



# **College of Nursing**

UNIVERSITY OF CENTRAL FLORIDA

## **UNDERGRADUATE STUDENT HANDBOOK 2025-2026**

Revised July 2025



UNIVERSITY OF CENTRAL FLORIDA

**College of Nursing Dean's  
Office**

6825 Lake Nona Blvd,  
Orlando, FL 32827

July 31, 2025

Dear students:

It is my honor as the newly appointed dean to welcome you to the College of Nursing at the University of Central Florida! For more than 40 years, UCF has been leading the charge with excellence in nursing education.

With the opening of the Dr. Phillips Nursing Pavilion in 2025, we are building upon our foundation of excellence, innovation and partnerships and leveraging evidence-based practice to positively impact the health of our communities.

Whether you are an undergraduate or graduate student, know that we are here to help you achieve your goals and reach for the stars. Our core values of integrity, scholarship, community, creativity and excellence are embraced by our faculty and staff to guide our efforts in student success and wellbeing.

This handbook, which has been updated in 2025, 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 at [nursing.ucf.edu](http://nursing.ucf.edu). Appendices contain program-specific policies.

On behalf of the college, its faculty, and staff, welcome once again future Knight nurses. Charge On to a successful year!

Sincerely,

Sharon Tucker, PhD, RN, PMHCNS-BC, NC-BC, EBP-C, FNAP, FAAN  
Dean and Professor

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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.nlnac.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 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 adjusting 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 College of Nursing uses a student information management system, LEAP\*RN (Project Concert). Upon admission to the program, students will complete required documents in LEAP\*RN. 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 fee per degree program payable at <https://secure.projectconcert.com/ucf> and due prior to registering for first semester courses. If students register for courses prior to paying the subscription, a "hold" service indicator will be placed to prevent future enrollment and other progression functions.

## State Authorization Reciprocity Agreements (SARA)

Due to varying requirements, UCF is unable to confirm the RN licensure requirements of other states, territories, or foreign entities. If you intend to pursue such credentialing in a state other than Florida or elsewhere, we advise you to contact the applicable credentialing authority to familiarize yourself with its specific requirements and determine if our program meets its eligibility criteria. You are welcome to contact the Assistant Dean of Students with questions in this regard, and we will do our best to assist you in your career planning.

## Student Rights and Responsibilities

Honesty is highly valued in the nursing profession. Dishonesty has serious legal and ethical implications. It is a critical factor in the maintenance of public trust. Academic dishonesty in any form will not be tolerated. Violations of student academic behavior standards are outlined in *The Golden Rule*, the University's Student Handbook (<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 conduct.**

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 always conduct themselves in a professional manner. 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 Groups](#). 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.

## 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 focus 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.
8. Continued disruptive behavior may result in academic or disciplinary action.
9. In class and out of class, disrespectful and/or rude behavior towards faculty, staff and fellow



students will not be tolerated and may result in disciplinary action and possible program dismissal.

10. Patient and facility information shared in class is subject to the same confidentiality rules as other patient information.
11. Students must obtain permission from an instructor to audio record a class. Audio recordings are not to be distributed beyond the individual student's use for the course without permission from faculty.

## Smoking

In recognition of the health risks caused by smoking, 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 Lake Nona. Smoking is not acceptable when in uniform and is not permitted on any of the hospital and other agency properties.

## Medical Marijuana

The use of 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.

## Background Check

Students accepted into the UCF College of Nursing traditional and accelerated BSN programs are required to undergo a background check. This check must confirm that they have no criminal history that would interfere with clinical placement or prevent them from becoming licensed as a Registered Nurse. Students must maintain a background free of disqualifying criminal history throughout their enrollment. The College of Nursing reserves the right to require any student a repeat screening for criminal history and drug use. Such screenings will be at the student's expense and conducted by the agency of choice of the College of Nursing. Students are required to submit a certification of clear criminal background document in LEAP\*RN prior to the start of each semester. Falsifying this certification will result in immediate dismissal from the

program upon discovery of the falsification

If a student is arrested for an offense after admission to the College of Nursing, the student must notify, in writing, the Program Director within 72 hours of the arrest. Failure to do so will result in immediate dismissal upon discovery of the non-disclosure. Students who commit certain criminal offenses risk losing eligibility to continue in their academic program, including participation in clinical experiences.

