



# College of Nursing

UNIVERSITY OF CENTRAL FLORIDA

## **UNDERGRADUATE STUDENT HANDBOOK 2024-2025**

Revised July 2024



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing Dean's**

**Office**

12201 Research Parkway, Suite 300

Orlando, FL 32826-2210

May 13, 2024

Dear students:

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 college 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, master's, or doctoral level. The core values of integrity, scholarship, community, creativity, and excellence are embraced by the faculty and staff to guide our efforts in working with you in your educational endeavors. Nurses have a prominent role in delivering care to millions across our nation, and educating exceptional nurses is what we do!

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

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

Sincerely,

A handwritten signature in black ink that reads "Mary Lou Sole". The signature is written in a cursive, flowing style.

Mary Lou Sole, PhD, RN, CCNS, CNL, FAAN, FCCM

Dean and Professor

Orlando Health Endowed Chair in Nursing 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.

## **Our Vision**

University of Central Florida College of Nursing will be a 21<sup>st</sup> 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 (CON) 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 and regional campuses in Cocoa and Daytona Beach, 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](http://www.nursing.ucf.edu/about/our-history)

### **The University**

UCF, 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. For more information, visit [www.ucf.edu](http://www.ucf.edu).

## ACCREDITATION

The UCF 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 CON at UCF are also accredited by the [Commission on Collegiate Nursing Education](http://www.nursingboard.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. Provides effective, efficient, and safe client-centered care using concepts from liberal arts and nursing specific education.
2. Implement principles of leadership and management when collaborating with the health care team to address client needs and outcomes.
3. Gather, appraise, synthesize and apply scholarly evidence in nursing practice.
4. Demonstrate effective professional communication as part of an interdisciplinary team, collaborating to provide for optimal health outcomes.
5. Engage in the health care policy change process for the improvement of health care for all.
6. Develop and implement health promotion and disease prevention interventions.
7. Exemplify professional nursing practice with integrity by providing ethical, high-quality care.

## 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 CON has specific academic standards for progression towards the BSN degree.

### Plan of Study

Students are expected to follow the program plan of study (<https://nursing.ucf.edu/academics/pos/#bsn>). The plan will be kept on file in the LEAP\*RN database.

### Registration for Courses at UCF

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

Registration for courses is based on the Admission Permanence statement noted above.

### Traditional and Accelerated Programs

- a. 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.

### RN- BSN and BSN Concurrent Programs

- a. Students in the RN- BSN and BSN Concurrent Program may not register for classes outside of their Plan of Study (exception: courses that count towards the nursing elective) unless they are directed to in writing by the Program Director).
- b. Specific sections of specific classes may be reserved for Concurrent students. In such cases, students must enroll in those sections. These will be communicated via the RN Communications Center and/or your @ucf.edu email account. Consult the UCF Site Coordinator, Program Director, or Academic Advisor regarding your options. Deviation without authorization may result in delayed program

progression and graduation.

- c. In the event a student has a registration hold, the student should consult the Hold Notice in myUCF 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/swap (no later than the first week of classes). The specific date is published in the UCF Academic Calendar ([calendar.ucf.edu](http://calendar.ucf.edu)) each semester.
- d. 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/swap classes.

Prior to registration each term, students should review their Degree Audit (myKnightAudit) 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 progression and graduation.

### **Final Exams**

The CON 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 and abbreviated semesters are during the last class meeting.

### **LEAP\*RN**

The CON 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 are responsible for a one-time subscription of \$150 per degree program prior to registering for first semester courses (<https://secure.projectconcert.com/ucf>). If students register for courses prior to paying the subscription, a "hold" service indicator will be placed to prevent future enrollment and progression.

### **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 (<http://www.goldenrule.sdes.ucf.edu>). 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](#). *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 considered*

### ***academic misconduct.***

Actions for academic misconduct may be initiated by the Instructor, Clinical Coordinator, Site Coordinator, Program Director, Department Chair, Assistant Dean, Associate Dean, or Dean of the College. Actions 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 actions 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 college dean. Click [here](#) for UCF policy on grade designation for Academic Dishonesty.

