



UNIVERSITY *of* WEST FLORIDA

Dr. D.W. McMillan

Nursing Program

RN-BSN

2025-2026

Program Handbook

Dear Students,

Congratulations on taking the first step towards a rewarding career in nursing!

We are honored to welcome you to the UWF School of Nursing, and excited that you have chosen to complete your BSN. As you embark on this journey, you will have the opportunity to increase your knowledge in nursing, advance your education in nursing leadership, public health, gerontological care, and much more.

At UWF, we are dedicated to preparing baccalaureate-prepared nurses who can make a difference in their communities. We believe that education is the key to improved patient outcomes, and we are thrilled to have you join us on this mission. By enrolling in the RN to BSN program, you are taking a crucial step towards becoming a change-agent and leader in the nursing field.

Our program is designed to provide you with the tools you need to succeed. We combine innovation and science with principles such as caring and empathy to ensure that our students receive a well-rounded education. With our expert faculty and comprehensive curriculum, we are confident that you will receive the best possible education.

Please take the time to read through this handbook carefully as it will provide you with essential information about the program policies and procedures. We are thrilled to have you as a part of our UWF community and look forward to helping you achieve your academic and professional goals.

Sincerest Regards,



Cynthia Smith Peters, MSN, MS, DNP, RN
Assistant Professor of Nursing
RN to BSN Program Director
University of West Florida

To help you successfully transition into your role as an **RN to BSN online nursing student**, we've prepared this **Nursing Student Handbook**. It is a crucial reference designed to guide you through the program and is specific to the RN to BSN track in the UWF School of Nursing.

The handbook's purpose is to provide clear **guidelines** and assist you in making informed choices throughout your program of study.

Please be aware: The School of Nursing reserves the right to change any statement in this handbook—including, but not limited to, rules, policies, fees, curricula, and courses—without prior notice. Such changes may apply to all students, old and new, and become effective when determined by the appropriate faculty and administration. This handbook is intended for guidance only and does **not** constitute a contract between a student and the School of Nursing or the University of West Florida.

Program Director's Message	2
Undergraduate Catalog	6
The University of West Florida Student Handbook	6
Academic Calendar	6
The School of Nursing Mission, Vision, and Values	7
Mission	7
Vision	7
Values	7
AIM Statement	8
Undergraduate Program Goals	8
Undergraduate Program Outcomes	9
JOB PROSPECTS FOR BACHELORS OF SCIENCE NURSING GRADUATES	9
RN-BSN PROGRAM TRACK CURRICULUM	10
Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Track.	10
Course Descriptions	10
UNIVERSITY COMMON CORE, GENERAL STUDIES, and NURSING COMMON PREREQUISITE REQUIREMENTS	14
UPPER DIVISION NURSING COURSEWORK TRANSFER REQUIREMENTS	15
GRADUATION REQUIREMENTS	15
Graduation Application	15
Commencement	15
BSN Degree Graduation Requirements	16
Baccalaureate Honors	16
STUDENT PROGRESSION IN THE RN-BSN PROGRAM	17
The following requirements must be met to remain and progress in the RN to BSN program track:	17
Advisement – Degree Works Audit	17
SCHOLASTIC STANDARDS	17
Grading Practices	18
Policy Regarding Incompletes	18
Cancellation of Registration	19
Individual Class Withdrawal	19
Withdraw from All Courses (University Withdrawal)	19
Medical Withdrawals	20
Withdrawals for Active Duty Military Service	20
Late Withdrawal Policy	20
Appeal Process	20
Appeals for Fee Refunds	21
Reinstatement for Canceled Registration	21
Plagiarism Policy	22
Policies Regarding Dismissal	22

Faculty/Student Communication	22
Student Records	23
Name/Address Change	23
Electronic Records	23
Social Media Guide	23
Use of Social Media	23
Financial Aid	24
Student Accessibility Resources	24
ONLINE CAMPUS INFORMATION	24
Technology Requirements	24
E-Mail	25
LinkedIn Learning	25
Online Campus Information	26
Online Campus Programs	26
Online Campus Student Support	26
Military Education Advising	26
UWF Library	27
Student Responsibility	27
APA WRITING STYLE AND TURNITIN	27
APA Guidelines	27
APA Resources	27
Written Assignments	28
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 7th edition, which serves as the guide for written work. Points are deducted for work that does not follow proper format. The exact amount of points deducted will be designated in each course syllabi.	28
TurnItIn	28
School of Nursing Formal Complaint Procedure	28
SON Formal Complaint Process	28
HELPFUL RESOURCES	29
HIPAA Statement	29
BSN PROGRAM COMMITTEES AND ACTIVITIES	30
BSN Program Committees	30
Student Organizations	30
APPENDIX A - HEALTH AND SAFETY	31
University Immunization Requirements	31
Online Students	31
Hepatitis B Vaccine	31
Meningococcal Meningitis Vaccine	31
Covid-19 Statement	31
APPENDIX B - BACKGROUND CHECK POLICY	32