**Such disqualifying events are based on, but not limited to, Florida Statute 435.04.**

## **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 hours 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 coordinator and or program director regarding changes to email, phone, address, and name. Changing this through the myUCF portal **does not always** change the records in the CON.

## **Lake Nona Regulations**

Lake Nona Hours: Students will have badge access to the common areas in the building during the following hours: Monday-Friday 6am-10pm, Saturday 6am-6pm and Sunday 12pm-6pm.

## **Reserving Rooms in Lake Nona**

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

During a major weather emergency or campus closure, UCF's main home page, [ucf.edu](http://ucf.edu) will provide updates, instructions, and information for the UCF community. If the University of Central Florida issues an official closure for the Orlando campus, CON will not hold classes or clinical at the Lake Nona, Cocoa or Daytona campuses.

## 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. Students with a positive

background check are required to meet with the program director prior to submitting their application to the board of nursing.

## 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. 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.

## Personal Protective Equipment

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.

## Student Life

Nursing students are encouraged to participate in student activities at the college and university levels. Students may 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.

[Website for Student Experience](#)

[Honors Undergraduate Thesis \(HUT\) Program](#)

## 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.

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.

#### 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, 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. To gain support for continuation, the student must provide the Program Director with a 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 the 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 of 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:
  - i. The UAPG committee will review all documentation associated with the student's performance in the program.
  - ii. The UAPG committee will review all documents associated with the continuation approval process from the Program Director and students.
  - iii. Following a review of the documentation noted above, the UAPG committee will render a decision of either dismissal or continuation.
  - iv. 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.
  - v. Resumption of course work is based on available space in courses and clinical settings.
    - 1. Reintegration to course work is not guaranteed to be immediate or to take place on the student's original campus.
    - 2. 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.
        - 3. All program course work must be completed within four years of original admission to the nursing program.
        - 4. 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.

**vi. Second Course Failure or Withdrawal**

1. 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.
    - 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](#).
  2. 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.

**vii. Medical or Late Withdrawal**

1. 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.
  - Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Director to:
    - i. 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.
    - ii. Submit up to date and clear criminal background check and drug screening.

**viii. Failure to maintain continuous enrollment in all program courses.**

1. In the event a student withdraws from a course or courses during a term, they must meet with the Program Directors, and they may be subject to withdraw from other courses that are co-requisite.
  - Approval for continuation in the program is not guaranteed. If approved, the student must coordinate with Program Director to:
    - i. 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.
    - ii. Submit an up to date and clear criminal background check and drug screening.
2. 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.
2. 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.
3. 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.
4. 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.
  - The student may withdraw from the subsequent clinical courses according to University

- Withdrawal policies and procedures.
- 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.
- 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.
  5. 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. 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, in writing, the UCF Site Coordinator, Program Director, or Academic Advisor 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 ensure 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 programs 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.

2. If it is mathematically impossible to meet the minimum GPA to graduate, the student will be dismissed from the program.

## **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-license 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 prior to the graduating semester.

- b. The Concurrent program progression is built on the premise that the student will be licensed
  - 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-licensure program are considered to be in good standing and previous UCF pre-licensure program failures are not considered. Any nursing course previously failed, however, must be successfully completed before progression in the post- 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-licensure program becomes no longer licensed as a registered professional nurse by any license granting authority (including unincumbered license), 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 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 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.**

Students enrolled in clinical courses must maintain enrollment in required program courses each semester. Once a student receives an unsatisfactory in a clinical course, they may not attend any additional course related clinical days. Failure to maintain a safe clinical practice may result in removal from the clinical setting, remediation, or an unsatisfactory in the clinical course. In the event of a course failure, student progression will be determined by the program director.

## **Clinical Policies and Procedures**

Clinical experiences are an essential component of UCF's undergraduate nursing education. To ensure preparation to enter clinical settings, students are required to follow clinical expectations, policies, and procedures set forth by the university, college of nursing, clinical partners, and regulatory bodies. Students in the Traditional and Accelerated Second Degree program attend various clinical experiences throughout their program of study. Each student must meet and maintain all compliance requirements for clinical experiences throughout the program.