### **Professional Conduct**

Students as representatives of the UCF and the CON 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.

### **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 may be posted on social media.

Students must also be proactive and familiarize themselves and comply with clinical sites social media policy, when available.

Students must follow privacy laws when exposed to information about other students, faculty, staff, and visitors met during their time in the nursing program. Students must not use college or university photos, logos, badges and/or any other UCF CON branding in their social media posts. Students are not to wear UCF scrubs/clinical attire in any social media posts unless authorized by the CON or as a professional photo.

Cohorts may create closed groups in Facebook, GroupMe (or other social media platforms or messaging and communication apps) to create a sense of community. The group name should reflect their Cohort name. The privacy settings must be set. For example, using Facebook, you can do so using [Closed Group](#). Student groups must not use college or university photos, logos, badges, and/or any other UCF CON branding in their cover images on any platform or apps. Click here for [TRADEMARKS AND LICENSING](#) information from UCF. Student groups may create a unique cover image and may also use a professional group photo of themselves in their official scrubs. 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 CON 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 (or other platform used) 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 other helpful links:



[A Nurse's Guide to the Use of Social Media](#)  
[Nursing Professionalism: Impact of Social Media Use among Nursing Students](#)

Overall, the use of social media requires awareness and sensitivity to the wide effects it can have on many. These instructions are meant to uphold UCF's Code of Conduct while protecting the rights of our students, faculty/staff, visitors, and partners. Failure to comply may result in immediate dismissal from the College of Nursing.

### **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

Grades below "C" are unacceptable for credit 69 - 0 = F towards a nursing degree.

### **Standardized Tests**

Nationally normed standardized tests may be used as an integral component of the nursing program for Traditional and Accelerated Second Degree program students. If scheduled, 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.

### **Clinical Make-Up Days**

See clinical handbook.

### **Format for Written Assignments**

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). If the course is offered online, students must verify attendance by completing required online activities.
2. Students are responsible for all class material.
3. Students should arrive for class on time and 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. Disruptive behavior is not allowed. If observed, the student will be asked to leave the class or online

- session. Continued disruptive behavior may result in academic or disciplinary action.
8. 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.
  9. Patient and facility information shared in class is subject to the same confidentiality rules as other patient information.
  10. 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, UCF provides a smoke-free environment for its faculty, staff, students and visitors. This policy applies to all persons and activities on property owned, operated, leased, and/or controlled by UCF, including University Tower. Smoking is not acceptable when in uniform and is not permitted on any of the hospital and other agency properties.

### **Medical Marijuana**

The use marijuana for any reason, prescribed or otherwise is not permitted. This is in accordance with UCF policy, the UCF *Golden Rule*, and healthcare agency partnership contracts.

### **Random Drug Screening**

For the safety of our students, patients, clients, and community, nursing students may be subject to random drug screening. The student will be required to have a 14-panel drug screen performed at the UCF Student Health Center. The student will be required to obtain this test within 2 hours of request and provide results to the Program Director or other CON administrator once available. ***Students are responsible for the cost of any drug or alcohol screening tests requested by the college, whether random or reasonable suspicion.***

### **Reasonable Suspicion Drug Screen**

Anyone suspecting possible substance abuse by a student must report, in writing, the suspicious behavior immediately to the Program Director. If the behavior is witnessed in a clinical setting, the observer must report to the instructor immediately. Students may be required to undergo drug or alcohol screening if suspected to be impaired, at the request of a faculty member, preceptor, clinical instructor, or administrator. The student is expected to use transportation to the UCF Student Health Center other than driving themselves, such as Uber, Lyft, or taxi. The student is required to have a 14-panel drug screen as well as a blood alcohol level within 2 hours of the request and provide results to the Program Director or other CON administrator once available. Students are responsible for the cost of any drug or alcohol screening tests requested by the college, whether random or reasonable suspicion.