ACKNOWLEDGEMENT OF UNDERSTANDING SIGNATURE PAGE

Undergraduate Catalog

In addition to this handbook, there are other resources that will assist you in your successful journey through this program and the University of West Florida (UWF). The University of West Florida Undergraduate Catalog contains a complete statement of academic policies and procedures, courses required for each program of study, retention and graduation requirements, and other essential items of information. It is a very important book to have, study, and follow. If you do not already own a current copy of the Catalog, please access this link <http://catalog.uwf.edu/undergraduate/>. Students should keep a copy of the Catalog on file or saved as a link for reference during their entire stay at the University of West Florida

The University of West Florida Student Handbook

The University of West Florida Student Handbook contains information concerning Academics, student services, organizations and activities. It also includes very important policies about student rights and responsibilities, conduct and discipline, grievance and appeals procedures. The School of Nursing adheres to the same policies affecting all students within the university in regard to student rights and regulations.

Access the UWF Student Handbook at <https://uwf.edu/go/student-handbook/>. Content in any of the official University handbooks is subject to change at any time without prior notice.

The School of Nursing also reserves the right to change, without notice, any statement in this 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 School of Nursing or The University of West Florida.

The [Online Campus](#) offers support for the distance learner. Here you will find information on distant access to the library and technical support. The RN to BSN 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.

Academic Calendar

The Academic Calendar is where you will find important dates such as advance and/or late registration, fee payment deadlines, the first and last day of classes, drop/add period, and holidays. Important deadlines for graduation applications, course withdrawal, and waivers are also found on the academic calendar..

<https://uwf.edu/offices/registrar/resources/academic-dates-and-deadlines/>

The School of Nursing Mission, Vision, and Values

Mission

To be a catalyst for excellence and innovation by delivering high-impact, competency-based educational experiences. In collaboration with clinical practice partners, we are committed to preparing nurses who can meet the evolving healthcare needs of all populations. Our aim is to cultivate nurses who excel at every level of professional practice and who are guided by a commitment to excellence, integrity, fairness, belonging, and compassionate care for all.

Vision

As transformational leaders, we prepare future nurses in person-centered care, enhancing their knowledge, skills, and competencies to improve regional quality of life. Committed to excellence in clinical practice and lifelong learning, our competency-based approach equips graduates to be proficient, compassionate caregivers with strong clinical judgment, communication, and ethical decision-making. We foster an inclusive, collaborative environment that respects different perspectives and supports individualized learning needs. By addressing the broader factors that influence health, we empower future nurse leaders to confidently meet society's evolving healthcare needs with confidence and compassion.

Values

Compassionate Person Centered Care	The SON fosters a culture of compassionate, patient-centered care by upholding a person-centered care and learner-centered approach. This is achieved through empathic communication, sound clinical judgement, and respectful relationships that promote safe, healthy environments for learning and healing.
Ethical Practice and Accountability	The SON is committed to ethical practice and professional accountability, grounded in fairness, respect, and integrity. Through evidence-based decision-making, advocacy, and a strong ethical foundation, learners are prepared to lead responsibly and provide equitable care to all populations.
Excellence in Nursing Practice	The SON champions excellence in nursing practice through a culture of innovation and continuous improvement. By integrating clinical judgement, evidence-based practice, and emerging healthcare technologies, learners are empowered to lead transformational change and deliver high-quality, person-centered care in complex and evolving healthcare environments.

Innovation in Practice	The SON embraces innovation in practice by fostering a spirit of creativity, adaptability, and visionary leadership. Through the integration of healthcare technologies and evidence-based solutions, learners are equipped to drive meaningful change, improve health outcomes, and lead transformative initiatives in clinical and community settings.
Collaboration, Learning, and Communication	The SON fosters a dynamic learning environment where collaboration, communication, and mutual respect are central to learner and professional success. Through interprofessional engagement, community partnerships, and shared decision-making, learners develop leadership skills that promote quality, safety, and equitable care across all healthcare settings.
Commitment to Health Equity	The SON is dedicated to advancing health equity by promoting inclusive practices, accessible education, and culturally responsive care. Through the lens of ethics, health policy, and social determinants of health, learners learn to advocate for marginalized populations and lead efforts that reduce health disparities and foster justice within the healthcare system.