The UCF College of Nursing will share information about students with our clinical partners to facilitate the assignment of students to and the completion of clinical experiences. This information may include non-directory information, such as academic preparation and satisfaction of screening requirements imposed by the clinical partner site. In these instances, the clinical partner is acting as a school official with a legitimate educational interest in the education records of the participating student(s) to the extent that access to UCF's records is required by the clinical agency to establish and carry out the clinical experience.

### **Required Documentation (For Pre-License Clinical Experiences)**

UCF CON uses CastleBranch, an online platform that tracks and manage compliance requirements including, but not limited to, background check results, drug test results, and immunization and other health records. Clinical compliance requirements are listed in CastleBranch. Students are required to maintain the clinical documentation in CastleBranch until the last day of the program. Students who have missing or incomplete clinical documentation will not be permitted to attend clinical experiences, and noncompliance may result in a clinical course failure. Forgery or alteration of documents will be reported to UCF Office of Student Conduct and may result in a clinical failure. Compliance requirements are outlined in CastleBranch; however, they are subject to change at any time based on program updates, clinical site policies, or regulatory guidance. Students are responsible for maintaining up to date clinical compliance throughout their program.

### **Health Insurance Portability and Accountability**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) was established to provide national standards for privacy and confidentiality of all health data and the transmission of health data electronically.

The University of Central Florida, College of Nursing, has identified itself as a business partner for healthcare organizations and healthcare providers. In accordance with this designation, we are required to abide by the Health Insurance Portability and Accountability Act (HIPAA) regulations and verify that students enrolled in UCF's programs have received HIPAA education. Students must complete the UCF CON HIPAA education web course before beginning any clinical experiences. Students who violate HIPAA requirements are subject to clinical course failure, and under applicable law, may be subject to criminal or civil penalties.

## Background Check

Students accepted into the UCF College of Nursing traditional and accelerated BSN programs are required to undergo a background check. This check must confirm that they have no criminal history that would interfere with clinical placement or prevent them from becoming licensed as a Registered Nurse. Students must maintain a background free of disqualifying criminal history throughout their enrollment. The College of Nursing reserves the right to require of any student a repeat screening for criminal history and drug use. Such screenings will be at the student's expense and conducted by the agency of choice of the College of Nursing. Students are required to submit a certification of clear criminal background document in LEAP\*RN prior to the start of each semester. Falsifying this certification will result in immediate dismissal from the program upon discovery of the falsification.

If a student is arrested for an offense after admission to the College of Nursing, the student must notify, in writing, the Program Director within 72 hours of the arrest. Failure to do so will result in immediate dismissal upon discovery of the non-disclosure. Students who commit certain criminal offenses risk losing eligibility to continue in their academic program, including participation in clinical experiences.

**Such disqualifying events are based on, but not limited to, Florida Statute 435.04**

## Clinical Credit Hours

1 credit course = 45 contact hours in clinical area

Simulation contact hours count 2:1 for clinical hours (Ex: 4 simulation hours = 8 clinical hours)

## Clinical Experience Expectations

Students are required to meet all expectations for clinical experiences outlined in this handbook. Failure to do so may result in loss of self-registration privileges for future clinical semesters and/or a failing clinical grade, as determined by the instructor of record or the Program Director.

### Professionalism

1. Dress
  - a. Refer to the individual course syllabi to review the professional appearance requirements for clinical rotations.
  - b. Students must wear professional attire that aligns with the standards of the event location when the nursing uniform is not required or appropriate.
2. Social Interaction
  - a. Students must show respect toward faculty, classmates, facility staff, and clients by maintaining polite and professional behavior.
  - b. Students should maintain a professional manner of speech as the minimum expectation.
    - i. Refrain from using slang and/or colloquialisms that do not enhance therapeutic communication.
    - ii. Profanity of any kind in any setting will not be tolerated.
  - c. Use of personal smart devices in clinical settings for personal medical requirements must be pre-approved by the program director and Student Accessibility Services. Instructions for the use of smart devices for clinical related care is provided by clinical instructors.
  - d. Use of personal smart devices for nonclinical related communication (personal) is not permitted in direct client care clinical settings.
    - i. Students must not use smart devices in a manner that disrupts patient care or conveys unprofessional conduct in the clinical setting.
    - ii. Personal phone calls/text messages are not permitted when in client areas or during times when the student is responsible for clinical activities. This includes wearing a 'smart watch' and/or earbuds/headphones as these are prohibited during clinicals.

