



UNIVERSITY OF  
CENTRAL FLORIDA



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# CONCURRENT NURSING PROGRAM HANDBOOK

2023-2024



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing**

**Dean's Office**

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

Dear nursing student:

Welcome to the College of Nursing at the University of Central Florida (UCF)! We are delighted that you have chosen to pursue your degree at UCF! Our nursing program has a rich history of nursing education. Over the years, we have developed many new program options to increase access to education, and we are committed to helping you achieve your educational goals, whether they are at the undergraduate, masters, or doctoral level. The core values of integrity, scholarship, community, creativity and excellence are embraced by the faculty and guide our efforts in working with you in your educational endeavors.

This handbook will serve as a useful guide and resource during your nursing education at UCF. It is important that you review the policies and procedures included as they relate to many aspects of your educational experiences at UCF on a regular basis. Policies and procedures that are altered during the year will be communicated to you electronically. A copy of the Student Handbook with up-to-date information is always available on the College of Nursing website. Appendices contain program specific policies.

On behalf of the college, its faculty and staff, please accept our best wishes for a successful year.

Sincerely,

Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM  
Dean of UCF College of Nursing, Orlando Health Endowed Chair in Nursing and UCF Pegasus Professor

## Program History

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

## Essential Contacts

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## **SSC/UCF Concurrent AS-BSN Enrollment Option Addendum to the UCF College of Nursing Undergraduate Handbook**

The UCF/Seminole State Concurrent program leads to a BSN degree. The BSN graduate is prepared to provide comprehensive care in a variety of acute, community and rehabilitative settings. Program emphasis includes clinical nursing practice, health promotion and maintenance, and preparation for assuming leadership roles and graduate study in nursing. The baccalaureate curriculum provides a solid foundation for graduate study.

### **OBJECTIVES**

#### **The BSN graduate is able to:**

1. Synthesize knowledge from nursing and the physical, biological, behavioral, psychological and social sciences, and the humanities in the practice of professional nursing.
2. Use critical thinking as the basis for professional nursing practice.
3. Participate in interdisciplinary teams and community partnerships to meet the health care needs of individuals, families, and communities in diverse society with particular emphasis on needs of vulnerable populations.
4. Demonstrate effective verbal, written, and electronic communication in the promotion of culturally appropriate care.
5. Apply innovative technologies to optimize outcomes for self, clients, and communities.
6. Demonstrate competency in the performance and evaluation of nursing techniques and skills.
7. Incorporate ethical, cultural and legal principles as professional values in the practice of professional nursing.
8. Use the principles of teaching and learning to promote, maintain, and restore health, and prevent illnesses with individuals, families and communities.
9. Apply theories and principles of leadership and management to collaborate with interdisciplinary teams to promote and maintain quality health care for individuals, families and communities.
10. Participate in efforts to influence health systems policy on behalf of patients and the profession.
11. Use research in the exploration of health problems and the implementation of evidence-based practice.
12. Assume responsibility for lifelong learning and plan for professional career development.

## **PROGRAM POLICIES**

### **PROGRESSION**

Students **must** follow their prescribed plan of study. If the plan of study needs to be modified, the student must meet with the UCF Site Coordinator for permission to change their plan of study. *Failure to do so may result in program delay or dismissal.*

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

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

- Maintain a minimum grade point average of 2.5 in the nursing major.
- Earn a grade of “C” or better in all UCF nursing courses.

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

### **GROUND FOR DISMISSAL**

Students who are unsuccessful in completing the Seminole State curriculum no longer qualify for the Concurrent program and will be dismissed. If dismissed, a student may apply to the UCF RN-BSN program once they have earned an RN license and, if accepted, complete the BSN degree. Acceptance is not guaranteed.

Students who do not maintain a program GPA of 2.5 or higher will be placed on Academic Probation or immediately Dismissed. To progress, it must be mathematically possible to meet the graduation requirement of a 2.5 Program GPA, otherwise, the student will be dismissed from the program. A student on Academic Probation must raise their Program GPA each term until a 2.5 or higher is earned. In the event that the GPA does not improve or it becomes mathematically impossible to meet standards of graduation, the student will be dismissed.

### **DECELERATION**

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

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

- All students will then meet with a UCF Site Coordinator to modify their UCF plans of study for future semesters based on their SSC modified plan of study.
- Students may be able to continue with UCF courses as outlined on their UCF plan of study while repeating their failed SSC course.
- If students need to make adjustments to their UCF courses, this **MUST** be done immediately after the SSC Progression meeting before progressing in the Concurrent program.

