Master of Science in Nursing

Specialty Tracks:
Nursing Leadership & Management
Nursing Education

STUDENT HANDBOOK

University of West Florida
Department of Nursing
11000 University Parkway
Pensacola, FL 32514
850.473.7756 Phone
850.473.7769 Fax
nursing@uwf.edu

The Initial accreditation visit for the Master of Science in Nursing programs will occur in fall 2013
Welcome Students!

Congratulations on your decision and dedication to furthering your academic career at The University of West Florida! The nursing faculty, staff, and administration are committed to your successful transition as an active professional within your community.

In order to assist your adjustment as an MSN online nursing student we have prepared this Nursing Student Handbook to use as a reference throughout the program. This Handbook is a supplement specific to the Nursing Department policies and procedures and all students should also bookmark the URL of the current University of West Florida Graduate Catalog http://catalog.uwf.edu/graduate/ and University of West Florida Student Handbook and Planner: http://uwf.edu/govt/pdf/studentresources/Student%20Planner%20and%20Handbook-2012-13.pdf for general information and policies related to the Student Code of Conduct and violations thereof, and Student rights and responsibilities. Content in any of the official University handbooks is subject to change at any time without prior notice.

The Department of Nursing also reserves the right to change, without notice, any statement in this MSN handbook concerning, but not limited to, rules, policies, fees, curricula, and courses. Such changes shall be effective whenever determined by the appropriate faculty and administrative bodies; they may govern both old and new students. In addition, nothing in this handbook constitutes, is intended to constitute, or should be construed as creating a contract between a student and the Department of Nursing or The University of West Florida.

The Online Campus http://onlinecampus.uwf.edu/ offers support for the distance learner. Here you will find information on out-of-state tuition waivers, distant access to the library, and technical support.

It is our hope that the information through the University and this handbook will enable you to successfully navigate the distance learning experience.

The University of West Florida does not discriminate on the basis of sex, race, age, national origin, sexual orientation, religion, disability, or veteran status. The University subscribes fully to all federal and state legislation and regulations regarding discrimination.

Dr. Angela Blackburn
MSN Program Coordinator

Dr. Ermalynn Kiehl
Department of Nursing, Chair
TABLE OF CONTENTS

WELCOME 2
Table of Contents 3
Academic Calendar 5

STRUCTURE AND GOVERNANCE
The University of West Florida Mission Statement 5
The University of West Florida Vision Statement 5
The Department of Nursing Philosophy, Mission, Academic Learning Compacts
Mission 5
Vision 6
Academic Learning Plan 6

CURRICULUM
Online MSN degree plans 9
Nursing Leadership & Management 9
Nursing Education 9
Graduate Curriculum Tracks 10
Nursing Course Descriptions 11

Admission & Progression
Graduate Admissions Requirements 12
Provisional Admission 15
Conditional Admission 16
Graduation Requirements 16
Application for Graduation 17
Commencement 17
Advisement- SASS Degree Audit 18
Substitution for graduation requirements for students with disabilities 18
Progression in the MSN Program 18
Orientation 19
Academic Advising 19
Online Campus 19
Online Campus Programs 20
State Employee Tuition Fee Waivers 20
Out-of-State Waivers 21
Online campus fee 21
Online Campus Student Support 22
Military Education Advising 22
Frequently Used Services 22
HELP Desk 22
UWF Library 22
Student Responsibility 22

SCHOLASTIC STANDARDS
Scholastic Standards for Nursing Program Students 23
Grading Practices 23
Policy Regarding Incompletes 23
Policies Regarding Withdrawals 24
Reinstatement for Canceled Registration 27
Final Examinations 28
Plagiarism Policy 28
Policies Regarding Dismissal 28

University of West Florida
MSN Online Nursing Program
Student Handbook
Created Fall 2013
ACADEMIC CALENDAR 2013-2014

The Academic Calendar for 2013-2014 academic year can be found at http://uwf.edu/registrar/Academic%20Calendars%20for%202013-2014.pdf

The Academic Calendar for 2014-2015 academic year can be found at http://uwf.edu/registrar/Academic%20Calendars%20for%20Web%20for%202014-2015.pdf

STRUCTURE AND GOVERNANCE

The University of West Florida Mission

The University Of West Florida (UWF) is a public university based in Northwest Florida with multiple instructional sites and a strong virtual presence. UWF's mission is to provide students with access to high-quality, relevant, and affordable undergraduate and graduate learning experiences; to transmit, apply, and discover knowledge through teaching, scholarship, research, and public service; and to engage in community partnerships that respond to mutual concerns and opportunities and that advance the economy and quality of life in the region.

UWF is committed to planning and investing strategically to enhance student access and educational attainment; to build on existing strengths and develop distinctive academic and research programs and services that respond to identified regional and state needs; and to support highly qualified faculty and staff who engage students in rigorous, high-impact, student-oriented learning experiences that enhance personal and professional development and empower alumni to contribute responsibly and creatively to a complex 21st Century global society.

The University of West Florida Vision

The University of West Florida aspires to be widely recognized as a model of excellence and relevance, sought out as a distinctive intellectual and cultural center, valued as an engaged partner, and acclaimed for being "different by design."

The Department of Nursing, Mission, Vision and Academic Learning Plan

MISSION STATEMENT

The mission of the University of West Florida Graduate Nursing Program is to educate the student to make contributions as an advanced practice nurse in roles including leader, administrator, educator, researcher, scholar, and a life-long learner. The nursing graduate of the UWF Graduate Nursing Program will critically and accurately use the nursing process with diverse clients while remaining sensitive to a variety of subcultural influences, healthcare delivery systems, and global environment. Based on progression from the baccalaureate nursing program, the graduate nursing program refines clinical skills and
stimulates the use of research, analysis, synthesis, and active inquiry. The student will use knowledge to respond critically and make appropriate decisions. This graduate nursing program provides a service to the healthcare community by increasing the number of nurses who practice professional nursing at an advanced level in nursing leadership and management and nursing education. The program also serves the populations’ health needs by providing quality nursing care.

VISION STATEMENT
It is the vision of the Department of Nursing to be widely recognized as a model of excellence and relevance, and to be sought out as a leading master’s nursing school in evidence-based nursing education.

ACADEMIC LEARNING PLAN (ALP)
Department of Nursing Mission Statement
The mission of the University of West Florida Graduate Nursing Program is to educate the student to make contributions as an advanced practice nurse in roles including leader, administrator, educator, researcher, scholar, and a life-long learner. The nursing graduate of the UWF Graduate Nursing Program will critically and accurately use the nursing process with diverse clients while remaining sensitive to a variety of subcultural influences, healthcare delivery systems, and global environment. Based on progression from the baccalaureate nursing program, the graduate nursing program refines clinical skills and stimulates the use of research, analysis, synthesis, and active inquiry. The student will use knowledge to respond critically and make appropriate decisions. This graduate nursing program provides a service to the healthcare community by increasing the number of nurses who practice professional nursing at an advanced level in nursing leadership and management and nursing education. The program also serves the populations’ health needs by providing quality nursing care

Department of Nursing Vision Statement
It is the vision of the Department of Nursing is to be widely recognized as a model of excellence and relevance, and to be sought out as a leading master’s nursing school in evidence-based nursing education.

Student Learning Outcomes
Graduates of the UWF Master of Science in Nursing program should be able to do the following:

Content
- Implement theoretical concepts of nursing and related disciplines to provide holistic, quality care to clients across the lifespan from diverse societal subgroups. (GPO 1*)
- Analyze the health care delivery system in relation to diversity and global perspectives, at an appropriate level of complexity. (GPO 9)
- Examine strategies that promote organizational effectiveness, fiscal responsibility, and safe nursing practice through quality measures grounded in evidence based practice. (GPO 6)
- Evaluate the impact of legal and regulatory processes, reporting of errors, and health care policy on health care delivery, nursing practice, and health outcomes. (GPO 7, 3)

Critical Thinking
• Apply, and analyze new research/evidence based practice by utilizing the essential core competencies of critical thinking and clinical reasoning to ensure best nursing practice. (GPO 2)
• Use computer hardware and software to select and interpret statistical analyses, and perform search quests for scholarly assignments. (GPO 2)
• Differentiate between current and emerging comprehensive databases and information technologies that drive safe practice and promote positive health outcomes. (GPO 8)

Communication
• Utilize professional, effective written, electronic and oral communication to develop, participate in and lead inter-professional teams. (GPO 4)
• Assume educational and leadership roles to communicate the need for wellness teaching strategies to promote health and prevent disease in diverse populations. (GPO 9)
• Demonstrate a high level of proficiency in professional writings. (GPO 3)

Integrity/Values
• Recognize, analyze, and evaluate ethical dilemmas and the ways in which these challenges impact diverse client populations and global healthcare. (GPO 5, 9)
• Engage in lifelong learning and describe a short and long term plan for ongoing professional development that includes a mentoring/coaching component. (GPO 10)
• Integrate the advanced practice nursing ethical role into professional healthcare environments through participation in professional organizations, scholarship, education, and service. (GPO 5)

Project Management
Definition: The Project Management learning domain in nursing is organized into four categories with related student learning outcomes. Within each of the following categories, graduates should be able to do the following:

Project Conceptualization
• Design and execute an Evidenced Based Project to address a nursing problem related to clinical practice, and/or specialty track. (GPO 2)
• Implement multidisciplinary concepts, resources, and research appropriately. (GPO 4)
• Translate knowledge to improve health care outcomes across diverse settings. (GPO 1)

Self-Regulation
• Set appropriate goals and time-line for project completion. (GPO 3)
• Remain accountable for one’s own actions. (GPO 3)
• Serve as an advocate in one’s professional role. (GPO 3)

Team-Work Skills
• Communicate effectively to facilitate team development and participation. (GPO 4)
• Work effectively with others as a team member in a professional environment. (GPO 4)
• Assess quality of contributions of each team members (peer review). (GPO 3)
• Serve as an inter-professional team leader if deemed necessary. (GPO 4)

**Project Delivery**

• Produce, implement, and disseminate a quality Evidence-Based Project. (GPO 2)
• Effectively present results using oral, electronic written, and/or visual means. (GPO 3)

*GPO – Graduate Program Outcome*

**Assessment of Student Learning Outcomes**

Nursing graduate students will acquire advanced skills and knowledge that enable them to practice advanced professional nursing or pursue doctoral level study. Direct measures of the student learning outcomes are conducted using examinations, essays, papers, group work, online presentations, and problem solving activities. The capstone experience is a required role practicum under the direction of a preceptor. Finally, the graduating student will participate in an End-of-Program Survey upon completion of degree requirements.