### Fitness for Practice

Students must maintain fitness for practice throughout all UCF CON clinical experiences. Students who experience an illness, injury, or other health alteration must report it to their clinical instructor and program director. Students may be required to submit a fitness for practice completed by a health care provider before returning to clinical experiences. An

alternative clinical experience may be scheduled for students on a case-by-case basis.

## **Clinical Preparation**

1. Clinical Experiences
  - a. Students must submit all required paperwork on time to remain eligible for clinical participation.
  - b. Students must turn in written clinical assignments by the stated deadlines as directed by the Clinical Instructor. Failure to submit written clinical assignments on time may result in an unsatisfactory for the clinical course.
2. Skills preparation
  - a. Students must review skills before performing them in the clinical setting.
  - b. Students may not perform skills or interventions in the clinical setting independently without the approval of the clinical instructor and/or preceptor.
    - i. Clinical instructors or preceptors may request students to demonstrate any skill at any time during educational or clinical activities.
3. If a student performs a skill below standard, the clinical instructor will issue a remediation plan requiring remediation in the nursing lab. Medications
  - a. Students must administer medication with a clinical instructor or preceptor. Students are not permitted to administer medications through intravenous push.
4. Medication Calculation Exams
  - a. Students must complete medication calculation exams with a passing score before passing any medication. Failure to successfully pass the medication exam may result in student remediation or an unsatisfactory in clinical.
5. Professional Equipment Students are expected to have basic equipment for client care during lab and clinical experiences. Specific equipment requirements are noted in course syllabi and by clinical and lab instructors.

## **Attendance Expectations:**

1. Students must attend all scheduled clinical experiences.
2. Students are expected to arrive at the clinical site at the appointed time.
  - a. Students who arrive late must leave the clinical setting and cannot complete the clinical day. The program assigns an unsatisfactory grade for that day. Late arrival as defined as:
    - i. Arriving after pre-clinical preparations begin (e.g., report, conference).
    - ii. Arriving five minutes or more after the scheduled start time when no pre-clinical activities are scheduled.
  - b. Permission to complete the clinical day after a late arrival is at the discretion of the clinical instructor.
    - i. Students who expect to arrive late must inform the instructor prior to the scheduled arrival time.
    - ii. Faculty will document each instance of tardiness in LEAP\*Rn, including both late arrivals and late submission of clinical assignments.
      - a) For the first offense, faculty will issue a documented warning.
      - b) For the second offense, faculty will complete a counseling form.
      - c) For the third offense, faculty will assign an unsatisfactory (U) grade.
3. Excused absence requirements
  - a. Students must notify the clinical instructor prior to the expected arrival time.
  - b. Students must notify their instructor in the event of a personal illness, suspected illness, or the death of an immediate family member.
  - c. Documentation may be required to support excused absence (ex: provider's visit note, obituary, law enforcement accident report, etc.)
  - d. If the student qualifies for a make-up opportunity, they must complete a designated assignment to offset missed clinical hours. The Program Director decides whether this will be a live clinical day or a virtual simulation.
4. Unexcused absences include
  - a. Failure to proactively notify the instructor of an absence (i.e. no call no show)
  - b. Inability to provide required documentation to support absence
  - c. Failure to maintain clinical compliance

**More than 1 unexcused absence will result in clinical failure**

**Professional Appearance (Traditional and Accelerated Students Only)**

## **Dress and Identification**

- All students must wear professional attire during clinical experiences, orientations, on-campus labs and clinicals, and at professional meetings.
- Students must wear their UCF College of Nursing photo identification during all activities associated with clinical practice.
- Students must follow additional clinical agency guidelines that require wearing additional identification badges or specific uniform guidelines.
- Students must follow the dress code policies established by each clinical agency when representing the UCF College of Nursing.
- Students must return all hospital badges prior to graduation, if dismissed from the program, or per clinical partner policy.
- Students must not wear their UCF student name badge, uniform, or clinical jacket while in the agency in non-student roles (e.g., employee, volunteer, visitor) or during public social events (e.g., parties).
- Students must not wear uniforms from outside employment during UCF College of Nursing clinical experiences, on-campus labs, or related activities.
- Students must wear their UCF nursing uniform during all clinical experiences, including virtual clinicals, unless otherwise directed by the course instructor. Students must also comply with the dress code policies of the assigned clinical agency.