If a student becomes argumentative, resistant, or violent with school or hospital representatives requiring the drug test, the school official may notify the police department and the student will be dismissed from the grounds where the incident occurs.

The Program Director or Department Chair has the authority to temporarily suspend the student to undergo drug or alcohol screening. Additionally, a positive drug test can also result in dismissal.

### **Student Arrest**

Students are expected to demonstrate professional behavior, demonstrate good judgment, and are not expected to be arrested for their actions. However, in the event of an arrest, ***students must report an arrest to the appropriate Program Director within 72 hours of the arrest.*** Some attorneys recommended that their clients not disclose arrests; however, this is not acceptable and may result in immediate dismissal once faculty become aware of the arrest. The following steps are followed:

1. The Program Director must document in writing the events as relayed to them and submit an incident report to OSC (Office of Student Conduct).
2. The student must submit a copy of the arrest report within 5 days to the Program Director.
3. The Program Director will determine if arrest is a disqualifying event based on the clinical agency affiliation agreements.
4. 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 agree to allow clinical placement. If the clinical agency is unable to allow clinical education to occur, the student may be dismissed from the program.
5. Depending on the arrest, the student may be required to submit final disposition before enrolling in future semesters or graduating.
6. If the University pursues a student conduct hearing, the student will be held to all sanctions including any suspensions as a result.
7. The student will be required to complete a new background check within the time frame of 30 and 45 days after the arrest.
8. ***Failure to follow this procedure may result in dismissal.***

### **Student Accessibility**

The CON will make reasonable accommodations for known physical and/or mental impairments. However, nursing is a physically and mentally demanding profession. The CON will follow national/regional standards to determine whether reasonable accommodations can be made. Students can request accommodation and services from UCF [Student Accessibility Services](#) online or at (407) 832-2371.

### **Faculty Availability**

Each faculty member schedules weekly office hour for student conferences. Students are encouraged to make appointments with faculty members during their scheduled office hours. Electronic communication is also encouraged. Advising may occur in a face-to-face setting or virtually. All college leaders are available to meet with students by appointment. 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 and concerns.

### **Communication**

Announcements and other information are sent to the class e-mail lists (listservs). Many courses also use Webcourses to facilitate course communication.

Electronic mail is a vital component of the university and CON communication. Every UCF student has an electronic mail account when admitted to the program. Students are responsible for accessing their @ucf.edu email account, which is the official method for communication with students. Students should check e-mail frequently, at least daily. Students must have anti-virus software and update the software on a regular basis.

### **Listservs**

Distribution lists (listservs) are established for students in each program using the student’s @ucf.edu email address. These listservs are an essential part of dissemination of information. All students will be notified, in a timely manner, of changes in academic policy and program issues via the respective program listservs.

### **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 CON.

### **University Tower Regulations**

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 CON 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 CON 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 CON 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 change their plan of study, 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 prohibit 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, and Dean of the CON.

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 policies and 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, available online via the myUCF portal in the Student Self Service section and can be accessed at any time.

The student also has access to the Program Directors, Program Assistants, Program Advisors, and University advisors. If a student is unsure of progress towards graduation, making appointments to meet with advisors 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 CON 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 CON and the Board of Nursing as early as possible.

### **Computer Requirement**

The CON plans to implement online testing which requires students to have a personal laptop computer which they bring to class. There may also be requirements to test at home, in which the student will need a web camera and microphone (integrated or external USB devices). Typically, a specific browser is required, and this will be discussed in each individual course. It is an expectation that students come to class with their laptop *fully charged*, as there are few outlets available in the classroom. The software used for online testing will not work on iPads, tablets, or phones, therefore *a laptop computer is required*. **Specific operating system requirements:** Windows 10, or MacOSX 10.13 and higher, or Chrome OS 84 and higher. **Specific browser requirement:** Google Chrome version 84 and higher.