Revised 8/13
### Degree Requirements – Leadership & Management Specialization

Students must complete both the core courses and the specialty courses.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Care Core Courses (9cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6002 Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Graduate Nursing Core Courses (12cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6700 Healthcare Theories, Trends and Issues in Nursing and Society</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740 Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800 Nursing Research, Statistics, &amp; Evidence-Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880 Ethical Issues in Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Functional Area Content: Nursing Leadership &amp; Management (18cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6728 Nursing Leadership &amp; Management Seminar I (3 cr. didactic &amp; 3 cr. role practicum)</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6729 Nursing Leadership &amp; Management Seminar II (3 cr. didactic &amp; 3 cr. role practicum)</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6833 Nursing Leadership &amp; Management EBP Project I [Project Development]</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6833L Nursing Leadership &amp; Management Project II [Project Implementation]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>39</td>
</tr>
</tbody>
</table>

### Degree Requirements - Education Specialization

Students must complete both the core courses and the specialty courses.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Care Core Courses (9cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6002 Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140 Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172 Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td><strong>Graduate Nursing Core Courses (12cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6700 Healthcare Theories, Trends and Issues in Nursing and Society</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740 Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800 Nursing Research, Statistics, &amp; Evidence-Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880 Ethical Issues in Advanced Practice Nursing</td>
<td>3</td>
</tr>
<tr>
<td><strong>Functional Area Content: Nursing Education Courses (18cr.)</strong></td>
<td></td>
</tr>
<tr>
<td>NGR 6710 Nursing Education Seminar I (3 cr. didactic &amp; 3 cr. role practicum)</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6715 Nursing Education Seminar II (3 cr. didactic &amp; 3 cr. role practicum)</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6834 Nursing Education EBP Project I [Project Development]</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6834L Nursing Education Project II [Project Implementation]</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits</strong></td>
<td>39</td>
</tr>
</tbody>
</table>
Graduate Program Curriculum Tracks

Nursing Leadership & Management POS Form
Nursing Education POS Form

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6700 Nursing Theory (3 core)</td>
<td>NGR 6880 Ethical Issues in Advanced Nursing Practice (3 core)</td>
<td>NGR 6710 Nursing Education Seminar I (6: 3 didactic/ 3 practicum)</td>
</tr>
<tr>
<td>NGR 6140 Advanced Pathophysiology (3 core)</td>
<td>NGR 6002 Advanced Health Assessment (3 core)</td>
<td>NGR 6728 Nursing Leadership &amp; Management Seminar I (6: 3 didactic/ 3 practicum)</td>
</tr>
<tr>
<td>NGR 6740 Contemporary Issues in the Role of Advanced Nursing Practice (3 core)</td>
<td>NGR 6800 Nursing Research, Statistics, &amp; Evidence Based Practice (EBP) (3 core)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6172 Advanced Pharmacology (3 core)</td>
<td>NGR 6834L Nursing Education EBP Project I (3) [Project Development]</td>
<td>* NGR 6834L Nursing Education EBP Project II (3) [Project Implementation]</td>
</tr>
<tr>
<td>NGR 6715 Nursing Education Seminar II (6: 3 didactic/ 3 practicum)</td>
<td>* NGR 6834L Nursing Education EBP Project II (3) [Project Implementation]</td>
<td>*NGR 6833L Nursing Leadership &amp; Management EBP Project II (3) [Project Implementation]</td>
</tr>
<tr>
<td>NGR 6729 Nursing Leadership &amp; Management Seminar II(6) (6: 3 didactic/ 3 practicum)</td>
<td>NGR 6833 Nursing Leadership &amp; Management EBP Project I (3) [Project Development]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*NGR 6833L Nursing Leadership &amp; Management EBP Project II (3) [Project Implementation]</td>
<td></td>
</tr>
</tbody>
</table>

*These courses can be taken either spring or summer based on Evidence-Based Practice (EBP) Project Proposal progress
White: Required Core Courses for both tracks (21 sh.)
Blue: Required Specialty Courses for Nursing Education Track (18 sh.)
Green: Required Specialty Courses for Nursing Administration Track (18 sh.)

Total semester hours required for graduation = 39 sh.

Note: Your ability to progress in the curriculum is dependent upon following this schedule. For example, some courses are only taught once each year & may have prerequisites. You may progress at your own pace, but if you do not follow this schedule, it will prolong the time to program completion. There is a six year cap on course requirements. Students may not be permitted to graduate if courses are more than 6 years old.
**Degree Requirements**

Students wishing to earn a M.S.N. must successfully complete both the core courses and the specialty courses.

### Leadership & Management Specialization

**M.S.N. Core (21 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6002</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6700</td>
<td>Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740</td>
<td>Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800</td>
<td>Nursing Research, Statistics, and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880</td>
<td>Ethical Issues in Advanced Nursing Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 21

**Leadership & Management Specialty (18sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6728</td>
<td>Nursing Leadership &amp; Management Seminar I</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6729</td>
<td>Nursing Leadership &amp; Management Seminar II</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6833</td>
<td>Nursing Leadership &amp; Management EBP Project I</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6833L</td>
<td>Nursing Leadership &amp; Management EBP Project II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 18

### Education Specialization

**M.S.N. Core (21 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6002</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6700</td>
<td>Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740</td>
<td>Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800</td>
<td>Nursing Research, Statistics, and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880</td>
<td>Ethical Issues in Advanced Nursing Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 21

**Education Specialization (18 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6710</td>
<td>Nursing Education Seminar I</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6715</td>
<td>Nursing Education Seminar II</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6834</td>
<td>Nursing Education Evidence Based Project I</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6834L</td>
<td>Nursing Education Evidence Based Practice Project II</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Hours** 18
Nursing

Degree: Master of Science in Nursing (M.S.N.)

Specializations: Nursing Leadership & Management
Nursing Education

Department: Department of Nursing
Building 37
(850) 473-7756
http://uwf.edu/nursing/
nursing@uwf.edu

College: Arts and Sciences

Semester Hours Required For Degree: 39

This innovative and flexible online program prepares the professional nurse for leadership, advanced nursing roles, and doctoral studies (including a cooperative doctorate with the University of Florida). The M.S.N. consists of 39 semester hours (sh) of coursework. Students may select from the two areas of specialization. Nursing Education prepares students for employment in an academic or community/hospital/agency setting, while Nursing Leadership & Management prepares students for employment in an administrative/management and leadership positions in the health care industry.

Admission Requirements

In addition to the University graduate admission requirements described in the Admissions section of the catalog, the department bases decisions for regular admission on a holistic review of credentials in which the following criteria are used to assess the potential success of each applicant:

- An earned Bachelor of Science in Nursing degree from an NLN or CCNE accredited nursing program with a minimum overall grade point average of 3.0 on a 4.0 scale OR a 3.0 (GPA) on a 4.0 scale in the last 60 hours of coursework on the BSN.

- Submission of one of the following graduate admission tests:
  - Graduate Record Examination (GRE) scores on the Verbal, Quantitative, and Analytical Writing sections. The test must have been taken no longer than five years prior to application.
  - Miller Analogies Test (MAT) score. The test must have been taken no longer than five years prior to application.

- Completion of an undergraduate statistics course with a grade of "C" or better.
Submission of a statement addressing how an M.S.N. will help you attain your professional and personal goals.
Three professional/academic recommendation letters
Students who, for academic or disciplinary reasons, are not eligible to register in the college or university last attended will not be admitted for graduate study.
Possess a current unencumbered Registered Nurse license to practice nursing in a state or territory of the United States.
Curriculum vitae (CV) or resume.
Approval by the Nursing Department Graduate Admissions Committee.

If an applicant is unable to meet the above criteria, they may petition the Nursing Department Graduate Admissions Committee and request a special review.

Please note that upon admission the M.S.N. student will receive information concerning current UWF Nursing Department requirements for enrollment. These include, but are not limited to: physical examination and immunizations; Level 2 criminal background check; drug screen; VECHS fingerprinting; AHA BCLS certification; proof of professional liability insurance; and proof of personal health insurance.

**Degree Requirements**

Students wishing to earn a M.S.N. must successfully complete both the core courses and the specialty courses.

**Administration Specialization**

**M.S.N. Core (21 sh)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6002</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6700</td>
<td>Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740</td>
<td>Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800</td>
<td>Nursing Research, Statistics, and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880</td>
<td>Ethical Issues in Advanced Nursing Practice</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Hours 21

**Administration Specialty (18sh)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6728</td>
<td>Nursing Leadership &amp; Management Seminar I</td>
<td>6</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Hours</td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>NGR 6729</td>
<td>Nursing Leadership &amp; Management Seminar II</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6833</td>
<td>Nursing Leadership &amp; Management EBP Project I</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6833L</td>
<td>Nursing Leadership &amp; Management EBP Project II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

**Education Specialization**

**M.S.N. Core (21 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6002</td>
<td>Advanced Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140</td>
<td>Advanced Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6700</td>
<td>Nursing Theory</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6740</td>
<td>Contemporary Issues in the Role of Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6800</td>
<td>Nursing Research, Statistics, and Evidence Based Practice</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6880</td>
<td>Ethical Issues in Advanced Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td>21</td>
</tr>
</tbody>
</table>

**Education Specialization (18 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NGR 6710</td>
<td>Nursing Education Seminar I</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6715</td>
<td>Nursing Education Seminar II</td>
<td>6</td>
</tr>
<tr>
<td>NGR 6834</td>
<td>Nursing Education Evidence Based Project I</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6834L</td>
<td>Nursing Education Evidence Based Practice Project II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Total Hours</td>
<td>18</td>
</tr>
</tbody>
</table>

**Admission Requirements**

In addition to the University graduate admission requirements described in the Admissions section of the catalog, the department bases decisions for regular
admission on a holistic review of credentials in which the following criteria are used to assess the potential success of each applicant:

- An earned Bachelor of Science in Nursing degree from an NLN or CCNE accredited nursing program with a minimum overall grade point average of 3.0 on a 4.0 scale OR a 3.0 (GPA) on a 4.0 scale in the last 60 hours of coursework on the BSN.
- Submission of one of the following graduate admission tests:
  - Graduate Record Examination (GRE) scores on the Verbal, Quantitative, and Analytical Writing sections. The test must have been taken no longer than five years prior to application.
  - Miller Analogies Test (MAT) score. The test must have been taken no longer than five years prior to application.
- Completion of an undergraduate statistics course with a grade of "C" or better.
- Submission of a statement addressing how an M.S.N. will help you attain your professional and personal goals.
- Three professional/academic recommendation letters
- Students who, for academic or disciplinary reasons, are not eligible to register in the college or university last attended will not be admitted for graduate study.
- Possess a current unencumbered Registered Nurse license to practice nursing in a state or territory of the United States.
- Curriculum vitae (CV) or resume.
- Approval by the Nursing Department Graduate Admissions Committee.