## **Student Nurse Uniform Requirements**

- A clean, stain free and wrinkle-free official UCF uniform is required at all clinical settings, orientations, labs, and simulation. This applies as well to circumstances in which virtual clinicals orientations, labs, simulation, or clinical meetings occur.
- The official uniform must be purchased from the official College of Nursing uniform vendor.
- The Program Director must approve alterations to the uniform to accommodate unique student needs, such as religious requirements, prior to clinical attendance (ex: skirt vs pants).
- The CON recommends students purchase two uniform tops, two pairs of uniform pants, one gray polo shirt, and one lab coat to meet clinical dress requirements.
- Students must wear their shirts un-tucked and over their pants and must not roll the waistband of their pants.
- A white or black camisole, undershirt, or long sleeve shirt may be worn under the uniform top.
- Non-UCF uniform outerwear such as jackets or sweatshirts are not permitted once inside the clinical or lab settings. Students may wear the approved UCF warm-up jacket within the clinical setting.
- Students must wear the nursing uniform only when acting in their role as a nursing student.

### **Shoes**

- Students must wear all-black shoes made of leather that are sturdy, low-heeled, and fully enclosed at the toe and heel with non-marking soles. Athletic shoes that meet these criteria are permitted.
- Shoes must be clean and in good repair.

### **Socks/Stockings**

- Socks and/or hosiery must be worn and cover the ankle.
- Instances in which the student has approval to wear a scrub skirt (vs pants), stockings are required and may either be skin tone or solid black in color.

## **Activities Requiring “Business Casual” Attire**

- Students must wear either the official nursing uniform or neat, professional business attire with the designated uniform jacket when present at a clinical agency for activities such as reviewing patient records. Students must always display their UCF College of Nursing photo identification.
- For psychiatric-mental health and selected Community Nursing experiences, instructors may require students to wear business attire and appropriate shoes. Instructors will determine these requirements on a case-by-case basis.
- To promote professionalism and ensure identification as UCF nursing students, students should expect business attire with the uniform jacket to be the standard in these settings. Instructors will provide any additional agency-specific dress guidelines. Students must consult their instructor if they are unsure of the attire required for a particular clinical experience.

## Grooming

1. **Nails:** Nails must be smooth and clean without rough/sharp edges and trimmed even with the top of the finger. Artificial nails and nail polish are not permitted.
2. **Jewelry and Piercings:** Student may wear one pair of stud-type earrings (one per ear lobe) no longer than ¼" in diameter is permitted. Gauge-type earrings are not allowed. No other visible piercings, including clear piercings, tongue, facial, or nasal piercings are allowed. Students may wear wedding band / sets may be worn. One wristwatch with a second hand (analog) is required. Smart watches are not permitted. Necklaces are not allowed.
3. **Tattoos:** Students must cover all visible tattoos (ex: undershirts, band-Aid). Facial and neck tattoos are not permitted.
4. **Make-up:** Make-up should be natural looking. False eyelashes and glitter are not permitted.
5. **Hair:** Hair should be clean, pulled back, and away from the face and secured during clinical and lab experiences. Scrub caps with acceptable print are allowed. Facial hair must be clean and neatly trimmed.
6. **Hygiene:** To maintain a professional clinical environment, students are expected to adhere to personal hygiene standards including regular bathing, use of deodorant, oral hygiene, and a clean uniform. Students should avoid perfume/aftershave or clothing that smells of smoke or body odor.

## Smoking

As nurses, it is important to be role models in health promotion. Smoking is not acceptable when in uniform. In addition, the smell of smoke on clothing and hair may be offensive, especially to clients who are ill. Clothing and hair that retain smoke odors are not acceptable in the clinical setting. The University of Central Florida prohibits smoking on all university owned, operated, leased, and/or controlled properties to maintain a healthy and safe environment for its faculty, staff, students, and visitors. Smoking is also not permitted on any of the hospital and other agency properties.

## Safe Clinical Practice

Students must maintain safe clinical in all clinical activities throughout the program. If a student is not maintaining safe clinical practice the clinical instructor will provide remediation, document the concern(s), and report to the program director. Clinical instructors, program directors, or clinical partners may remove the student from the clinical setting. Students who are dismissed from a clinical by a clinical partner may result in dismissal from the program. Failure to maintain a safe clinical practice may result in removal from the clinical setting, remediation, or an unsatisfactory in the clinical course.

