

Valencia/University of Central Florida Concurrent AS-BSN Program

Program Handbook

Program History

In 2010, the University of Central Florida (UCF) partnered with Valencia College (VC), formerly Valencia Community College, to combat the nursing shortage in central Florida. The Valencia/UCF Concurrent AS-BSN Program was created to allow concurrent enrollment in both associate and baccalaureate nursing programs, permitting students to attend a community college to earn an associate’s degree while simultaneously attending a university to earn a bachelor’s degree. Tailored for academically talented students, this program offers an alternate nursing education opportunity for students who are not admitted into UCF’s limited access nursing program, and to Valencia College students wishing to pursue a Bachelor of Science in Nursing (BSN) degree from UCF.

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Valencia/UCF Concurrent Handbook
As adapted from UCF's College of Nursing Undergraduate Handbook:

The Valencia/UCF Concurrent program leads to a 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, preparation for assuming leadership roles, as well as 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 catalog for admission requirements.

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, pursue the Bachelor of Science degree.

Voluntary Withdrawal and Plan of Study Alteration

By definition, the Concurrent Program requires enrollment at both schools until the ASN degree is complete. Therefore, it is required that students enroll in coursework at both schools according to their Plan of Study, without deviation. 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 all advisors prior to withdrawal so that a clear plan for success may be put into place.

Generally, 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.**

Progression

The primary goal of the Valencia/UCF Concurrent Program is for each student to successfully complete the ASN degree and obtain an RN license while simultaneously taking courses toward the BSN degree. Successful completion of the ASN portion of the program provides seamless transition toward earning the BSN degree from UCF. In support of this objective, the following policy has been adopted.

If a student fails any nursing course from either Valencia or UCF, the student may be dismissed from the Concurrent program. The student retains the right to petition for

continuation, if so desired, and as the following situations apply:

1. If the student does not wish to continue towards program completion and licensing, no further action is required. The dismissal will stand for both schools.
2. If the student wishes to continue in the Valencia ASN program ONLY, the student must file a petition with Valencia to re-sequence in the ASN program. The student will remain dismissed from the Concurrent program and will not be eligible to register for UCF nursing courses.
 - a. A hold will be placed on the student's UCF record until the student changes their major classification with UCF.
 - b. The student will no longer be eligible for the UCF Concurrent tuition extended deadline.
3. If the student wishes to continue in the UCF Concurrent Program at Valencia College, the student must obtain support from both the Valencia and UCF faculty. Steps to do so are outlined below:
 - a. Receive proof of re-seating from Valencia (an email or course registration)
 - b. Email UCF faculty advisor with proof of re-seating and a detailed account of the reason for the unsuccessful course attempt and actions the student will take to be successful in the repeated course attempt
4. If continuation is approved, the UCF faculty advisor will create a new UCF plan of study for the student to follow.
5. If a denial of continuation is received from the UCF APG Committee, the student will remain dismissed, as noted above.
6. Upon successful completion of an ASN program, students who were previously dismissed may apply to attend the UCF RN-BSN program. Any UCF nursing courses with a passing grade and falling within the seven-year timeframe will count toward the BSN degree and will not need to be repeated.

Graduation

Each student is responsible for reading and understanding the degree requirements as stated in the UCF catalog 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 as recorded on the UCF Academic Calendar. The forms become available in the semester prior to the semester of expected graduation.

Important: Students must notify the Concurrent Program Coordinator, within 72 hours, of any arrest or DUI that occurs while a student in the program. Failure to report incidents will result in dismissal from the UCF College of Nursing.

Grading Policy

Percentage	Letter Grade
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.

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 termination 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 use of personal digital assistants, cell phones, calculators, and other instructional aids are not allowed during examinations unless the instructor gives permission. Unless specifically stated otherwise, students should assume an exam is closed book and should be completed without the assistance of any other person. Unless specifically stated otherwise, students should assume exams may not be shared 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 Valencia College because federal financial aid can only be distributed from one college at a time. Your financial aid will be first calculated based on your Valencia College credits, and after the add/drop period is over at UCF they will report your enrollment to Valencia College so your financial aid award can be adjusted to include these credit hours.

Registration for Courses

Students can register for courses via the internet on MyUCF.com. Permission numbers may be required for registration if the course(s) are filled. Consult the Concurrent Advisor regarding your options. Prior to registration, students should obtain a degree audit through MyUCF.com 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.com 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.com to confirm that they are correctly registered for the required courses for that semester. If the registration is incorrect, it must be corrected during add/drop.