If an applicant is unable to meet the above criteria, they may petition the Nursing Department Graduate Program Committee and request a special review. Please note that upon admission the M.S.N. student will receive information concerning current UWF Nursing Department requirements for enrollment. These include, but are not limited to: physical examination Level 2 criminal background check; drug screen; VECHS fingerprinting; AHA BCLS certification; proof of professional liability insurance; proof of immunizations and proof of personal health insurance. Students are responsible for their own personal health insurance coverage. The University and/or Department of Nursing will not be liable for a student’s health care coverage or costs.

**Provisional Admission**

With approval from the department, students who do not have all application materials available at the time of admission may be granted provisional admission by the Graduate School. Provisional admission is appropriate for circumstances such as when the undergraduate institution has not posted the awarding of the baccalaureate degree, when graduate admissions has not received the applicant's official standardized test score, or when information required by the department is incomplete. Students who are granted provisional admission must submit all
application materials during the first semester of graduate study or risk removal by the Graduate School of their status to pursue graduate study.

**Conditional Admission**

Students who do not meet the criteria for regular admission may be admitted by a department on a conditional basis. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis. Students admitted on a conditional basis are permitted to register for up to 12 semester hours, identified by the department as appropriate to the degree, and must earn at least a grade of "B" on each of those courses or risk removal of their status to pursue graduate study. Admission on a conditional basis should not be routine.

**GRADUATION REQUIREMENTS**

*Graduation Application*

By the end of the first week of the semester **preceding** graduation, a graduation application form (available online from the Office of the Registrar: [http://uwf.edu/registrar/graduinstr.cfm](http://uwf.edu/registrar/graduinstr.cfm)) must be completed and submitted to the Nursing Department MSN Advisor. Students are responsible for completion and submission of these forms by the published deadline (see academic calendar).

**Master's Degree Requirements**

Requirements for a master's degree from UWF are listed below. The colleges and departments may have requirements which exceed these minimums. Please consult the individual departments and the individual program descriptions in this Catalog for details. Minimum requirements are the following:

- Students must be admitted and enroll at UWF for a minimum of one semester as degree-seeking in the degree program for which a degree is awarded;
- Completion of minimum 30 semester hours in an approved program;
- Completion of minimum 15 semester hours of coursework at the 6000 level or above;
- Completion of minimum 24 semester hours of credit at UWF. The department offering the program may require additional residency;
- Graduate GPA of a minimum of 3.0, refer to GPA Requirement for more information;
- Complete degree requirements within six years from the date the UWF degree is awarded, refer to the Time to Degree requirement for more information;
- A degree will not be awarded for a student on academic probation or suspension;
• Master's students must enroll as degree-seeking for a minimum of one semester at UWF within the last five years of the date the degree is to be awarded. Students who need to be readmitted will be required to meet the degree requirements of the current Catalog.

Requirements for Second UWF Master's Degree

Requirements listed below are applicable for students who already hold a master's degree from UWF or who are pursuing two masters' degrees simultaneously. Students who have earned a master's degree from another institution must meet the requirements listed under Master's Degree Requirements.

• Graduate students may be candidates for two master's degrees at UWF. Candidacy in two separate master's programs may be held in overlapping time periods. Candidates must meet the conditions of graduate status stipulated by both departments;
• Since a master's degree represents a level of attainment, some (or all) courses included in one graduate program may be used by another department to satisfy the formal requirements for a second graduate degree. A minimum of 18 semester hours must be taken for the second graduate degree which were not a part of the first degree;
• A degree will not be awarded for a student on academic probation or suspension;
• Master's students must be admitted and enroll at UWF for a minimum of one semester as degree-seeking in the degree program for which a degree is awarded;
• Master's students must enroll as degree-seeking for a minimum of one semester at UWF within the last five years of the date the degree is to be awarded. Students who need to be readmitted will be required to meet the degree requirements of the current Catalog.

A second master's degree may not be earned in the same program area.

Application for Graduation

Students fulfilling requirements for a UWF master's or specialist degree must submit an "Application for Graduation" to their major departments by the application deadline stated in the Academic Calendar. Graduate students apply for graduation the semester prior to the project defense. Graduation application forms are available on the Office of the Registrar website. Retroactive graduation to a prior semester will not be approved.

Commencement

Commencement ceremonies at UWF are held twice a year, fall and spring, for students graduating with a Baccalaureate, Master's, Specialist, or Doctorate degree.
Doctoral students must be approved by the Graduate School prior to participating in the commencement ceremony.

Those master's students who plan to graduate in the summer should apply for summer graduation only. Prospective summer graduates have the option to participate in either the preceding spring or following fall ceremony. Doctoral students intending to graduate in the summer may not participate in the spring ceremony unless the dissertation has been fully approved and participation is approved by the Dean of the Graduate School. "Applications for Graduation" should be turned in to the major department by the date stated in the Academic Calendar in this Catalog. Students will receive information about graduation through their student e-mail accounts. Commencement information is also available on the web at uwf.edu/commencement. UWF does not have a graduation honors program for master's, specialist, and doctoral students.

**Degree Audit System**

The Student Academic Support System (SASS) identifies and tracks all graduation requirements for each master's degree at the University. Students may check their individual progress toward degree completion by reviewing their SASS audit, which is available in MyUWF. The SASS audit is used for their final graduation check and a completed (bannered) audit is required before a master's degree is awarded.

**Substitution of Graduation Requirements for Students with Disabilities**

Refer to Substitution of Graduation Requirements for Students with Disabilities in the General Policies section of this Catalog.

**Progression in the MSN Program**

Students in the MSN program are admitted in cohort groups to assure that courses will be offered in the sequence and semesters needed to complete a Program of Study (POS) in a timely manner. Students may progress on a full-time or part-time basis but all MSN courses must be completed within 6 years from admission. Should a student need to alter their plan of study, contact with the program advisor is necessary to ensure the students eligibility through educational records and academic standings as well as space availability in the courses.

- Students are required to perform at a minimal grade point level of 3.0 (on a 4.0 scale) on all courses.
- Students may repeat the same nursing course only once, and on a space-available basis.
Students are allowed to repeat two different nursing courses before mandatory withdrawal from the nursing major.

Students with a grade below “B” in a nursing course at midterm will be issued a letter of warning of their academic standing via email.

The faculty of the Department of Nursing reserves the right to retain only those students who satisfy the requirements of scholarship, and adhere to behaviors that conform to Florida Nurse Practice Act.

**Orientation**

The Graduate School, in collaboration with various other units of the University, hosts a New Graduate Student Orientation. The orientation provides newly admitted graduate students with an overview of University services and extracurricular opportunities and an understanding of what to expect academically and financially as UWF graduate students. Graduate students attending the orientation have the opportunity to hear from representatives of academic departments, the Graduate Student Association, and other campus organizations. Additionally, students will receive information on how to purchase text books, parking permits, and their Nautilus Card. Supplementary orientation programs may be offered by individual academic departments.

For the graduate student that is not available to attend the on campus orientation. A virtual orientation is available [http://uwf.edu/graduate/new_student_orientation.html](http://uwf.edu/graduate/new_student_orientation.html). The flexible, new online platform allows you to attend orientation 100% online, at your own convenience.

**Academic Advising**

Each degree-seeking graduate student is assigned to a faculty member to assist in planning academic programs; provide guidance in personal, academic, and professional development; and foster interaction among students and faculty.

Students are responsible for accuracy and updating of SASS degree audit ([http://uwf.edu/sass/index.cfm?link=1](http://uwf.edu/sass/index.cfm?link=1)) to ensure all graduation requirements are met, including having all college level transcripts submitted and accurately recorded by Admissions (including high school transcripts for foreign language). Students are encouraged to maintain contact with the program advisor throughout their program of study to ensure current and factual information pertaining to the students’ course of study and graduation. Registration in nursing courses requires permission codes assigned by the advisor. Students have access to their advisor during posted office hours, by email, or by appointment.

**Online Campus**

The Academic Technology Center is responsible for UWF’s Online Campus (OLC). The OLC supports all fully online, blended, and web-conferencing degree and
certificate programs. The OLC website (onlinecampus.uwf.edu) provides one-stop shopping for distance learning students to assist in planning online degrees, certificates, and educational experiences. Students may access the website for advisement, admissions procedures, registration, information about taking online classes, and graduation. The Online Campus provides many helpful tips and links to the same quality services and student support available on our University of West Florida campuses. Students participating in the Online Campus will have access to advisors, military education coordinators, and others to assist the online learner’s overall educational experience.

**Online Campus Programs**

Almost 30 degree and certificate programs are offered through the UWF Online Campus. Admittance to any of our online degree or online certificate programs provides the opportunity to apply for an out-of-state tuition waiver that reduces out-of-state tuition substantially (See out-of-state tuition waiver information below). Students enrolling in these programs will experience interactive, personalized strategies for course delivery as well as access to the Online Campus staff that stand ready to provide information to online students. Programs currently offered through the Online Campus can be found at: onlinecampus.uwf.edu and in the Catalog.