AIM Statement

The RN-BSN program builds upon the existing knowledge and experience of registered nurses, preparing them to expand their professional roles in clinical practice, leadership, and community health. The curriculum emphasizes the essentials of baccalaureate education, fostering critical thinking, evidence-based practice, and the delivery of high-quality, patient-centered care. Graduates are equipped with advanced skills necessary to thrive in today's complex and evolving healthcare environments.

Undergraduate Program Goals

- Prepare practice ready nurses who deliver high-quality and person-centered care through utilization of clinical judgement, evidence-based practice, and ethical decision-making across various healthcare setting.
- Develop nurse leaders who collaborate effectively within interprofessional teams to promote health equity, address social determinants of health, and advocate for inclusive person-centered care across populations.
- Foster a culture of lifelong learning and professional growth by engaging students in scholarly inquiry, innovation, and reflective practice to support ongoing advancement of nursing knowledge.

Core Concepts

- Clinical Judgement
- Communication
- Compassionate Care
- Evidence-based practice

- Ethics
- Healthcare technologies
- Health policy
- Leadership and advocacy
- Quality and safety
- Social determinants of health

Undergraduate Program Outcomes

UWF Nursing graduates will be able to do the following:

- Translate, apply, and integrate nursing and interdisciplinary knowledge from the liberal arts, natural sciences, and social sciences, to develop clinical judgement, foster innovative practices, and enhance healthcare outcomes.
- Demonstrate and apply evidence-based person-centered nursing care utilizing clinical judgement that meets the needs of populations, groups, and communities employing comprehensive holistic care across a lifespan.
- Applying professional nursing competence by integrating community resources to provide equitable, inclusive, and culturally responsive care, focusing on disease and injury prevention, and health promotion for all populations.
- Appraise, integrate, and apply research findings to inform evidence-based decision-making and enhance healthcare outcomes.
- Integrate established and emerging quality improvement and safety principles to minimize risk of harm to patients and providers, while enhancing healthcare system effectiveness.
- Engage in purposeful collaboration and effective communication with stakeholders encompassing core professional nursing values to enrich the healthcare experience and outcomes.
- Effectively manage resources across complex health systems to deliver safe, quality, and equitable care to diverse populations.
- Leverage information and communication technologies to collect, analyze, and apply healthcare data and information to support clinical judgement and improve patient outcomes.
- Demonstrate accountability, a collaborative mindset, and professional demeanor in cultivating and sustaining a nursing identity that embodies the core values of and attributes of the nursing profession.
- Engage in activities and self-reflection that promote professionalism, personal health, resilience, and well-being contributing to lifelong learning and nursing expertise.

JOB PROSPECTS FOR BACHELORS OF SCIENCE NURSING GRADUATES

Critical Care	Emergency Departments	Ambulatory Surgery
Pediatrics	Adult/Medical/Surgical Units	Geriatrics
Oncology	Nursing	Sports Medicine
Military Nursing	Public Health Nursing	Operating Room
Outpatient Clinic	Maternal-Infant/ Obstetrics	Dialysis

Critical Care	Emergency Departments	Ambulatory Surgery
Pediatrics	Adult/Medical/Surgical Units	Geriatrics
School Health Nursing	Industrial Health Nursing	Palliative Care
Orthopedic Nursing	Psychiatric/ Mental Health Nursing	Veterans Administration
Home Health	Hospice	Insurance Agencies
Legal Settings	Case Manager	Travel Nurse

RN-BSN PROGRAM TRACK CURRICULUM

Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) Track.

[Nursing | University of West Florida Academic Catalog](#)

A limited amount of upper-division nursing coursework may be accepted as transfer credit in the major coursework upon an approved review of syllabus from an ACEN or CCNE accredited program. Graduation requirements stipulated a student must earn a minimum of 30 hours of coursework through the University of West Florida.

- For graduation and general degree requirements review the information found at: <http://catalog.uwf.edu/undergraduate/degree requirements/>
- For guidance on Degree Works audit, Graduation, Commencement, Excess Hours review the information found at: <http://catalog.uwf.edu/undergraduate/graduation/>
- For information and FAQ about Registration review: <http://uwf.edu/go/registration/>

Course Descriptions

All courses run 7 weeks during the '2' and '3' terms of Spring and Fall semesters. The summer term follows the 13-week summer calendar time frame with two designated 7-week terms ("5" and "6") which have a one-week overlap.

The following 10 courses and associated semester hours (sh) comprise the RN-BSN plan of study. For general education and Florida common prerequisites refer to the University catalog or School website [Nursing | University of West Florida Academic Catalog](#).