Computer/Web Access

Computer/web access is necessary for the 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 Valencia College campuses. Contact the campus or consult the Valencia College website 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.

Sharing of Information

A student's participation in the program is their agreement and understanding that their academic and financial and information may be shared with the partner institution as necessary.

Attendance

Students are expected to attend all nursing classes, seminars, and both on-campus and skills laboratory sessions. If a class is missed, the instructor may require 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, 6th Edition APA style is required for all written work and formal presentations. 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 UCF College of Nursing student dress code policy for appropriate dress code guidelines.

LEAP*RN Subscription

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.

Weapons

No weapons of any type (i.e. guns, knives) are allowed on any college property or at clinical. This includes weapons for which the student has a permit. Disciplinary action will be taken if this rule is not followed.

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 grades for a class (see specific class syllabi). If you will be absent please notify the faculty member who is responsible for the class so you may obtain needed class information.
- Students should arrive for class on time and should plan to stay for the entire class. Students who will be late or must leave early should discuss the situation with the faculty member conducting the class.
- Pay attention and focus on the current material during class. Sleeping, talking to others, doing work for another class, reading the newspaper, checking email, exploring the internet and other distracting tasks are not appropriate in nursing classes. Do not disrupt your neighbor with discussions related to the class or other items of interest.
- 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.
- 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.
- 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 the University Student Rights and Responsibilities department 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 Rights and Responsibilities

Academic Honesty

Honesty is highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Faculty members will also use www.turnitin.com, to review papers and projects for plagiarism. This website allows instructors to quickly and easily compare each student's report to billions of web sites, as well as an enormous database of student papers. After submission of the paper, instructors receive a report that states if and how another author's work was used.

Academic action will be taken for the following behaviors:

1. Cheating—whereby non-permissible written, visual or oral assistance including that obtained from another student is utilized on examinations, course assignments or projects. The unauthorized possession or use of examination or course-related material shall also constitute cheating.
2. Plagiarism—whereby another's work is deliberately used or appropriated without any indication of the source. Thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another has plagiarized.

3. 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 University 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 Associate Dean of the College of Nursing.

Professional Conduct

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

Miscellaneous Information

Children in School Activities

Children are not permitted in the classroom or lab setting.

Inclement Weather

Occasionally, inclement weather occurs. Students need to monitor school closings on the television, radio, or the UCF website homepage.

Communication

Many courses use Webcourses@UCF 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 email account when admitted to the program. The Knights email 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.

Use of Social Media/Facebook: Cohort Closed Groups

Cohorts may create closed groups in Facebook to create a sense of community. The group name should reflect their Cohort name. The privacy settings must be set to Closed Group (<https://www.facebook.com/help/220336891328465#What-are-the-privacy-options-for-groups>). Student groups may not use college and/or university photos, logos and/or any other branding in their cover images or other platforms (<https://osi.ucf.edu/blog/rso-info/university->

[trademarks/](#)). Student groups may create a unique cover image using a free design program like Canva and may also use a group photo of themselves in their nursing scrubs when presented in a professional manner. Although the group is closed, please be mindful that nothing on social media is really private (screenshots can be made and shared externally). Students should always adhere to the patient confidentiality practices of our partnering institutions. 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.

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.

Key Points to Remember

- Students must be enrolled in a UCF nursing course each semester.
- Students must follow the Plan of Study given to them at the beginning of the program without deviation unless a critical life event occurs. To modify your plan of study, you must meet with the Concurrent Advisor or you will be dismissed from the Concurrent program.
- If a student earns a grade less than "C" in a single class from either school, they may petition the Undergraduate Admission, Progression and Graduation (APG) Committee for permission to remain in 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 must notify Concurrent Advisor at the end each term of their grade for each nursing course.
- Students should stay tuned into their Knights e-mail and also the RN Communications Center in Webcourses for important announcements. Students should check these, at minimum, 2-3 times weekly.
- Official Valencia College transcripts must be sent to UCF upon completion of the ASN degree, without exception. The transcript must reflect the ASN degree earned.

- It is the student's responsibility to complete all required pre-requisites including their foreign language and removal any holds on their records. The student should NOT expect the Concurrent Program staff to notify him/her of an incomplete status.

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

Acknowledgement of Receipt and Reading of Valencia/UCF Concurrent Program Handbook

I have received and read the Valencia/UCF Concurrent Nursing Program Policy Handbook. I understand that I am responsible to know, and agree to adhere to the policies set forth. This form will be placed in your file. Failure to sign this form does not exempt a student from the provisions in the Concurrent Program Handbook.

Print name: _____

UCF ID: _____

Signature: _____

Date: _____