**State Employee Tuition Fee Waiver**

State of Florida employees classified as permanent full-time employees may be allowed to register on a space-available basis at the University for a maximum of six semester hours of tuition-free courses per semester. Admission, readmission, and registration information may be obtained by contacting either the Graduate School or the Office of the Registrar. Students using the state employee fee waiver may register beginning the first day of classes (drop/add period). Late registration fees will be waived by the Office of the Registrar when the waiver form is submitted. Since registration is on a space available basis, waivers will not be applied to any course for which the student is registered prior to the first day of classes. Permission to enter a closed class is not permitted for state employee registrations. State employees attending the Pensacola campus are required to purchase a Nautilus Card and parking decal. Waivers may not be used for the following types of courses:

- Directed independent studies
- Internships
- Theses
- Dissertations
- Practicums
- Music & theatre performance courses
- Non-credit (audit) courses
- Continuing education courses
- Sponsored credit courses
- Non-fundable courses
State employee waiver forms must be submitted to the Office of the Registrar no later than the close of the drop/add period. It is the responsibility of the employee to ensure that the waiver form includes the appropriate courses for which a student is registered. When necessary, the student must contact the employing agency for a corrected or a supplemental waiver form for courses not included on the original waiver form. It is suggested that alternate courses be included on the original waiver form in case an employee may not be able to register for one or more requested courses. The waiver form will not be processed if a state employee preregisters and then submits a waiver form for the pre-registered course(s) after the fact. Specific details and forms are available at uwf.edu/registrar/stateemployee.cfm.

Out-of-State Tuition Waivers

Waivers to cover all or part of the out-of-state portion of assessed tuition may be available for qualified students admitted to specific online degree and online certificate programs. Students admitted to programs and certificates listed under Eligible Programs on the Online Campus website (onlinecampus.uwf.edu/affordable/waivers.cfm) and are 1) a non-Florida resident and 2) enrolled in Online Campus (OLC coded) courses may be eligible for the waiver.

Non-Resident members of the U.S. Armed Services on active duty stationed in Florida and their spouses and dependent children do not require waivers because they are granted Temporary Florida Residency.

Students enrolled through the SREB Academic Common Market are not eligible for the out-of-state tuition waiver. In some instances, the University may apply third party payments prior to applying waivers.

Notes:

- Renewal of waivers is NOT automatic.
  - Students must apply for a distance learning tuition waiver each semester by completing the "Tuition Waiver" form located on the UWF Online Campus website at (secure.uwf.edu/uwfonline/Affordable/waiverForm.cfm).
- Students must pay all other assessed tuition and fees.
- Students withdrawing from a course or from the University are liable for fee payment as established by standard University policy. Students will not be liable for the amount covered by out-of-state tuition waivers awarded.

Online Campus Fee
An online campus fee will be assessed each semester to students participating in fully online courses and mobile device delivered courses. This fee covers the cost of supporting and improving Online Campus offerings and services.

**Online Campus Student Support**

The Online Campus provides general support services and linkages to all campus-wide support services that may be required by a distance learning student. The Online Campus can serve as the primary point of contact for fully online student needs. OLC staff can be reached via email at online@uwf.edu, toll free at 1-888-529-1823, or locally at (850) 473-7468. Students requiring more specialized support services will be transferred internally to the appropriate point of contact.

**Military Education Advising**

Military students seeking distance learning certificate and degree programs may obtain assistance with overall program planning aligning to SOC criteria along with the military students’ transcripts, including school house training aligned to ACE criteria, other institutional credits, etc. Military students seeking distance learning programs and certificates can contact the Online Campus for assistance. Contact the Military Education Advisor via email at militaryadvisor@uwf.edu.

**Frequently Used Services**

**The following services may also be needed by the distance student:**

**Help Desk**

The ITS Help Desk is available to provide technical support to the online learning student. Contact the Help Desk directly for technical questions through telephone (850) 474-2075 or helpdesk@uwf.edu.

**UWF Library**

The University of West Florida Library offers an array of services, including access to the catalog and numerous online databases. Many of these databases include full-text journal articles or information. To access library services and databases, you must be a currently enrolled UWF student and have a UWF ID. To learn more about how the library can assist you, visit the library website (library.uwf.edu) and select the ONLINE LEARNERS LIBRARY GUIDE Quick Link. You may also contact the Library Information Help Desk at (850) 474-2424.

**Student Responsibility**

The success of online learning relies heavily on the commitment of the student to participate fully in class assignments, discussions, and in supporting class members
while building an online learning community. Each semester students should expect to receive an e-mail confirmation of their Online Learning course registration as well as providing details on how to learn online. The Online Campus website provides links to the UWF Bookstore as well as to all of the support services required for the student experience. Students should enter their online course(s) through the MyUWF portal at my.uwf.edu. Students are expected to have a UWF e-mail account that must be checked at least three times a week to be an active participant in online courses. Students having difficulty should contact the Online Campus for guidance (online@uwf.edu or 1-888-529-1823).

**SCHOLASTIC STANDARDS**

**Scholastic Standards**

Students must earn a grade of B or better in all required graduate nursing courses. Students earning less than a B in any required nursing course may repeat that course only once and on a space-available basis. Students may repeat no more than two nursing courses.

**Grading Practices**

The Department of Nursing adheres to the grading practices established by the university as discussed in The University of West Florida catalog. Each faculty member establishes the specific grading plan for assigned courses. Each course syllabus includes the evaluation criteria.

Students are evaluated on meeting the prescribed objectives for each course. All course objectives must be completed successfully with grade of ‘B’ (3.0 on a 4.0 scale) or better in order to progress in the nursing program. Instructors file course grades with the registrar at the end of each semester.

<table>
<thead>
<tr>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>A  93 – 100</td>
</tr>
<tr>
<td>A-  90 – 92</td>
</tr>
<tr>
<td>B+  87 – 89</td>
</tr>
<tr>
<td>B   83 – 86</td>
</tr>
<tr>
<td>*B-  80 – 82</td>
</tr>
</tbody>
</table>

*Constitutes a failure in course

**Policy Regarding Incompletes**

An "incomplete" grade will be used only in cases of true hardship when unanticipated extenuating circumstances have resulted in the student's being unable to complete course requirements by the end of the semester. An "incomplete" may be granted at the discretion of the faculty in consultation with the department chair.

In rare instances, in which this occurs, the following policies are in effect:
All university policies regarding incomplete are applicable to nursing courses. Refer to the UWF Catalog.

Incomplete will not be used to allow for remedial work; student work must be passing.

Students will receive a date by which the incomplete must be removed.

Students are required to remove the incomplete before enrolling in the next nursing course.

Withdrawal Policies

The option of withdrawing from a course and receiving a grade of "W" is possible within the withdrawal period listed on the academic calendar each semester. Students electing to take a "W" in a nursing course are to understand that re-enrollment in that course is subject to the review of the Faculty and space availability. The student is to be encouraged to explore all other alternatives before taking such action.

See University guidelines for the procedure that must be followed regarding withdrawal. Students who do not follow the required University procedure to officially withdraw from a course will receive an "F" grade.

Students withdrawing from the program will be requested to complete an Exit Questionnaire as part of the withdrawal process.

Cancelation of Registration

Students may cancel registration by dropping all courses through MyUWF or notifying the Office of the Registrar in writing prior to the last day of drop/add. Students may also drop individual courses through MyUWF before the end of the drop/add period. Students who cancel their registration or drop courses within this time frame are not liable for tuition or fees. The University may cancel the registration of a student whose fees are not paid or who has not received authorized deferred payment status as of the close of the fee payment period. Students are responsible for reviewing registration and account information in MyUWF.

Individual Class Withdrawal

After the drop/add period, a student may withdraw from a course while remaining in other course(s) through approximately the tenth week of instruction of any fall or spring semester*. A grade of “W” will be assigned during this period. Students may process withdrawals online through the "Withdrawal" app in MyUWF. Students also have the option of submitting a withdrawal form to the Office of the Registrar, building 18, on the Pensacola campus or at the UWF Emerald Coast - Fort Walton Beach.
Students are encouraged to consult with their advisor prior to withdrawing from classes and to contact the Office of Financial Aid and the Cashiers Office for questions regarding fee liability or financial aid awards. Students who withdraw are not enrolled in the class as of the date the withdrawal is processed. Enrollment status (i.e. full-time, part-time) will be adjusted based on the date of withdrawal. Withdrawals count as an attempted course for repeat course surcharges and excel hours. Individual class withdrawals may not be processed may not be processed after the published deadline. Students who do not officially withdraw will be assigned a standard letter grade reflective of the performance in the course. See Late Withdrawal Policy below.

**Withdraw from All Courses (University Withdrawal)**

Currently enrolled students may withdraw through MyUWF. Students withdrawing from all courses prior to the end of the 4th week* of a full semester will receive a grade of “WR” (partial refund). A grade of “WR” is not computed in the UWF GPA.

Students withdrawing from all courses after the fourth week through the end of the tenth week of any fall or spring semester will receive a grade of “W” in each course*. Students withdrawing after the designated automatic “W” deadline through the last day of instruction will be assigned a grade of “W” or “WF” at the discretion of the course instructor(s). Grades of “WF” are computed in the UWF GPA. Withdrawal from all courses does not prevent registration for future terms. Students are not required to apply for readmission unless they have not enrolled at UWF for three or more consecutive academic semesters (including summers). Students are encouraged to consult with their advisors before withdrawing from classes and to contact the Office of Financial Aid and the Cashiers Office for questions regarding fee liability or financial aid awards. Students who withdraw from all classes are not enrolled as of the date the withdrawal is processed. Enrollment status will be adjusted based on the date of withdrawal.

**Medical Withdrawals**

To qualify for a medical withdrawal, the student is required to complete and submit the Medical Withdrawal Form with supporting documentation to the Dean of Students Office (DSO), Building 21/Room 130. Medical documentation is needed from a physician, counselor, or other licensed health care provider and should: include the date(s) of treatment, the nature of the illness/injury; indicate whether the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester.

The DSO will review the documentation and determine whether the criteria for a medical withdrawal have been met. The student will receive email notification once the decision has been made. The medical withdrawal process normally takes 10 to 14 working days.