NUR 3067 Health Assessment and Promotion

3 sh (may not be repeated for credit)

This course focuses on the development of competencies in health history interviews, health screenings, and selected physical examination techniques across the lifespan. Students will synthesize knowledge and skills from nursing and related disciplines to perform comprehensive assessments, develop culturally sensitive health promotion strategies, and apply

evidence-based literature to nursing practice. Through the integration of theoretical knowledge and practical skills, students will enhance their clinical judgment and reasoning while utilizing healthcare technologies to promote quality person centered outcomes.

NUR 3081 Professional Nursing Practice

3 sh (may not be repeated for credit)

This introductory course explores the role of the baccalaureate nurse. Students will identify nursing domains and concepts, formulate a personal definition of nursing, demonstrate an understanding of the role of the professional nurse, examine nursing theories, and apply clinical judgment during the integration of nursing knowledge.

NUR 3145 Pharmacology

3 sh (may not be repeated for credit)

This course focuses on the principles and concepts of pharmacology, with an emphasis on current treatment strategies for specific diseases and associated nursing practices. Students will apply pharmacological principles, explore drug classifications, and enhance their nursing practice through pharmacological research and information technologies.

NUR 4165 Essentials of Evidence-Based Nursing Practice

3 sh (may not be repeated for credit)

Prerequisite: [STA 2023](#)

This course equips students to develop systematic approaches to implementing evidence-based nursing practice. By course completion, students will demonstrate the ability to define healthcare problem statements, appraise peer reviewed evidence, determine the strengths of evidence, and plan evidence-based practice changes. Meets College-Level Communication Skills Requirement.

NUR 4286 Concepts of Quality and Safety in Nursing

3 sh (may not be repeated for credit)

This course explores principles and advanced concepts of quality improvement and patient safety in nursing practice. Students will explore healthcare informatics strategies to enhance patient outcomes, reduce healthcare errors, and promote a culture of safety within healthcare settings.

NUR 4636 Epidemiology and Population Health Strategies

3 sh (may not be repeated for credit)

This course enables students to develop systematic approaches for population-based healthcare. Students will apply principles of population-focused, person-centered nursing, including emergency preparedness, epidemiology, interprofessional collaboration, health determinants, and health education, to effectively meet the needs of individuals and communities.

NUR 4828 Systems Innovation and Change Agents in Healthcare

3 sh (may not be repeated for credit)

This course focuses on the pivotal role of nurse leaders as change agents in healthcare quality improvement. Students will cultivate advanced leadership skills that are essential for navigating and influencing complex healthcare delivery systems. Emphasis will be placed on strategic decision making and collaborative approaches to effectively disseminate quality improvement initiatives. Meets College-Level Communication Skills Requirements.

NUR 4895 Evidence-Based Population Health Practice

3 sh (may not be repeated for credit)

Prerequisite: [NUR 4636](#)

This capstone course prepares the student to enhance prior nursing knowledge and skills to promote advancement of clinical nursing practice. The course will focus on the application of evidence-based practice into clinical practice experiences in a community setting. The student will collaborate with practice partners from affected communities to optimize population health outcomes.

NUR 4125 Pathophysiology

3 sh (may not be repeated for credit)

This course examines the pathophysiological processes that occur in the human body. Principles of disease processes will be explored along with nursing interventions to help enhance patient outcomes. Students will apply concepts of anatomy and physiology to understand pathophysiology and develop appropriate nursing strategies.

NUR 4826 Transformational Nursing Leadership

3 sh (may not be repeated for credit)

in diverse contexts. The emphasis is on the development of the nurse as a leader who is proficient in asserting influence in professional and personal leadership growth. This course focuses on leadership development that is essential for nursing practice. The student will explore personal growth, expand professional knowledge, and practice leadership

Fall (Aug)- Spring (Jan)- Summer (May)* FIRST SEVEN WEEKS	Fall (Oct)- Spring (Mar)- Summer (Jun)* SECOND SEVEN WEEKS
NUR 3081 ** (3sh) Professional Nursing Practice	NUR 3081 ** (3sh) Professional Nursing Practice
NUR 3145 (3sh) Pharmacology	NUR 3067 (3sh) Health Assessment and Promotion
NUR 4286 (3sh) Concepts of Quality and Safety in Nursing	NUR 4826 (3sh) Transformational Nursing Leadership
NUR 4636 (3sh) Epidemiology and Population Health Strategies	NUR 4165 (3sh) Essentials of Evidence-Based Nursing Practice
NUR 4828 (3sh) Systems Innovation and Change Agents in Healthcare	NUR 4125 (3sh) Pathophysiology
	NUR 4895 (3sh) Evidence-Based Population Health Practice

*Be aware that Summer courses overlap one week; it is not recommended that students enroll in two 3 credit our courses during the same seven weeks