### **Mask Requirement**

Masks and other personal protective equipment (PPE) will be required during clinical laboratory and simulation courses when learning and practicing skills with associated learning objectives to reflect practice in the clinical setting. As long as wearing masks and other PPE are an expected practice in today's clinical setting, it will be required in the educational setting in order to provide up-to-date educational experiences.

## **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 CON committees. The Curriculum Committee has a student representative from each campus and pre-license program with voting privileges as delineated in the CON 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.

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### **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 UNDERGRADUATE THESIS (HUT) PROGRAM

Eligible students are invited to participate in the Honors Undergraduate Thesis (HUT) program at UCF. The purpose of the HUT program is to provide highly motivated students with an opportunity to express their creativity in the art and science of nursing through development of a rigorous 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 HUT 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 the HUT Program

- An overall cumulative 3.4 GPA or greater
- 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 CON HUT 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	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 HUT 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 who 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 and overall GPA in comparison to past graduating classes of the CON. Details can be found in the UCF Undergraduate Catalog.

## PROGRAM PROGRESSION-Pre-License

### 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 does not 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:
  - i. Determination of the mathematical possibility of meeting all GPA requirements for graduation.
    1. If the student is mathematically able to raise the low 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 from the program.
    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
- c. . 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.
- d. 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.
- e. 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 @ucf.edu mail address.
- f. 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 CON 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.
- g. 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 @ucf.edu mail address on record.
- h. 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 CON.
- 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.
- i. Upon timely receipt of a correctly completed petition:
    - j. 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.
  - k. 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.
  - l. All program course work must be completed within four years of original admission to the nursing program.
  - m. 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 @ucf.edu 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](#).
- b. 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 ensure 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 CON 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 CON 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.)

## BSN CONCURRENT PROGRAMS

The UCF Concurrent AS-BSN program was established as unique program designed to address the nursing shortage of BSN prepared nurses in Central Florida. Academically talented students are invited to concurrently enroll in both the associate and UCF baccalaureate nursing programs, permitting them to earn their Associate of Science in Nursing from their local college while simultaneously earning their Bachelor of Science in Nursing from UCF.

### Admission to the Concurrent BSN Program

See current UCF undergraduate catalogs for admission requirements.

### Voluntary Withdrawal and Plan of Study Alteration

- a. By definition, the Concurrent Program requires continuous enrollment at both schools until the ASN degree is completed. Therefore, it is required that students enroll in coursework at both schools according to their Plan of Study without deviation unless formally authorized by the UCF Site Coordinator or Program Director. Students who wish to withdraw from the Concurrent Nursing Program must notify the UCF Site Coordinator, Program Director, or Academic Advisor *in writing* prior to the beginning of the semester in which they wish to deviate from their Plan of Study. Students are strongly encouraged to meet with their UCF Site Coordinator prior to withdrawal so that a clear plan for success may be put into place.
- b. 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.
- c. Only the UCF Site Coordinator, Program Director, or Academic Advisor 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.
- d. **Unauthorized deviation from the student's Plan of Study may result in delay of program progression or delay of graduation from the Concurrent program.**

## PROGRAM PROGRESSION-Concurrent and Post-Licensure

### 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 prior to planned graduation.

If a student does not meet the criteria listed above, the following actions must be taken 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.)

#### 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 (@ucf.edu mail account).
  - ii. An academic Hold will be placed on the student's records. 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.

### **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.
- b. The Concurrent program progression is built on the premise that the student will be licensed prior to the graduating semester.
  - i. A current unencumbered Florida RN or Compact RN license is required of students to grant enrollment permission into NUR4604L as the final program course.

