

COLLEGE OF NURSING UNDERGRADUATE PETITION GUIDELINES

Instructions for submitting a **WAIVER, SUBSTITUTION, or CONTINUATION** Request to the College of Nursing

To WAIVE an Admission, Application or Curriculum requirement: Applicants must submit a completed petition (page 2) and a detailed letter explaining the reason for the appeal (i.e. completion of pre-requisites, waive credit hour difference, etc.).

To SUBSTITUTE a Program Pre-requisite: For nursing pre-requisite courses completed out of state or at a private institution, applicants must submit a completed petition (page 2) along with an official course description for each course being petitioned. The catalog course description **MUST** be for the year in which the course was taken, and the course prefix and number **MUST** match the course on your transcript.

To SUBSTITUTE a Nursing Curriculum Course: For nursing courses completed in a previous program (i.e. research methods or an elective), students must submit a completed petition (page 2) along with an official course description for each course being petitioned. * The catalog course description **MUST** be for the year in which the course was taken, and the course prefix and number **MUST** match the course on your transcript.

1. Students submitting a request to substitute curriculum **MUST** be admitted to the College of Nursing. Nursing Pending students will not be reviewed.
2. Students submitting a request to substitute curriculum **MUST PRINT** the completed request form and all supporting documentation and either hand deliver or mail this item to UCF College of Nursing, 12201 Research Parkway, Ste 300, Orlando FL 32826.
3. Students submitting a request to substitute their Nursing Elective **MUST** use the correct UCF Nursing Course Number of NURXXXX.

To request CONTINUATION in the program: Student must submit a completed petition (page 2) and a detailed letter explaining the failure and measures taken to prevent a repeat failure.

The Following will **NOT** be accepted:

1. **Forms that are handwritten and illegible.** Typed forms and documents are preferred. We will accept handwritten forms that are legible. (It is up to the committee to determine legibility).
2. Incomplete petitions (i.e. missing name, missing email, missing course information, missing course description, etc.).
3. Faxed copies of petitions and/or supporting documentation.
4. **Course Descriptions** which are typed or handwritten. The descriptions must come from the course catalog. If printed from the website, they must have an active web link showing where it is from. The catalog **MUST** be for the year in which the course was taken and the course number on the description **MUST** match the course you are petitioning.

All petitions and supporting documents must be submitted to the College of Nursing **no later than 12:00 noon the day before the monthly committee meeting****. Petitions may be submitted by one of the methods below:

1. Email to UCFNurse@ucf.edu. Attachments must be in one of the following file types; .doc, .docx, .jpg or .pdf.
2. Hand deliver to the College of Nursing Reception Desk on the 3rd floor. No appointment is needed.
3. Mail to the College of Nursing at 12201 Research Parkway, Ste 300, Orlando, FL 32826.
4. Curriculum Course petitions cannot be emailed.

* Note: Approved substitution of NUR3165 Nursing Research may require the student to complete NUR3167 Nursing Research Seminar for 1 Credit Hour. If this course is not offered, then the student **MUST** take NUR3165.

** Note: Forms received after this time will be reviewed at the next regularly scheduled meeting.

UCF COLLEGE OF NURSING UNDERGRADUATE PETITION

SECTION 1 PERSONAL INFORMATION		SECTION 2 ACADEMIC INFORMATION
Name (First, Middle Initial, Maiden, Last): _____		Semester and Year Affected: SP _____ SU _____ FA _____
UCF ID (NOT NID): _____	Phone Number: _____	
Email Address: _____		

SECTION 3 Program	SECTION 4 Campus (Choose One)	SECTION 5 Purpose of Petition (Choose One)
Select current program or program of interest: <input type="checkbox"/> Traditional BSN <input type="checkbox"/> Second Degree BSN <input type="checkbox"/> Post Licensure Completion (RN-BSN) <input type="checkbox"/> Dual Enrollment Concurrent <input type="checkbox"/> Florida Statewide Concurrent (AS-BSN)	<input type="checkbox"/> Orlando <input type="checkbox"/> Cocoa <input type="checkbox"/> Daytona <input type="checkbox"/> Altamonte Springs (SSC/UCF Concurrent Students) <input type="checkbox"/> Valencia West (VC/UCF Concurrent Students) <input type="checkbox"/> On Line	<input type="checkbox"/> WAIVE an Admission or Application Requirement <input type="checkbox"/> SUBSTITUTE a Pre-requisite <input type="checkbox"/> SUBSTITUTE a Nursing Curriculum Course <input type="checkbox"/> PETITION for Continuation in the Nursing Program <input type="checkbox"/> OTHER (Explain in Section 7 and provide letter)

SECTION 6 Waiver or Substitution of Nursing Pre-requisites and/or Nursing Curriculum

Course Prefix & Number	Name of Course Taken	Credit Hours Taken	Name of School Where Taken	Date Taken (Semester/Year)	Grade Received	Substitute for the following UCF Course

SECTION 7 APG COMMITTEE RESOLUTION

Request approved.
 Request denied.

Substitution of NUR3165 is approved. Student is NOT required to take NUR3167 Nursing Research Seminar.
 Substitution of NUR3165 is approved. Student is S required to take NUR3167 Nursing Research Seminar.

Additional Comments:

 APG Committee Chair Date Student Notified Date Degree Audit Updated

Results will be emailed to the student at the email address provided in Section 1 of this form within 7 to 10 business days following the committee decision. Email completed petitions and all supporting documents to UCFNURSE@ucf.edu. Students submitting petitions requesting substitutions of Nursing Curriculum will need to drop of completed petitions in person or mail items to UCF College of Nursing, 12201 Research Parkway, Suite 300, Orlando FL 32826. All petitions must be received by 12:00 p.m. noon the day prior to the scheduled meeting to be considered for review.