**Mandatory first courses in program

Full Time Degree Plan (30 credits)		
Semester 1	Semester 2	Semester 3
NUR 3081 Professional Nursing Practice	NUR 4636 Epidemiology and Population Health Strategies	NUR 4828 Systems Innovation and Change Agents in Healthcare
NUR 3145 Pharmacology	NUR 4286 Concepts of Quality and Safety in Nursing	NUR 4895 Evidence-Based Population Health Practice
NUR 3067 Health Assessment	NUR 4165 Evidence-Based Nursing Practice	

NUR 4125 Pathophysiology	NUR 4826 Transformational Nursing Leadership	
12 credits	12 credits	6 credits

Part Time Degree Plan (30 credits)				
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
NUR 3081 Professional Nsg Practice	NUR 3145 Pharmacology	NUR 4286 Concepts of Quality and Safety in Nursing	NUR 4636 Epidemiology and Population Health Strategies	NUR 4828 Systems Innovation and Change Agents in Healthcare
NUR 4125 Pathophysiology	NUR 3067 Health Assessment & Promotion	NUR 4165 Essentials of EBP	NUR 4826 Transformational Nsg Leadership	NUR 4895 Evidence-Based Population Health Practice
6 credits	6 credits	6 credits	6 credits	6 credits

UNIVERSITY COMMON CORE, GENERAL STUDIES, and NURSING COMMON PREREQUISITE REQUIREMENTS

Potential students must complete the common prerequisites for nursing with a grade of "C" or better and either: Completed or "in progress" to complete the General Education requirements at the University of West Florida; or

1. Earned an Associate of Arts degree from a Florida public institution; or
2. Earned the equivalent from another college or university

General Education transfer credits are evaluated and approved by the University Office of Admissions

Refer to the current [University Online Catalog](#) for Common Core, General Education, College level Communication (Previously known as Gordon Rule) in Writing and Math, and Foreign Language requirements.

The eight common prerequisites for nursing (**completed with a grade of "C" or better**).

Note: These courses are listed with UWF course numbers:

- BSC 1085, 1085L (3,1) Anatomy & Physiology I with lab
- BSC 1086, 1086L (3,1) Anatomy & Physiology II with lab
- MCB 1000, 1000L (3,1) Microbiology with lab DEP 2004 (3) Human Development Across the Lifespan
- HUN 2201 (3) Fundamentals of Human Nutrition
- STA 2023 (3) Statistics
- Choose one 3 semester hour course from the following department prefixes: CHM, BSC, BCH, PCB, PHY
- Choose one 3 semester hour course from the following department prefixes: PSY, SOP, SYG

UPPER DIVISION NURSING COURSEWORK TRANSFER REQUIREMENTS

Transfer credits of upper division level nursing courses are limited to 15 semester hours from an accredited institution and program. Any transfer credit of upper division nursing coursework must be approved by the RNB Program Committee. A written request must be submitted to the Program Director with a copy of the (a) course description and (b) syllabus from the original course in order to determine if the course is an acceptable substitute for the UWF course. Acceptance of course transfer does not change the following semester hour requirements of the University.

GRADUATION REQUIREMENTS

Graduation Application

Applications for Graduation are submitted for the term in which the student is completing their degree requirements. All applications must be submitted during the application period. Specific dates are noted in the [Academic Calendar](#). Students who miss the deadline should contact their academic advisor to determine eligibility and to request a late submission. Students submitting a late application for graduation are at risk for not being included in the commencement program.

For step-by-step instructions on how to apply for graduation, please see [Applying for Graduation](#)

Commencement

Commencement ceremonies at UWF are held twice a year, at the end of the fall and spring semesters, for students graduating with baccalaureate, master, specialist, and doctoral degrees only. Associate of Arts and certificate candidates are not permitted to participate in the commencement ceremony.

Participation in commencement does not guarantee that all graduation requirements are complete and that your degree will be conferred. An “[Application for Graduation](#)” must be completed/submitted by the date stated in the [Academic Calendar](#) in order to participate in commencement. Students will receive information about graduation through their student e-mail accounts. Commencement information is also available on the web at uwf.edu/commencement.