### **RN- BSN Post-License 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 will 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 program director 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 (@ucf.edu email account).
    - 1. An academic Hold is placed on the student's records. The hold will be removed upon a change of major to either "Nursing Pending" or any non-nursing major.
  - ii. 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-license 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-license 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-license 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.**



*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 (CON) at the University of Central Florida (UCF). 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, HIPAA) 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 CON. I will not share PHI with those outside of the CON unless they are part of my studies or educational program at the CON 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 CON. In addition, under applicable law, I may be subject to criminal or civil penalties.

I have completed the required UCF CON 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 CON 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 audios, 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?



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 – 3<sup>rd</sup> 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
- RN-BSN Program Student

Printname: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_ Program: **Traditional BSN** **Accelerated BSN**

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. (PPD must be administered within past 12 months)

2. **Required Immunizations:**

\*\*Proof of vaccination (i.e. vaccination record) or laboratory evidence of immunity (Titer) must be provided.

**Required Immunizations**

- 1) Tetanus, Diphtheria, Pertussis (Tdap) – One vaccination and/or booster within last 10 years (must include all 3 components)
- 2) Measles, Mumps, Rubella (MMR) – Series of 2 vaccinations or Titer
- 3) Varicella (Chicken Pox) Vaccine – Series of 2 vaccinations or Titer *\*No parental or MDrecollection*
- 4) Hepatitis B Vaccine – Series of 3 vaccinations or Titer

**Highly Recommended:**

- 1) Hepatitis A Vaccine
- 2) 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 in the area below. Proof of completion must be submitted.

Name of Vaccine:

Dates of Scheduled Doses:

_____	_____
_____	_____
_____	_____

3. I understand that the seasonal influenza vaccine (Flu) will be required after classes begin.

- Seasonal Influenza vaccine (FLU) is required annually – include consent form with LotNumber

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

4. I have a latex sensitivity.                      Yes                      No

5. I have reviewed the “Core Performance Standards for Admission and Progression (for non-licensed students) for Clinical Coursework in the College of Nursing” (pages 4-5), and I will need special accommodations to undertake all aspects of the nursing education program, including interactions with patients and staff in clinical settings.

Yes                      No

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

Date of Birth: \_\_\_\_\_ Program: **Traditional BSN** **Accelerated BSN**

Please complete the following questionnaire as part of the tuberculosis (TB) screening process.  
(PPD must be administered within past 12 months)

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: \_\_\_\_\_  
Result \_\_\_\_\_

If positive PPD, Chest X-Ray must be completed.  
Chest X-Ray Date: \_\_\_\_\_  
Chest X-Ray Result: \_\_\_\_\_

Practitioner's Name (Please Print): \_\_\_\_\_

Practitioner's Signature: \_\_\_\_\_

Licensed as (Please circle one):    RN                    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) \_\_\_\_\_ Date: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Program: Traditional BSN Accelerated BSN

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:

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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:

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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 non- licensed 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 (for 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.

<b>Issue</b>	<b>Standard</b>	<b>Examples of Nursing Activities</b>
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 printing.
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, and similar activities.
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 medications.
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 audio recording.
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

**COVID-19 Vaccination Declination Form**  
OPT OUT OF COVID-19 VACCINATIONS



I acknowledge that I am aware of the following: (please read carefully)

- Students who are fully vaccinated have less strict quarantine restrictions than those who are not vaccinated.
- Some clinical sites require documentation that students have been fully vaccinated against COVID-19, which may impact my ability to complete required clinical experiences.
- Students who are not fully vaccinated against COVID-19 may have limitations on clinical experiences, and/or be required to don additional PPE (Personal Protective Equipment) during their clinical experiences.
- I understand that I can change my mind at any time and accept the COVID-19 vaccination and document immunization.

I have read and fully understand the information in this declination form. At this time, I choose to decline the COVID-19 vaccine(s).

I decline the COVID-19 vaccination for the following reason/s (use back of form, if needed): Print

Name: \_\_\_\_\_

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

Date: \_\_\_\_\_ Program: \_\_\_\_\_ Campus: \_\_\_\_\_