Questions regarding the medical withdrawal process may be directed to the Dean of Students Office or the Office of the Registrar.
Withdrawals for Active Duty Military Service

In the case of a student called to active duty military service or change of orders due to military conflict within the semester, the student must contact the Office of the Registrar and provide a copy of military orders upon receipt of orders. Students will have the option of withdrawing with a complete refund, withdrawal with a grade of “W”, or accepting incomplete grades to allow the student to complete the courses at a later date. Students will be asked to notify the University of the desired option.

The transcripts of students who have contacted the Office of the Registrar as stated above and are subsequently withdrawn, awarded refunds, or given incomplete grades will be annotated with appropriate statement indicating action taken was due to military active duty service.

Late Withdrawal Policy

A request for a late withdrawal (individual class or university, past the published deadlines) is considered an appeal for a waiver of a university policy or regulation and must be reviewed by the Academic Appeals Committee. Final authority for waivers of academic university regulations rests with the Academic Appeals Committee. The Office of the Registrar reports the Committee’s decision and has no authority to influence any decision.

Late withdrawals may be approved only for the following reasons (which must be documented):

1. A death in the immediate family
2. Serious illness of the student or an immediate family member
3. A situation deemed similar to categories 1 and 2 by all in the approval process
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Students who are requesting a late withdrawal must submit the following in order for the appeal to be considered by the Academic Appeals Committee:

- **Appeal for a Late Class or University Withdrawal** form which must include the recommendations (in order) of the advisor, instructor, and department chairperson of the course. If the instructor is no longer at UWF, the department chairperson can sign for the instructor. A separate form is required for each course in the semester for University Withdrawals.
- A one-page typed statement fully explaining the reasons for the appeal; the statement should include the course of events in chronological order with dates specified, what prevented your academic success in the course, and why you did not withdraw by the withdrawal deadline.
- Documentation which supports your reasons to appeal:
  - All documentation is subject to verification.
Medical documentation should be submitted from a health care provider, psychologist, or counselor on official letterhead. The documentation should include the nature and duration of the illness/personal problems during the semester in question as well as an indication whether the illness/personal problems interfered significantly with your ability to perform academically. The documentation should also include dates of services provided, the provider's recommendation or support of the appeal, and the provider's signature.

Documentation of a death would include a death certificate or obituary stating the relationship of the deceased to the student.

Appeals will not be considered without documentation.

**Appeals for Fee Refunds**

Fee appeals should be addressed to the Cashiers Office in Building 20. Appeals will be considered by the Fee Appeals Committee for documented, extenuating circumstances.

Students *may* be allowed to withdraw from a course or the University (all courses) with a full refund of tuition fees for the following situations (documentation required):

1. Call to active military duty or enlistment in active military service (copy of official orders or letter signed by commanding officer on official military letterhead required);
2. Death of the student or death in the immediate family (parent, spouse, child, sibling—copy of obituary notice or death certificate required); or
3. Student’s illness of such duration and severity, as confirmed in writing by a physician, that completion of the term is precluded.

Withdrawal from courses at the University does not automatically relieve the student from fee payment liability in the case of deferred payment status such as VA notes, tuition loan notes, and financial aid pending status.

Students in a deferred status should consult the Cashiers Office regarding fee liability.

* See the [Academic Calendar](#) for specific deadlines including summer and short term dates.

**Reinstatement for Canceled Registration**

Reinstatements for canceled registrations are not automatic. To be considered for reinstatement after the deletion of courses for non-payment requires approval of the Office of the Registrar. The student must submit an appeal to the Registrar outlining the reason for the request for reinstatement. If the reinstatement is
approved, the student must make payment of all registration fees for the identical classes for which registration was previously canceled, the $100 late registration fee, the $100 late payment fee, and payment of all delinquent liabilities. Appeals for reinstatement are submitted to the Office of the Registrar. The "Reinstatement from Canceled Registration" form is available through the Registrar’s home page at uwf.edu/registrar.

Final Examinations

Final examination periods consist of 150 minutes for courses taught in Term A of the fall and spring semesters. Exams are scheduled during the week of final exams of the fall and spring semesters and during the last week of classes of the summer semester (see the Academic Calendar). Final exams are listed on students’ registration schedules and may be viewed in MyUWF. Final examinations may be scheduled on Saturday.

Plagiarism Policy

Plagiarism is defined by the University as "the act of representing the ideas, words, creations, or work of another as one's own. Should a student be found plagiarizing in a paper, the student will be reported by the faculty member to the Nursing Program Director & follow the process described in the University's Student Life Handbook Plagiarism is a serious offense in academia & may result in expulsion from the University. The UWF library has an excellent tutorial on plagiarism found at http://library.uwf.edu/tutorials/writing_skills/avoiding_plagiarism.cfm

Policies Regarding Dismissal

Students are expected to maintain the highest standards of professional and academic integrity at all times. Students are subject to dismissal from the MSN program for committing one or more of the following infractions.

- Falsification of records and reports
- Cheating on an examination, quiz, or any other assignment
- Plagiarism, which is the presentation of another's work as if it were the student's own
- Violation of client and/or agency confidential information
- Violation of University of West Florida student conduct policies
- Violation of the American Nurses Association Code of Ethics
- Violation of the Florida Nurse Practice Act
- Violation of HIPPA federal law
- Students who fail to make satisfactory academic and course progress may be dismissed from the program.
- A student whose personal integrity, health or behaviors demonstrate unfitness to continue the nursing program may be dismissed from the program or
withdrawn from a given course; students considered by faculty member(s) to be unsafe practitioners will be dismissed from the program.

A course deficiency letter will be issued to the student by the faculty when any behavior is observed that places the student at risk for failure and/or dismissal from the nursing program. If a second course deficiency letter is issued to a student during their enrollment in the nursing program, the student's progression in the program will be reviewed by the faculty and progression in the program will be contingent upon the approval of the faculty

**Faculty/Student Communication**

Professional communication between faculty and students is of utmost importance in this program. If the student has any questions about a practicum or course assignment, the student should not hesitate to contact the faculty via email or phone. The faculties have designed office hours which are posted on the course syllabi and the eLearning course home page. Faculty will provide contact email and telephone numbers at the beginning of each course for students.

**Student Records**

Once students have been admitted to the nursing program, student files are kept in a central location within the Nursing Department Office. Files containing student records are under supervision or locked at all times. Only faculty and other appropriate institutional officials have access to these records.

**Name/Address Change**

Changes in local and/or permanent addresses, telephone number, and change in name are to be reported as soon as possible to both the University Registrar's Office and the Department of Nursing. The form to request a name change is available in the Office of the Registrar, Bldg. 18 on the Pensacola campus. You must provide documentation verifying your new name (i.e., a new social security card or driver's license). Change may also be made by completing the appropriate section of the **Student Address and Name Change Form**, attaching appropriate documentation, and submitting to the UWF Registrar's Office by mail - 11000 University Parkway, Pensacola, FL 32514 or by fax - (850.473.7345).

**Electronic Records**

https://my.uwf.edu/ gives currently enrolled UWF students access to their electronic records. Students can view grades, class schedule, financial aid status, access registration services, and other services.
**Professional Liability Insurance**

Nursing is a profession in which its members are accountable. The University does not provide liability insurance coverage for the MSN student. Coverage obtained in your work setting does not cover you as a student and proof of professional liability insurance for the entire time you are enrolled as a student in the MSN program is mandatory in the amounts of $1 million per incident and $3 million aggregate.

****************************************************

General University policies and procedures are published online. University policies, as well as Departmental and program policies and procedures, extend to all sites where students are engaged in the role of nursing student.

---

**TECHNOLOGY REQUIREMENTS**

**Computer Requirement**

University of West Florida Nursing Program recommends that students have the following (minimum) technology competencies. All students must have access to a computer, and be proficient in word processing, e-mail, file transfer and literary searches. Registration can be done by computer, ALL of the nursing courses in the MSN program are on-line and departmental communications are ALL sent via e-mail. Specifically, the student must be able:

- Access course and program material through MyUWF, elearning, and selected publishers sites
- Use email and post assignments to course discussion forums and Dropbox
- Complete, send, and receive assignments by faculty and communicate with other students using email and attachments/files
- Read/print email and attachments/files from students, staff, and faculty
- Use the UWF Pace Library online services for research and completion of course assignments
- Create and upload PowerPoint presentations
- Use appropriate software for the course/department (standard Microsoft products include MS Word, MS Excel, MS PowerPoint)
- Submit word documents in the following file formats ONLY: .doc .docx .rtf
- Use CD-ROMs when required as part of course assignments
- Use an appropriate anti-virus application to ensure the files transmitted and received are virus-free
- Navigate and evaluate web sites
- Purchase of internet connection and home computer is recommended.

While many students prefer the convenience of doing their course work on their own personal computer, computer access is available in other ways for students who do not own a computer. On the UWF campus, Internet and E-
mail access is available to all enrolled students in the SAIL (Student Access to Information Lab) Facility 24 hours a day, 7 days a week.

**E-Mail**

Communication between faculty and students via e-mail is essential for successful completion of course work. Students have a UWF E-mail address that must be activated by the student. **This is the only address the faculty will use** and it is the students’ responsibility to forward mail to a preferred provider. The E-mail address will be made available to other students within the course in which the student is enrolled. Exception to this policy will require a written request from the student.

---

**APA WRITING STYLE and TURNITIN**

**APA Guidelines:**

American Psychological Association (APA) 6th Edition is the formal writing style adopted by the University of West Florida, Department of Nursing. All written assignments are to demonstrate a professional level of scholarship by adhering to the current American Psychological Association (APA) format. The APA manual contains specifications for researching, writing, documenting and formatting type written work. Guidelines for writing in APA style may be found in the 6th edition publication manual and at the following internet site: [http://apastyle.org](http://apastyle.org). The UWF Writing Lab also has useful guides for APA style and a paper evaluation service.

**Due Dates:**

Papers will be due on the assigned day by a time selected by the faculty member. Any paper received after the due date or specified time will not be accepted. Exceptions to the due date will be made only under special circumstances or if negotiated before the paper is due.