BSN Degree Graduation Requirements

In addition to general University requirements, students seeking the BSN degree must meet the following:

Completion of 120 credits, including 30 junior/senior level credits;

1. 30 semester hours residency requirement;
2. A grade of C or better in each nursing course; and a grade of C or better in the common nursing prerequisites;
3. Adherence to the standards of acceptable conduct as outlined in the American Nurses Association Code of Ethics, the Florida Nurse Practice Act, as well as in the University of West Florida Student Handbook, the Undergraduate Catalog, and the Nursing School Honor Code.
4. Sufficient 3000/4000 level electives to meet UWF’s requirement of 48 semester hours in the upper division or completion of all RN-BSN program track requirements at the 3000/4000 level, whichever is greater. For students with an Associate’s Degree (AS) degree in Nursing from an accredited program, up to 16 semester hours of Associate in Science nursing courses will be validated for upper level credit upon successful completion of the major courses in the program.
5. The final 30 hours of the students’ program must be taken at UWF.
6. All non-nursing coursework must be completed prior to the final semester of coursework, including [Civic Literacy](#) and [Career Readiness Module](#). **Only RN-BSN program courses may be taken during the final semester.**

Baccalaureate Honors

The University will confer baccalaureate honors recognition on those students who have earned at least 30 (RN-BSN) semester hours of graded work at UWF.

Baccalaureate Honors will be based on the lower of the two GPAs; either the cumulative institutional or overall cumulative GPA. The GPA calculation can be found on the unofficial transcript.

Degree	GPA
Cum Laude	3.50-3.69
Magna Cum Laude	3.70-3.89

Summa Cum Laude

3.90-4.00

Honors indicated in the Commencement program will reflect a student's status at the beginning of their final semester as grades for the final semester will not have been earned yet. Should a student's honor status change after final grades post, the diploma will reflect the final honors status.

Previous recognition on the President's or Dean's Honor Rolls does not ensure baccalaureate honors at graduation.

Honor cords may be purchased from the [University Bookstore](#).

STUDENT PROGRESSION IN THE RN-BSN PROGRAM

The following requirements must be met to remain and progress in the RN to BSN program track:

- Students in the RN to BSN program are admitted in cohorts 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; Students are required to maintain a minimal grade point level of 2.0 (on a 4.0 scale)
- The faculty of the School of Nursing reserves the right to retain only those students who satisfy the requirements of scholarship, and adhere to behaviors that conform to the Florida Nurse Practice Act.
- Students admitted to the program agree to comply with the understanding that if at any time during the course of their participation in the RN to BSN program track that they are either arrested, charged, or convicted, that the student understands and agrees that they must disclose such an event to the School of Nursing Director in writing no later than 48 hours after such an event. This is to be disclosed regardless of the nature or the seriousness of the offense for which the student is arrested, charged, or convicted. Failure to do so may result in student dismissal from the program.

Advisement – Degree Works Audit

[DegreeWorks](#) will identify and track all graduation requirements for each degree program, certificate, or minor at the University. Students may check their individual progress toward degree completion by [reviewing their degree audit](#), which is available in [MyUWF](#). The degree audit is used for the final graduation check and a completed audit is required before an undergraduate degree is awarded.

Students are responsible for accuracy of their Degree Works audit to ensure all graduation requirements are met, including having all college level transcripts submitted and accurately recorded by the Admissions Office (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. Students have access to their advisor during posted office hours, by email, or by appointment.

SCHOLASTIC STANDARDS

To remain in good academic standing students must achieve a grade of “C” or higher in nursing courses. A student who earns less than a ‘C’ in any nursing course will be required to repeat the course and may repeat a course one time only. Students who have failed (C- or lower) two nursing courses or have two failures in the same nursing course will be dismissed from the program.

If this occurs, the student should speak to the advisor regarding the possibility of obtaining other academic degrees at the University. Grade forgiveness can be achieved as the student is referred to another major. All grades will remain on the student’s official transcript. The original course grade will be annotated to indicate that the course has subsequently been repeated, and the repeat course grade will be annotated on the transcript containing explanations the course was repeated.

Grading Practices

The School 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 a grade of ‘C’ (2.0 on a 4.0 scale) or better in order to progress in the nursing program.

In the RN-BSN track, final grades will be rounded accordingly; when the decimal grade point is less than “0.5”, the grade will be rounded down to the nearest whole number and when the decimal grade point is greater than or equal to “0.5”, the grade will be rounded up to the nearest whole number. For example, an “82.3” would be rounded to an “82”, and “89.56” would be rounded to a “90” and a “69.44” would be rounded to a “69”. Rationale for rounding final grades is based on current mandates for students to achieve their BSN by a specific date as well as the fact that the RN-BSN student has already completed and passed their RN licensure exam.

Instructors file course grades with the registrar at the end of each semester.

Grading Scale			
A	93 – 100	C+	77 - 79
A-	90 – 92	C	73 – 76
B+	87 – 89	C-	70 – 72
B	83 – 86	D+	67 - 69
B-	80 – 82	D	63 – 66

Policy Regarding Incompletes

An incomplete ("I") grade signifies that all course requirements have not been met. Students with questions regarding the issuance of an "I" grade should contact the instructor of record for the course in question. **Please review the UWF's [Incomplete Grade Policy](#) in full.**

Students receiving an incomplete grade ("I") will have until the end of the next semester to complete the course. If a grade change form is not submitted by the instructor by the end of the next semester, the incomplete grade ("I") will be converted to a failing grade ("F").