**Withdrawal from UCF or SSC Course:** These students may be provided with an opportunity from UCF and/or SSC to repeat the withdrawn course in a future semester.

- **BEFORE** withdrawing from any UCF or SSC course, students must meet with the UCF Site Coordinator to discuss their options, financial aid implications, and probability of continuance in the concurrent program. Students should follow the SSC nursing withdrawal guidelines as identified by SSC.

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

- Students must meet with the UCF Site Coordinator immediately upon notification of a course failure for evaluation of continuation in the program.
- If approved by the UCF Site Coordinator to continue in the Concurrent program, the student will be allowed to retake the failed course in a future semester along with the SSC curriculum as planned. In cooperation with the UCF Site Coordinator, the student's plan of study will be amended and must be followed as written.

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 gaining licensure as a Professional Registered Nurse. Upon licensure, the student will then be eligible to apply for the UCF RN to BSN program and, if admitted, continue the Bachelor of Science in Nursing (BSN) degree.

**UCF WITHDRAWAL POLICY:** The number of course withdrawals you are allowed is dependent on when you were admitted to UCF. [UCF Withdrawal Policy](#)

### **PLAN OF STUDY ALTERATION**

Students must follow the Plan of Study provided at the beginning of the program at Orientation. However, it is recognized that critical life events do occur. As such, a student's Plan of Study may be modified to assure success in completing both the ASN and BSN degrees. Only the UCF Site Coordinator, Director of Post-License BSN Programs, or their Designee may make modifications to student study plans. Changes that reduce the number of classes in a semester may be made at any time. Changes that result in a class being ADDED to a future semester must be made before the end of the first week of classes in the semester before the semester in which a class is to be added. **Unauthorized deviation from the student's Plan of Study may result in delay of program progression, delay of graduation or dismissal from the Concurrent program.**

### **FAILURE TO OBTAIN A REGISTERED NURSE LICENSE**

If a student is unable to obtain a license as a registered professional nurse by any United States license granting authority, they will not meet UCF graduation requirements. 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 cannot be awarded. Proof of licensure must be uploaded to LEAP-RN for verification. To participate in Commencement, the license must be uploaded by the deadline provided by the UCF Registrar (typically mid-semester).

### **GRADING SCALE**

The grading scale is:

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

\*Grades below "C" are unacceptable for credit towards a nursing degree.

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

## **FINANCIAL AID**

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

## **REGISTRATION FOR COURSES AT UCF**

Students register for courses via myUCF. Specific sections of specific classes may be reserved for SSC Concurrent students. In such cases, students must enroll in those sections. These will be communicated via the RN Communications Center and/or your UCF email account. Consult the UCF Site Coordinator or Program Assistant regarding your options. Unauthorized enrollments may be administratively dropped without warning.

In the event a student has a registration hold, he/she should consult his/her myUCF account for instructions on removing the hold. The UCF Site Coordinator CANNOT override registration holds. Following registration and during the add/drop period, students must check on myUCF to confirm that they are correctly registered for the required courses and sections for that semester. If the registration is incorrect, it must be corrected during add/drop. Drop/swap deadline is Friday of the first week of class. See the UCF Academic Calendar for specific dates each semester.

If a new Plan of Study is advised, the student is responsible for adding, dropping, and making adjustments to courses to reflect the new Plan of Study. Advisors do NOT add/ drop/ register students for classes.

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

## **WEAPONS**

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

# **Student Rights and Responsibilities**

## **ACADEMIC HONESTY**

Honesty is highly valued at UCF and in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated.

Faculty members may use originality evaluation software such as [www.turnitin.com](http://www.turnitin.com) at their discretion, to review all student submitted written work. Such software allows instructors to quickly and easily compare a student's work to billions of web sites, as well as an enormous database of student papers. After submission, instructors receive a report that states if and how another author's work was used.

Academic standards of conduct and actions may be taken as outlined in the [UCF Golden Rule](#).

## **PROFESSIONAL CONDUCT**

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

## **STUDENTS WITH DISABILITIES**

The College of Nursing will make reasonable accommodations for known physical and/or mental impairments. However, it must be noted that nursing is a physically and mentally demanding profession. Standards recommended by a task force of the Southern Council on Collegiate Education for Nursing will be used by students and advisors to determine whether or not reasonable accommodations can be made. The decision as to what constitutes "reasonable accommodations" is the prerogative of the UCF College of Nursing and is final.