**Format:**

Papers are to be computer generated, grammatically correct, and referenced appropriately. Students are expected to follow APA format as designated in the APA Publication Manual 6th edition, which serves as the guide for written work. Points may be deducted for work that does not follow proper format. The exact amount of points deducted will be designated in each course syllabi.

**Grading Requests:**

Students must keep a copy of the final paper submitted. If a student desires a second reading of a paper, a copy of the final paper product may be submitted to
the Graduate Program Coordinator with a written request. The Coordinator will designate who will be the second reader. The final grade will be determined by averaging the original paper grade and the grade given by the second reader.

**Writing Assistance:**

The Writing Center, Building 51, houses the UWF Writing Lab, Language Lab, and other areas that offer services to UWF students, faculty, administrators, and staff. Any university student, whether or not enrolled in a composition course, may use the Writing Lab for help with writing problems. The Writing Lab offers paper reading/critiquing and tutoring in grammar and usage, mechanics, and sentence structure. Graduate faculties encourage MSN students to seek assistance with any writing issues early in their academic studies. Access this link for further information: [http://uwf.edu/writelab/about/](http://uwf.edu/writelab/about/).

**Turnitin:**

UWF maintains a university license agreement for an online text matching service called TurnItIn. The instructor may use the TurnItIn service to determine the originality of student papers. If the instructor submits your paper to TurnItIn, it will be stored in a TurnItIn database for as long as the service remains in existence. **If you object to this storage of your paper:**

1. You must notify the instructor no later than two weeks after the start of the class.
2. The instructor will utilize other services and techniques to evaluate your work for evidence of appropriate authorship practices.

**Evidence-Based Project Guidelines:**

1. The evidence-based project results in an evidence-based scholarly paper. Types of projects include but are not limited to the following:
   a. Creation of an innovative clinical/teaching program.
   b. Program evaluation of a clinical/teaching program.
   c. Participation with a faculty member on an evidence-based research project resulting in a scholarly paper or professional presentation.
   d. Development and/or implementation of evidence-based systematic review of the literature in a specified area.
   e. Development and/or implementation of an evidence-based clinical protocol.
   f. Development of a detailed evidence based teaching project.
2. The organization of the project should be assembled as follows:
   a. Introduction (including overview of goals and significance of the project)
   b. Theoretical/conceptual framework
   c. Review of the literature
   d. Plan for the implementation of the project
3. A final professional copy of the Evidence Based Project will be located in the Department of Nursing.

**HEALTH AND SAFETY**

**University and Department Requirements**

**Immunization Requirements**

All students, both graduate and undergraduate, are required to meet the immunization requirements listed below prior to registration.

I. Measles/Mumps and Rubella

A. Requirements: All students born after December 31, 1956 must present documented proof of immunity to Measles (Rubeola) and German Measles (Rubella), in one of the three ways described below:

1. Proof of 2 doses of MMR (Measles/Mumps/Rubella) received at least 28 days apart or 2 doses of Measles and 1 dose of Rubella.

   a. Vaccinations must have been received after your first birthday.
   
   b. Vaccinations must have been received in 1969 or later.

2. Proof of immunity by way of a positive laboratory test known as a titer (IgG Rubeola titer or IgG Rubella titer). A copy of the lab report which includes the date of the test must be submitted.

3. A written statement from a healthcare provider documenting a diagnosis of Measles (Rubeola). The statement must be on official medical office stationery, include the date of diagnosis, and be signed by a physician. This is only acceptable for a diagnosis of Measles.

B. Exceptions: Student may apply for an exception to the immunization requirement for Measles/Mumps and Rubella if they meet one of the following criteria and submit the appropriate documentation.

   1. Medical Basis - The student must provide a letter from a healthcare provider, signed on official medical stationery, stating the medical reason(s) why the student
is not able to receive the Measles/Mumps and/or Rubella vaccine(s), and indicating if this is a temporary or permanent condition.

2. Religious Basis - The student (or the student's parent/guardian if under 18 years old) must provide a letter stating the student's religious beliefs do not permit him/her to receive vaccinations.

3. Active Duty Military - Active duty military personnel may complete a Measles/Mumps and Rubella waiver form if documentation of immunizations is unavailable at the time of registration. A copy of the individual's military ID is required with the waiver.

4. On-Line Students - Students who are enrolled in on-line courses only and who will not be physically present in any UWF campus may complete a Measles/Mumps and Rubella waiver form. Should such students seek to register for a face-to-face course, they must comply with Section IA, above.

II. Meningitis and Hepatitis B

A. All UWF undergraduate and graduate students, including on-line students must provide documentation of vaccinations against Meningococcal Meningitis and Hepatitis B or complete the Meningitis/Hepatitis Waiver form indicating their informed decision not to be vaccinated for the appropriate declined vaccination. If the student is under the age of 18, the waiver form must be signed by a parent or legal guardian.

B. Students continuously enrolled since June 30, 2008 or before who have not lived in University housing since June 30, 2008 are exempt from this requirement.

III. Submission of Documentation

Immunization forms including waiver forms and other documentation may be presented in person or via mail, fax or email to the University of West Florida, Student Health Services, 11000 University Parkway, Pensacola, FL 32514. The email address is immunizations@uwf.edu and the fax number is (850) 857-6100. If the student is mailing documentation, the student must include his/her name, birth date and UWF ID number. Photocopies are acceptable. Originals will not be returned. If students have questions or need any additional information about these illnesses or the vaccinations, they should visit the Student Health Services' website at www.uwf.edu/healthcenter.

MMR waiver form: http://www.uwf.edu/healthcenter/MMR%202012%20waiver.pdf

Meningitis/Hepatitis waiver form: http://www.uwf.edu/healthcenter/Meningitis.pdf
POLICY:
The UWF Department of Nursing will require all nursing students to undergo a routine drug screen. Nursing students are not to be involved in the sale, manufacture, distribution, purchase, use, or possession of alcohol or non-prescribed drugs. Student failure to submit to a drug screen, attempting to tamper with, contaminating, or switching a sample will result in the student not being allowed to meet course objectives for the clinical course. Progression in the program will not be permitted.

Positive Results
Students who test positive for illicit drugs in their first drug screen required by University of West Florida Nursing Department will be notified to meet with the UWF Nursing Department Chair. The student will have the option to a repeat test at his/her own expense within 24 hours of the notification of the positive result. The student must provide proof of the date and time of the drug screen re-tests to the UWF Nursing Department Chair. The student will be suspended from all nursing activities until the issue is resolved. The results of the test will be considered by the Graduate Program Committee which consists of the following: the Dean of Arts and Sciences, Nursing Department Chair, Dean of Student Affairs, and Faculty of the student’s current courses.

In the case of a positive test, use of the identified drug must be substantiated by a health care provider as necessary, or will result in dismissal from the UWF nursing program. Decisions of the Nursing Advisory Panel are final.

Second Test- Positive Results
If the second drug screen is also positive, the student will be dismissed from the Nursing program. The student will not be eligible for continuation or readmission to the Nursing program at any time.

Second Test- Negative Results and Random Follow-up Testing
If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, but the student will be required to have a minimum of one random drug screen at his/her expense during the remainder of his/her course of study in the nursing program. The timing of the random drug screen(s) will be determined by the UWF Nursing Department Chair or course faculty. The student is required to provide proof to the UWF Nursing Department Chair that the drug screen was conducted within 24 hours of the written notification. If the random drug screen is positive, the student will be dismissed from the nursing program, and he/she will not be eligible for continuation or readmission to the Nursing program at any time.
Security of Test Results
Test results will not be shared, except as necessary, with individuals other than the Nursing Advisory Panel. All test results will be filed in a locked cabinet within the Nursing Program offices and shall remain confidential except as noted and to the extent permitted by law.

GENERAL REQUIREMENTS AND PROCEDURE:

Prior to a student starting a nursing clinical/practicum course, conducting a nursing research study or project, or a didactic course that involves contact with patients, a drug screen is required.

- Students will be notified not more than 24 hours in advance of the date and time for drug screenings. All charges for drug screening(s) are the responsibility of the student.
- If the drug screen indicates an area of concern, the student will be notified by the UWF Nursing Department Chair. The Graduate program committee will convene to determine the action that needs to be taken. Decisions of the Graduate Program Committee are final.
- Test results are confidential with only the Dean of Arts and Sciences, Department Chair, and Dean of Student Affairs. The action may include that the student submit to a repeat test of body fluids for the presence of illicit drugs at his/her own expense and to have a report sent to the UWF Nursing Department Chair as soon as possible (within 24 hours).
- The results of the testing will be considered by the Graduate Program Committee in determining the student’s continuance in the program. The student will be suspended from all nursing program activities until the issue is resolved. Also, the student may be dismissed from the UWF nursing program based on testing results.

The report is to be sent to:
Department Chair
UWF Nursing Program
11000 University Parkway
Pensacola, FL 32514

The results of the testing will be considered by the Graduate Program Committee in determining the student’s continuance in the program. The person will be suspended from all nursing program activities until the issue is resolved. Also, the student may be dismissed from the UWF nursing program based on testing results.

Background check

All UWF Nursing students must have satisfactorily completed a background check through the UWF approved provider.
Fingerprinting

All UWF Nursing students must have fingerprinting performed through the UWF approved provider.

STANDARDS OF ETHICAL CONDUCT AND PROFESSIONAL BEHAVIOR

The University of West Florida Department of Nursing expects its students to represent the organization in a manner that reflects high standards of personal integrity, education, and service to patients. It is expected that, as a student in the nursing program, you will conduct yourself according to the ethical standards as published in the American Nurses Association Code of Ethics. Please refer also to the Florida Nurse Practice Act and the American Nurses’ Association Scope and Standards for more details on the legal requirements for all nurses. The underlying principles of these standards are based on common courtesy and ethical/moral behavior. These standards are essential for you to grow professionally and to receive the desired trust and respect of all members of the health care professions.

Students may have access to confidential medical/personal client and family information, and to sensitive agency information as part of the course learning experiences. It is of utmost importance that client/agency confidentiality is observed. Information concerning a client/family or agency is not to be discussed outside of the didactic setting. Violation of this policy may result in dismissal from the UWF nursing program.