## Clinical Progression

Students enrolled in clinical courses must maintain enrollment in required program courses each semester. Once a student receives an unsatisfactory in a clinical course, they may not attend any additional course related clinical days. Failure to maintain a safe clinical practice may result in removal from the clinical setting, remediation, or an unsatisfactory in the clinical course. In the event of a course failure, student progression will be determined by the program director.

# Bloodborne Pathogens and Bodily Fluid Exposure Policy

Every effort is made by the faculty to avoid dangerous situations in the clinical setting, but risks are ever present during nursing procedures. Students should use universal precautions and safety measures to prevent the likelihood of these types of injury.

## Definitions

1. Blood or Other Potentially Infectious Material
  - a. The following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any bodily fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids
  - b. Any unfixed tissue or organ (other than intact skin) from a human (living or dead)
  - c. HIV-containing cell or tissue cultures, organ cultures, and HIV or HBV-containing culture medium or other solution; and blood, organs, or other tissues from experimental animals infected with HIV or HBV
2. Bodily Fluid Exposure is any exposure to non-intact skin or mucous membranes by body fluids that are infected or potentially infected by blood borne pathogens. Most common exposures in the healthcare setting ranked from highest to lowest risk of transmitting disease are:
  - a. Needle sticks, cuts
  - b. Prolonged exposure to non-intact skin including open wounds, abrasions, chapped hands, dermatitis
  - c. Splashes to eyes or mouth
  - d. Bites: more at risk for bacterial pathogens from the skin surface than HIV or HBV.
3. Significant Exposure is defined as an exposure to blood/bodily fluids of source patient by percutaneous injury, exposure or mucous membranes, chapped or broken skin of the healthcare worker. These include:
  - a. Deep injury
  - b. Visible blood on device
  - c. Procedure involving needle placed directly in a vein or artery
  - d. Terminal illness in source patient
4. A "source" refers to any individual or object that makes contact with a healthcare worker in a manner that causes an exposure incident during work-related duties.
5. "Unknown Source" is a source determined to be unknown only after reasonable attempts have been made to locate and investigate the source. A source can also be declared unknown for treatment reasons if there is not sufficient time to investigate the source before the at-risk incubation period ends.

## Management

1. First actions upon injury
  - a. Puncture wound:
    - i. Bleed wound and wash with soap and water
  - b. Eyes or mucous membranes:
    - i. Immediately flush with copious amounts of water
  - c. Other body surfaces:
    - i. Wash with soap and water
2. Students must notify their clinical instructor and preceptor. The clinical instructor will notify the program director.
3. Identify the source patient/object and risk status of source patient if possible.
4. Students will seek care within four (4) hours of the incident, preferably at the institution where the incident occurred. Full-time students may be seen at UCF Student Health Services. Students also have the option of seeking care from their primary care provider.
5. All costs for lab testing, medication, and follow up care are at the expense of the exposed student. Payment for services rendered is the responsibility of the student.

Personal Health Insurance coverage is required as part of the student's enrollment in clinical.

## Transportation

Students are responsible for arranging their own transportation to clinical sites and experiences.



Absence from class or scheduled clinical experiences due to transportation issues is not acceptable. Faculty will not consider carpool arrangements when assigning clinical placements.

## **Professional Conferences, Symposia & Meeting Attendance**

Involvement in professional gatherings is an expectation of the professional registered nurse. The CON supports student's attendance and may allow attendance at approved professional, student appropriate learning opportunities. Students must get approval from their program director. Approved learning opportunities may substitute for a scheduled clinical day.

## **Social Networks**

Professional conduct extends to all forms of social platforms and any other means of communication. Students must follow HIPAA guidelines when dealing with information about clients and patients. Students must also follow privacy laws when exposed to information about other students, faculty, staff, and other students met during their time at the College of Nursing. Permission prior to recording or taping must be obtained. Failure to follow these rules may result in administrative action, including dismissal from the College of Nursing. Disrespectful behavior by students towards other students, faculty, staff, patients, clients, agencies, etc. will not be tolerated.

## **Student Forms**

[Confidentiality Agreement](#)

[Photo Media Consent Form](#)

[Student Incident Report Form](#)

[Background Check Form](#)

[Attestation Form](#)

[Student Health Form](#)

[Core Performance Standards](#)