The student is responsible for submitting a written request to the department for a grade change or extension prior to the end of the last instructional day of the semester. Extensions may only be approved for extenuating circumstances and only for a maximum of 12 months.

Policies Regarding Withdrawals

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 RN-BSN Committee. 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.

<http://catalog.uwf.edu/undergraduate/withdrawal/#individualclasswithdrawaltext>

Cancellation of Registration

1. The University will cancel the registration of any student who has not paid fees, or made appropriate arrangements for payment of fees, by the end of the second (2nd) week of classes for a regular semester or the proportionate period of time for courses whose duration is other than a semester.
2. A student may seek reinstatement; however, the student must pay all delinquent liabilities, including the late registration and late payment fees before being reinstated.

Individual Class Withdrawal

A student may perform or request a withdrawal once the add/drop period for a semester ends. Removal actions performed during a registration period or add/drop are not considered withdrawals; they are "drops."

Students wishing to withdraw from only some courses should withdraw from the course(s) themselves, following the instruction for [Withdrawing After Drop/Add](#)

Withdraw from All Courses (University Withdrawal)

Students should contact the Office of the Registrar to withdraw from their final course (considered a University Withdrawal). Students withdrawing from all courses prior to the end of the 13th week of a full semester will receive a grade of "W".

Withdrawals from all courses during the first four weeks receive a partial refund. Withdrawal after the 13th week of a full semester are considered only by appeal.

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 [Cashier's Office](#) for questions regarding fee liability or financial aid awards. Students who withdraw from all classes are considered 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 then [Medical Withdrawal Form](#) with supporting documentation to the Dean of Students Office (DSO), [Building 18/Room 150B](#). 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, [Case Management Services](#) or the Office of the Registrar.

Note: The Medical Withdrawal process only reviews health conditions of a student, and not the conditions of a student's immediate family members.

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, provide a copy of military orders, and follow the [withdrawal process](#) and withdrawal deadlines, as noted on the [Academic Calendar](#). Grades of "W" will be awarded if approved. Regarding tuition, students may also elect to follow the [Fee Appeals](#) process.

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.

Withdrawal appeals may be approved only for the following reasons (which must be documented):

1. A death in the immediate family

2. Serious illness of an immediate family member
3. A situation deemed similar to numbers 1 and 2
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Appeal Process

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

[Appeal for a Late Class 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, the dates of services provided, 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

The University Fee Appeals Committee operates under the direction of the University Controller and addresses:

1. requests for relief in fee related matters, such as but not limited to:
2. requests for refund of fees assessed for late registration, late payment, and/or reinstatement;
3. requests for waiver of such fees; or
4. requests for refunds upon withdrawal.

The University Registrar and the University Controller have authority to waive fees and to approve specific categories of appeals concerning their areas of responsibility without convening the Committee. However, no appeal will be denied without the review of the Committee.

1. A 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 Cashier's Office regarding fee liability. See the [Academic Calendar](#) for specific deadlines including summer and short term dates.

Reinstatement for Canceled Registration

Per [UWF REG 4.0032](#), the University will cancel the registration of any student who has not paid fees, or made appropriate arrangements for payment of fees, by the end of the second (2nd) week of classes for a regular semester or the proportionate period of time for courses whose duration is other than a semester.

A student may seek reinstatement; however, the student must pay all delinquent liabilities, including the late registration and late payment fees before being reinstated. Reinstatement for canceled registration is 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 the [Appeal for Reinstatement after Removal for Non-payment form](#) along with a statement 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.

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.

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 RN-BSN program for committing one or more of the following infractions.

1. Falsification of records and reports
2. Cheating on an examination, quiz, or any other assignment
3. Plagiarism, which is the presentation of another's work as if it were the student's own
4. Violation of client and/or agency confidential information
5. Violation of University of West Florida student conduct policies
6. Violation of the American Nurses Association Code of Ethics
7. Violation of the Florida Nurse Practice Act
8. Students who fail to make satisfactory academic and course progress may be dismissed from the program.
9. 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 RNB committee and progression in the program will be contingent upon the approval of the committee.

Faculty/Student Communication

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

STUDENT POLICIES

Student Records

Once students have been admitted to the nursing program, student files are kept electronically and only faculty and other appropriate institutional officials have access to these records.

Name/Address Change

Change of local, permanent, and emergency contact addresses; name; or other information affecting the student's permanent academic record may be completed by currently enrolled students by using the [Contact and Privacy Info Wizard](#) through [MyUWF](#).

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.