KEYS TO CONFIDENTIALITY

- DO NOT discuss patients/personnel/institutions or any identifying data in public settings such as cafeterias, elevators, hallways, over the phone, with family or friends, with other patients or where patients may overhear you
- Discussion of your patient/personnel/institution should only occur in approved settings such as course discussion forum and assignments
- Use patient/institution initials in all discussions and on written documents submitted to the Nursing Department
- Destroy all notes and computer generated papers after completion of assignment
- Protect the integrity of the medical record and do not photocopy or otherwise transmit material from the medical record
- If you have concerns about confidentiality, check with your instructor to obtain guidance

Along with failure to exhibit behaviors that reflect the professional standards for legal/ethical conduct, major infractions of conduct and behavior as set forth in the general university catalogue will be grounds for dismissal from the Nursing Program. These include, but are not limited to, consumption of alcoholic beverages.
in a course related activity; illegal drug usage; impaired behavior; language, and/or disruptive behavior with peers, faculty or community.

Confidentiality
Student Rights and Responsibilities

The Department of Nursing adheres to the same policies affecting all students within the university in regard to student rights and regulations. These rights and regulations are summarized in the UWF Student Life Handbook. The handbook is available to all students at registration and to other interested persons upon request from the Office of Student Affairs.

The 'Student Grievance System' in the UWF Student Life Handbook clearly defines the channel for receipt and consideration of students' views and grievances. Nursing students adhere to the same policy.

All students have the right to seek knowledge, exchange and debate ideas, form opinions, and express their views. However, it is understood that this knowledge of rights should be balanced with a concomitant knowledge of responsibilities.

UWF Department of Nursing Grievance Procedure

Pursuant to the policies established by the University and published in the UWF Student Handbook (p. 48), and available on the web at [http://uwf.edu/studenthandbook/documents/University%20of%20West%20Florida%20Student%20Handbook%202013.pdf](http://uwf.edu/studenthandbook/documents/University%20of%20West%20Florida%20Student%20Handbook%202013.pdf), the department of nursing will use the following procedure for addressing student grievances. Student grievances handled under this system can include the following:

1. Problems with student or academic services;
2. Contested grades for courses;
3. Being placed on academic probation or suspension;
4. Readmission actions; or
5. Other academic matters.

The following steps in the process must be adhered to by the Student and the University:

Step 1: Faculty Level

A student wishing to contest a final course grade must first contact the course instructor to initiate a verbal or written appeal. The student must initiate contact within 30 calendar days of the grade being available for the student to view online. The student must present a rationale for the appeal and a preferred resolution.

The course instructor receiving the verbal or written appeal shall respond in writing to the appeal within 10 calendar days. Should the course instructor agree...
with the appeal he or she will process an appropriate grade change in a timely fashion.

In the event that the course instructor is not available (e.g., no longer employed, on sabbatical, or other long term absence from the workplace) to receive and respond to the grade appeal the student shall move directly to Step 2.

**Step 2: Chair Level**

Students not satisfied with the course instructor's response at Step 1 may appeal to the Step 2 representative who will be the Program Coordinator/Department Chair. This second level appeal must be submitted by the student in writing to the appropriate Program Coordinator's Office within 10 calendar days of receiving the Step 1 response and must include the following:

1. Date of the appeal
2. The student's name, local address, UWF e-mail address and phone number
3. The course instructor name and course information
4. A concise statement of the rationale for the grade change appeal
5. A statement of any action previously taken to resolve the issue and the results of these actions
6. The disposition desired by the student

The program director, department chair, or the individual to whom the Step 2 review is designated ("designee") shall review the appeal, discuss it with the course instructor and/or other pertinent individuals and respond within 10 calendar days of receiving the appeal. The response may include requests for more information or requests to meet with the student bringing the appeal. The time needed for the response may be extended by the Step 2 representative. It will be the responsibility of the Step 2 representative to inform the student and the course instructor of any such extensions in response time.

The Step 2 representative will provide the student and course instructor with a written response with his or her findings and decision. If the Step 2 representative finds in favor of the student, the course instructor will be provided with an opportunity to submit a written rebuttal within 10 calendar days of the Step 2 decision. If the course instructor does not file a rebuttal, the Program Coordinator/Department Chair will process an appropriate grade change in a timely fashion. If the Step 2 representative does not find in favor of the student, the student may accept the decision or may appeal to the next level.

**Step 3: Final Appeal by Student or by Course Instructor**

a. **Student Appeal:** If the student wishes to file an appeal of the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The student's appeal must be in writing (using the UWF department of nursing procedure for filing a formal complaint form located in the
department of nursing and state the grounds for the appeal. Grounds for the student's appeal are limited to the following:

1. The student's rights, as outlined in this policy, were violated in the appeal process
2. New information is discovered that was not available at the time of the previous reviews, or
3. The information presented does not support the decision

b. **Course Instructor Rebuttal:** If the course instructor wishes to file a rebuttal to the Step 2 decision, it must be filed within 10 calendar days of the date of the Step 2 decision with the Office of the Dean of the College in which the course is taught. The course instructor's rebuttal must be in writing and state the reasons why the Step 2 decision is believed to be incorrect or requiring clarification.

The Dean (or designee) shall review the student's appeal and the course instructor's rebuttal, where applicable, and respond within 10 calendar days of the receipt of the latest filed document. The Dean or designee's response may include any of the following:

1. A request for more information
2. A request to meet with the course instructor, chair or student involved
3. Referral of the appeal to the College Academic Standards Committee for recommendation

The time needed for the response may be extended by the need to gather information, scheduling needs, etc. It will be the responsibility of the responding Dean (or designee) to inform the course instructor, program coordinator, department chair and student of any such extensions in response time. The Dean (or designee) will provide the course instructor, program coordinator, department chair and student with a written response with his or her findings and decision. This decision shall be the final decision of the University.

**NOTE:** Semester break (the days between the last day of final examinations and the first day of class of the next term) shall not be counted as calendar days for the purposes of this appeal process

---

**University of West Florida**  
**Department of Nursing**

**Departmental Procedure for Filing a Formal Complaint-Form**

**Definition of a Formal Complaint:**
The UWF Department of Nursing defines a formal complaint as a report from a student or other constituent that expresses a serious concern about the quality of any of our nursing programs or the conduct of a faculty member, staff member or student. A formal complaint should be initiated when all other appropriate departmental, college and/or university channels have failed to produce a satisfactory resolution from the point of view of the complainant.

**UWF Nursing Departmental Procedure:**

1. Determine if the complaint is one covered by an existing University process such as The UWF Academic Misconduct Procedure. If not, refer the complainant to the relevant process.

2. Determine if the disagreement or conflict has been directly discussed with the person(s) involved. If not, facilitate this discussion if appropriate for the situation.

3. If there is no University or College regulation or policy to govern the nature of the complaint, this form should be completed and forwarded to the Dean’s Office. The Dean will investigate and will maintain a file of all formal complaints and resolutions.

---

**Formal Complaint Form**

Person making complaint: __________________________ Date: __________________________

Email address: __________________________ Tel: __________________________

Person taking complaint:: __________________________ Title: __________________________

Program (if student): __________________________

If you are not a student, what is the nature of your relationship to the College?

____________________________________________________________________________________

Please describe the nature of the complaint and the date of occurrence:

____________________________________________________________________________________

____________________________________________________________________________________

---

**HIPAA STATEMENT**
All those in healthcare must now comply with the federal regulations of The Administration Simplification Subtitle of the Health Insurance Portability & Accountability Act of 1996 (HIPAA). This Act requires that individually identifiable patient information be disclosed on a need to know basis only. Care must be taken to minimize incidental disclosures and must disclose only minimal amounts of information necessary to accomplish the task. The minimum disclosure standard, however, does not apply to requests for information by a healthcare provider for treatment purposes. For example, if one must administer a medication, you will have full access to the medical record. This is covered by the patient's consent for treatment.

In order to protect patient/client privacy, all personally identifying information must be removed from student papers, such as care plans and case studies. Information to be removed includes: the individual's name, initials, address, phone number, fax number and social security number. Student papers may not be copied for careless circulation and handling. These written documents containing private health information must be either carefully stored or shredded to prevent the circulation of confidential patient information. Confidentiality and privacy also extends to oral communications which extend beyond the need to know for treatment and/or educational purposes.

HIPAA is a Federal law. Penalties for wrongful disclosure range from fine and/or imprisonment.

DEPARTMENTAL COMMITTEES AND ACTIVITIES

Departmental Committees
The Department of Nursing provides for student representation on departmental committees. Through student representation, a mechanism exists for sharing views and concerns regarding nursing education and departmental policies.

Faculty and committee meetings are open to all who wish to attend and due consideration given to non-members' opinions, although only members and student representatives may vote to decide policy. According to the Faculty Organization Bylaws students are asked to be members of the following departmental committees: Curriculum Committee; Evaluation Committee; Recruitment, Admission, Retention and Progression Committee; Student Affairs Committee. Due to the confidential nature of information presented, students are not allowed to participate in the Admissions and Progression Committee.

UWF department of nursing is considering restructuring the organizational committees so that (Curriculum Committee, Evaluation Committee, Recruitment, Admission, Retention and Progression Committee, Student Affairs Committee) activities and decisions will be addressed by the respective program committee. For MSN students, this will be the Graduate Program Committee.
**Student Organizations**
Sigma Theta Tau International Honor Society of Nursing

- The Upsilon Kappa Chapter was chartered in 2008
- The mission is “to support the learning, knowledge, and professional development of nurses committed to making a difference in health worldwide”
- Membership is by invitation only to Master’s nursing students who demonstrate excellence in scholarship as evidenced by the following:

1. Students in graduate programs shall be eligible for membership if they have achieved excellence according to the standards as approved by the society. For universities/institutions of higher education that use a 4.0 grade point average (GPA) system to measure academic achievement, graduate students must have a GPA of at least 3.5. GPAs should be computed according to the policies of the university.
2. Complete at least ¼ of the program of study: Refers to the total number of semester hours, not limited to nursing courses only.

**Financial Aid**
Financial aid, scholarships, and loans are available to nursing students from various sources. Students should contact the Office of Financial Aid for specific information.