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

## **COMMUNICATION**

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

## **WEBCOURSES@UCF RN COMMUNICATIONS CENTER**

The RN Communications Center is a location established to disseminate information directly to the UCF College of Nursing active nursing students and personnel. Students access the RN Communications Center through WebCourses at [webcourses.ucf.edu](http://webcourses.ucf.edu). Access is usually granted within 48 hours of having your major code changed. If this does not happen, please email your Program Coordinator. This is an official



correspondence site for the College of Nursing and it is expected that students are checking this regularly. Failure to do this will not excuse you from missed deadlines.

## **FACEBOOK: COHORT CLOSED GROUPS**

UCF Nursing in no way endorses or sponsors social media groups or postings outside of the normal process of the marketing department of the College of Nursing. However, it is understood that students may create closed groups in Facebook to create a sense of community. It is recommended that students should follow these expectations of propriety and professionalism. 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://www.ucf.edu/brand/applying-our-brand/trademarks-licensing/>). Student groups may create a unique cover image using a free design program like Canva and may also use a group photo of themselves when presented in a professional manner. Although the group is closed, please be mindful that nothing on social media is private (screenshots can be made and shared externally). Note: all postings within the group MUST follow HIPAA guidelines (see the College of Nursing Undergraduate Student BSN Handbook: Link below), No pictures of patients and no sharing of protected patient health information is permitted. 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/public-files/NSNA\\_Social\\_Media\\_Recommendations.pdf](https://www.ncsbn.org/public-files/NSNA_Social_Media_Recommendations.pdf)

<https://www.primescholars.com/articles/nursing-professionalism-impact-of-social-media-use-among-nursing-students-96251.html>

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

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

## **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)**

Education across state lines has several restrictions. One of those concerns the license of teachers. UCF faculty

are only permitted to teach students who reside in and/or are licensed in states that participate in the Nurse License Compact. If at any time prior to completing the course work for the BSN degree you relocate to a state that does not participate in the NLC, you will not be permitted to enroll in a UCF course for nursing. Please refer to the National Council of State Boards of Nursing's <https://www.nursecompact.com/> for the most up to date listing of states UCF is authorized to deliver course work.

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.

### **CHANGE IN PERSONAL INFORMATION**

It is the student's responsibility to contact his/her program coordinator regarding changes to email, phone, address, and name. Changing this through the My UCF portal does not change the records in the College of Nursing.

**Please notify the College of Nursing of any changes.**

### **HIPAA AND MANAGEMENT OF BODY SUBSTANCE EXPOSURE POLICIES**

Please review the College of Nursing Undergraduate handbook online at:

<https://nursing.ucf.edu/wp-content/uploads/2022/09/UCF-Undergraduate-Student-Handbook-Fall-2022-08-2022.pdf>

### **CHILDREN IN SCHOOL ACTIVITIES**

Children are not permitted in class or clinical agencies.

### **INCLEMENT WEATHER**

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

**This handbook is an addendum to the full Undergraduate BSN Student Handbook available for review and download at:**

<https://nursing.ucf.edu/wp-content/uploads/2022/09/UCF-Undergraduate-Student-Handbook-Fall-2022-08-2022.pdf>

## Key Points to Remember

- Students must follow the Plan of Study given to them at Orientation *without deviation*. To modify your plan of study, you must meet with the UCF Site Coordinator of Program Director. Deviation without authorization may result in progression delay.
- If a student has failed a Seminole State nursing course, he/she must notify the Site Coordinator within 48 hours of being informed of their failure. ***Failure to follow study plan re-write protocol may result in delayed progression and graduation.***
- Students must maintain a program GPA of 2.5 or higher to progress.
- Students should stay tuned into UCF's RN Communication Center and their UCF e-mail for important UCF announcements.
- An official Seminole State transcript must be sent upon successful completion of the Seminole State ASN program identifying the ASN degree has been awarded on the transcript.
- It is the *student's* responsibility to be aware of and comply with all requirements of the degree.

# Acknowledgement of Receipt and Reading of Concurrent Program Handbook

You must review the updated Concurrent Program Handbook and complete the Student Handbook Attestation forms. Completing this form and complying with the handbook and terms is a requirement for your inclusion in SSC/UCF Concurrent BSN program.

You will access these forms at:

<https://secure.projectconcert.com/ucf>

They will be found under the Evaluations section.

Instructions to complete these forms are available on the landing page after logging into LEAP\*RN and can also be accessed through the links below:

PDF

<https://secure.projectconcert.com/ucf/upload/StudentInstructionsUCF.pdf>

VIDEO

[https://s3.amazonaws.com/projectconcert.documentation/Completing\\_Evaluations.mp4](https://s3.amazonaws.com/projectconcert.documentation/Completing_Evaluations.mp4)