaction with others in verbal and written form. Includes professional interactions.	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.

Mobility	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.	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
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	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
Tactile	Tactile dexterity sufficient for physical assessment.	Perform palpation, functions of physical examination and/or those related to therapeutic intervention, i.e. insertion of a catheters, giving injections
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Reading charts, flow sheets, monitors, thermometers. Assessment of patient skin, color, pupils, wound healing. Accurately preparing and administering
Hearing	Auditory ability sufficient to monitor and assess health needs.	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
Personal Behaviors	Maintains personal behaviors consistent with the American Nurses' Association Code for Nurses.	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.

*Adapted from the Southern Council on Collegiate Education for Nursing

Traditional BSN Program Curriculum

Fall	Course Name	TOTAL: 15 credits
NUR 3065	Health Assessment	2 credits
NUR 3065L	Health Assessment (lab)	1 credits
NUR 3125	Pathophysiology for Nurses	3 credits
NUR 3028	Essentials of Nursing Practice	3 credits
NUR 3028L	Essentials of Nursing Practice (lab)	1 credits
NUR 3755L	Essentials of Nursing Practice clinical	2 credits
NUR 3616	Health Promotion Across the Lifespan	2 credits
NUR 3616L	Health Promotion Across the Lifespan	1 credits
Spring		TOTAL: 15 credits
NUR 3816	Professional Nurse Seminar	1 credits
NUR 3145	Pharmacology for Nurses	3 credits
NUR 3225	Nursing Care of the Adult I	3 credits
NUR 3225L	Nursing Care of the Adult I Clinical	2 credits
NUR 3445*	Nursing Care of Families	4 credits
NUR 3445L*	Nursing Care of Families Clinical	2 credits
Summer		TOTAL: 6-9 cr.
NUR 3165	Nursing Research	3 credits
NUR 4837	Health Care Issues, Policy, and Economics	3 credits
NUR XXXX	Nursing Elective	3 credits
Fall		TOTAL: 12-15 cr.
NUR 4227	Nursing Care of the Adult II	4 credits
NUR 4227L	Nursing Care of the Adult II Clinical	3 credits
NUR 4535*	Psychiatric Mental Health Nursing	3 credits
NUR 4535L*	Psychiatric Mental Health Nursing Clinical	2 credits
NUR XXXX	Elective (if not already taken)	3 credits
Spring		TOTAL: 14-17 cr.
NUR 4828	Leadership, Management and Role Development	3 credits
NUR 4945L	Nursing Practicum	4 credits
NUR 4637	Public and Community Health Nursing	3 credits
NUR 4637L	Public and Community Health Nursing Clinical	1 credits
NUR 4257	Critical Care Nursing	3 credits
NUR XXXX	Elective (if not already taken)	3 credits

Graduate with BSN / Total program: 65 credits

*For the Daytona & Cocoa Cohorts, these courses are swapped. NUR 4535 and NUR 4535L are taken in spring and NUR 3445 and NUR3445L are taken in fall.

Second Degree BSN Program Curriculum

Summer	Course Name	TOTAL: 15 credits
NUR 3065	Health Assessment	2 credits
NUR 3065L	Health Assessment (lab)	1 credits
NUR 3125	Pathophysiology for Nurses	3 credits
NUR 3028	Essentials of Nursing Practice	3 credits
NUR 3028L	Essentials of Nursing Practice (lab)	1 credits
NUR 3755L	Essentials of Nursing Practice clinical	2 credits
NUR 3616	Health Promotion Across the Lifespan	2 credits
NUR 3616L	Health Promotion Across the Life clinical	1 credits
Fall		TOTAL: 15 credits
NUR 3816	Professional Nursing Seminar	1 credits
NUR 3145	Pharmacology for Nurses	3 credits
NUR 3225	Nursing Care of the Adult I	3 credits
NUR 3225L	Nursing Care of the Adult I Clinical	2 credits
NUR 3445	Nursing Care of Families	4 credits
NUR 3445L	Nursing Care of Families Clinical	2 credits
Spring		TOTAL: 13-18 cr.
NUR 4227	Nursing Care of the Adult II	4 credits
NUR 4227L	Nursing Care of the Adult II Clinical	3 credits
NUR 4535	Psychiatric Mental Health Nursing	3 credits
NUR 4535L	Psychiatric Mental Health Nursing Clinical	2 credits
NUR 3165 or NUR 3167*	Nursing Research	3/1 credits
NUR XXXX	Elective (may be petitioned by APG)	3 credits
Summer		TOTAL: 14-17 cr.
NUR 4829	Leadership, Management and Role Development	3 credits
NUR 4945L	Nursing Practicum	4 credits
NUR 4637	Public and Community Health Nursing	3 credits
NUR 4637L	Public Health Nursing Clinical	1 credits
NUR 4257	Critical Care Nursing	3 credits
NUR XXXX	Elective (if not already taken or approved)	3

Graduate from UCF with BSN / Total program: 57-62 credits

*NUR3167 may be taken if a previous research course has been approved by the APG Committee