**Support Services----Students with Special Needs**
Students with a documented disability who require specific examination or course related academic accommodations should contact the Students Disability Resource Center (SDRC) by email at sdrc@uwf.edu or by phone at (850) 474-2387.
SIGNATURE PAGE

STUDENT HANDBOOK
University of West Florida
Department of Nursing

Signature Page
MSN Program

PRINT THIS PAGE

TO VERIFY THAT YOU HAVE READ AND UNDERSTAND THIS
MSN STUDENT HANDBOOK SIGN AND DATE

I have received a copy of the Student Handbook for MSN Nursing and understand that I am responsible for knowing and abiding by the contents.

Print Name ________________________________________________________________

Signature _________________________________________________________________

UWF Student ID __________________________________________________________

Date_________________________________________

Print this page from the pdf file, complete and sign, scan and FAX to the
MSN Coordinator by the end of the first week of class. 850-473-7771
APA 6th Edition is the formal writing style adopted by University of West Florida Department of Nursing. All writing assignments are expected to follow the guidelines of this writing style. The purpose of this document is to provide general guidelines to help you meet these requirements. More information can also be found at the APA Style website:

http://www.apastyle.org/

APA Reference Style Guidelines
University of West Florida Office of Graduate Studies and Writing Lab
All information excerpted from the Publication Manual of the American Psychological Association, Sixth Edition

This handout addresses the basics of organizing a manuscript in APA style. Section numbers (for example, 8.03) correspond with the section numbers in the sixth edition of the Publication Manual of the American Psychological Association. Check with your instructor and/or department for specific requirements.

This handout applies to the second printing of the sixth edition of the APA manual. The first printing of the sixth edition contains numerous errors and is not recommended for use as a guide to APA style. To ensure that your text is the reprinted edition, it should say “Second printing: October 2009” on the copyright page.

How to Format a Paper in APA Style

The preferred typeface for APA publications is Times New Roman, 12-point font. Arial is no longer a recommended font.

Double-space between all lines of the manuscript.

Leave uniform margins of one inch on all sides.

Indent the first line of each paragraph using the tab key.

Text should be flush with the left side of the page only, leaving a ragged edge on the right side.

Space twice after punctuation at the end of a sentence.

8.03 Organizing the Manuscript

Arrange the pages of the manuscript in the following order:

- Title page (numbered page 1)
- Abstract (start on a separate page, numbered page 2)
- Text (start on a separate page, numbered page 3)
- References (start on a separate page)
- Tables (start each on a separate page)
- Figures (place each on a separate page; include caption on page with figure)
• Appendices (start on a separate page)

8.03 Title Page
The title page includes the following elements: a manuscript header with a running head and page number, title, author byline, institutional affiliation, and author note, if applicable.

The manuscript header with the page number and the running head begins on the title page. All elements of this header—with the exception of the words “Running head:”—should follow on every subsequent page. Use the header function provided by the word-processing program to insert this information; do not manually type it at the top of each page.

Choose “different first page” in the header function. The page number should be placed in the right-hand corner of the header. In the left-hand corner of the header, type “Running head:” followed by an abbreviated title in all uppercase letters. The abbreviated title should not exceed 50 characters, including punctuation and spaces. Do not capitalize “head.”

Then, on the top half of the title page, horizontally center the title, author or authors, and institutional affiliation as follows:

**Example title page**

Running head: WRITING SELF-EFFICACY

Writing Self-Efficacy in Middle-School Students

John R. Smith

University of West Florida

If including an author note, see 2.03 in the manual.

2.04 Abstract
Begin the abstract on a new page and type “Abstract,” centered, at the top of the page. The abstract itself should be a single paragraph without paragraph indentation. The purpose of an abstract is to give the reader “a brief, comprehensive summary of the contents” of an article or paper. One strategy often used when writing an abstract is to give one or two concise sentences from each section of the paper.

**Example abstract page**

WRITING SELF-EFFICACY

Abstract

Using qualitative studies, this research explored the various facets of self-efficacy in relation to adolescent writing and investigated critical-thinking strategies vary, requiring

While there is no recommended length for abstracts in the manual, journal guidelines for abstracts vary, requiring anyplace from 150 to 250 words.

2.05 Text
University of West Florida
MSN Online Nursing Program
Student Handbook
Created Fall 2013
Begin the text on a new page. Type the title of the paper, centered, at the top of the page. The sections of the text follow each other without a break; do not start a new page when a new heading occurs.

The body of the manuscript begins with the introduction. Because the introduction is clearly identified by its position in the manuscript, it does not carry a heading labeling it as such.

**Example first page of text**

**Example section of text**

**3.03 Levels of Headings**

The levels of headings used to organize a research paper are as follows:

**Level 1, Centered, Boldface, Title Case**

**Level 2, Flush Left, Boldface, Title Case**

**Level 3, indented, boldface, sentence case paragraph heading ending with a period.**

**Level 4, indented, boldface, italicized, sentence case paragraph heading ending with a period.**

**Level 5, indented, italicized, sentence case paragraph heading ending with a period.**
APA Reference Style Guidelines
University of West Florida Office of Graduate Studies and Writing Lab
All information excerpted from the Publication Manual of the American Psychological Association, Sixth Edition

This handout addresses the basics of citing sources in a manuscript. The numbers preceding the headings in this handout correspond to the same sections in the sixth edition of the manual. Check with your instructor and/or department for specific requirements.

How to Credit Sources in the Text

When using ideas or words from a source, whether quoted or paraphrased, you must give credit to the author or authors of the source. Credit may be given one of two ways: a) through a parenthetical citation following the quoted or paraphrased material or b) by directly mentioning the author and year in the text in conjunction with the quoted or paraphrased material.

For a parenthetical citation, list the following at the end of the sentence: author’s name, year of publication, and page number, separated by commas. A period follows the citation:

The results of this study proved that students with low writing self-efficacy were hesitant to write, even if their discursive skills rated above average: “If self-efficacy is lacking, people tend to behave ineffectually, even though they know what to do” (Bandura, 1986, p. 425).

For an in-text citation, the year of publication is always mentioned in conjunction with the author’s name as follows. The year follows the author, but the page number follows the quotation:

ineffectually, even though they know what to do” (p. 425).

Include the page number only when citing a direct quote. If a quote has been taken from more than one page of text, write “pp.” instead of “p.” in the citation: (Schultz, 2009, pp. 149-150).

For electronic sources, follow the in-text parenthetical citation style for print sources. However, for non-paginated material, use the paragraph number instead of the page number with a direct quote: (Wilmoth, 2010, para. 9). If the non-paginated document is especially lengthy, cite the paragraph number in the heading or chapter: (Wilmoth, 2010, Discussion, para. 1).

6.11 Basic Citation Styles

The different formats for both in-text and parenthetical citations are as follows:

<table>
<thead>
<tr>
<th></th>
<th>First citation in text</th>
<th>Subsequent citations in text</th>
<th>Parenthetical format, first citation in text</th>
<th>Parenthetical format, subsequent citations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Three to five authors</strong></td>
<td>Bradley, Ramirez, Soo, (2006)</td>
<td>Bradley et al.</td>
<td>(Bradley, Ramirez, Soo, &amp; Walsh, 2006)</td>
<td>(Bradley et al., 2006)</td>
</tr>
</tbody>
</table>
6.17 Secondary Sources
To cite a source within a source, use “as cited in.” Do not include a citation for the cited source in the reference list; only include the source in which it was found:

- According to McLeod (1987), the writing process is as much an emotional as a cognitive activity (as cited in Pajares et al., 2007).
- The writing process is as much an emotional as a cognitive activity (McLeod, 1987, as cited in Pajares et al., 2007).

6.20 Personal Communications
Personal communications are letters, e-mail, personal interviews, telephone conversations, and other non-archived material. Because personal communications cannot be retrieved, they are not cited in the reference list. In text, list the initials, the surname of the communicator, and the date:

- T. K. Lutes (personal communication, April 18, 2001)
- (T. K. Lutes, personal communication, April 18, 2001).

6.03 Block quotes
If a quotation exceeds 40 words, put it in an indented block of text and omit the quotation marks:

```
entire quote indented a half-inch from the text

with low writing self-efficacy. Current research supports this hypothesis:
the beliefs students hold about their writing capabilities powerfully influence
their writing performances, as well as the academic choices they make in high
school and college (Hackett, 1995). Less is known, however, about how the
self-beliefs take hold and are developed. (Pajares et al., 2007, p. 117)
```

For block quotes, the period goes before, not after, the parenthetical citation.

If the quotation references multiple paragraphs, indent the first line of each paragraph an additional half-inch.
How to Construct and Format a Reference List

Start the reference list on a new page. Type “References,” centered, at the top of the page. Any sources cited in text must appear in the reference list; likewise, each entry in the reference list must have a matching citation in the text.

<table>
<thead>
<tr>
<th>Example reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>WRITING SELF-EFFICACY</td>
</tr>
<tr>
<td>References</td>
</tr>
</tbody>
</table>

Double-space and alphabetize all references entries. Use a hanging indent. Space once after punctuation in all references. Space once after periods of the initials in people’s names (e.g., Zhang, J. R.). Italics is preferred over the use of underlining. Do not italicize punctuation that is not part of a title.

6.27 Source with Multiple Authors
Include up to seven authors in a citation on the references list. However, with eight or more authors, include the first six authors, then insert three ellipses, and add the last author’s name.


7.01 Periodicals
Journal article

Electronic journal article with DOI

Include the digital object identifier (DOI) if one is assigned. If no DOI is assigned to the content and the article was retrieved online, include the home page URL for the journal, newsletter, or magazine in the reference. No retrieval date is needed. Do not put a period at the end of a URL.
Electronic journal article with URL

Newspaper article

Precede page numbers for newspaper articles with p. or pp.

Electronic newspaper article

7.02 Books

The publishing location should contain at least two geographic elements, as in city, region, country, or city, state. Ampersands are now acceptable in publisher names.

Article or chapter in an edited book

Electronic version of print book

The name of the electronic version in brackets follows the name of the book.

To see a more detailed listing of references, see the APA manual. Additional information about APA can be found at http://apastyle.apa.org/