Social Media Guide

The National Council of State Boards of Nursing (NCSBN) [Social Media Guidelines for Nurses](#) has a 5:44 video resource to guide nurses and students in the responsible use of social media.

UWF RN-BSN program shares the views and values of the [American Nurses Association \(ANA\) Principles](#) and expects all UWF RN-BSN students to be knowledgeable and comply with these guidelines. Failure to do so will result in immediate dismissal from the program.

Use of Social Media

Social media and other electronic communication use is growing with the numbers of social media outlets, platforms and applications, (including blogs, social networking sites, video sites, chat-rooms) and forums. Nurses often use electronic media both personally and professionally. Instances of inappropriate use of electronic media by nurses have been reported to the State Boards of Nursing.

Federal law reinforces and further defines privacy through the **Health Insurance Portability and Accountability Act (HIPAA)**. HIPAA regulations are intended to protect patient privacy by defining individually identifiable information, and establishing how this information may be used, by whom, and under what circumstances.

Potential consequences for inappropriate use of social and electronic media by a nurse are varied. The potential consequences will depend, in part, on the particular nature of the nurse's conduct.

Board of Nursing Implications

Inappropriate use of social and electronic media may be reported to the Board of Nursing. The laws outlining the basis for disciplinary action by a Board of Nursing vary between jurisdictions. Depending on the laws of your jurisdiction, a Board of Nursing may investigate reports of inappropriate disclosures on social media by a nurse on the grounds of:

- Unprofessional Conduct
- Moral Turpitude
- Revealing Privileged Communications
- Unethical Conduct
- Mismanagement of Patient Records
- Breach of Confidentiality

Financial Aid

The Office of Student Financial Aid and Scholarships coordinates the awarding of scholarships, grants, work-study and loans through Federal, State and Institutional funds. We strive to provide access to higher education by reducing financial barriers so our students are able to achieve their goals.

Student Accessibility Resources

The Student Accessibility Resources (formerly the Student Disability Resource Center - SDRC) views disabilities as an aspect of diversity that is integral to society and to our UWF community. They are committed to the full inclusion of students with disabilities in all curricular and co-curricular opportunities as mandated by Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act. They work collaboratively with students, faculty, and staff to provide reasonable accommodations for students with documented disabilities. They acknowledge that classroom and campus accessibility needs and considerations are expanding as more classes and campus experiences incorporate online and technological components. They are available to discuss any course or campus barriers that may be preventing access to education and an equitable campus experience for our students.

SAR offers a variety of accommodations and services for students with documented disabilities including learning disabilities, deaf/hard of hearing, blind/low vision, mobility limitations, ADHD, psychiatric and medical conditions. Some of the accommodations and services provided by SAR include:

- | | | |
|------------------------------|--|--------------------------|
| ➤ Sign Language Interpreting | ➤ Note Taking Services | ➤ Testing Accommodations |
| ➤ Campus Orientation | ➤ Readers/Scribers | ➤ JAWS Screen Reader |
| ➤ LiveScribe SmartPen | ➤ Other Accommodations as appropriate based on documentation | |

It is the student's responsibility to request student accessibility resources-related services and accommodations through the SAR office. Students may contact the SAR by viewing the following link: [Student Accessibility Resources](#)

ONLINE CAMPUS INFORMATION

Technology Requirements

University of West Florida and the SON recommend that students have the following (minimum) technology competencies. The University publishes yearly [Student Computer Hardware Recommendations](#)

All students must have access to a computer, and be proficient in word processing, e-mail, file transfer and literary searches. Registration is done by computer. ALL of the nursing courses in the RN-BSN program track are online and program communications are ALL sent via the UWF e-mail server. Specifically, the student must be able to:

1. Access course and program material through MyUWF, Canvas/eLearning, and selected publishers' sites
2. Use email and post assignments to course discussion forums and Dropbox
3. Complete, send, and receive assignments to faculty or other students using email and attachments/files
4. Read/print email and attachments/files from students, staff, and faculty
5. Use the UWF Pace Library online services for research and completion of course assignments
6. Create and upload PowerPoint presentations
7. Use appropriate software for the course/School (standard Microsoft products include MS Word, MS Excel, MS PowerPoint)
8. Submit word documents in the following file formats ONLY: .doc .docx .pdf
9. Use an appropriate anti-virus application to ensure the files transmitted and received are virus-free
10. Navigate and evaluate websites

Purchase of broadband internet connection and home computer is recommended. While many students prefer the convenience of doing their coursework on their own personal computer, computer access is available in other ways for students who do not own a computer. Pensacola and Emerald Coast area residents may utilize the UWF [Campus Computer Lab](#) information.

The ITS Help Desk is your point of contact for all technology issues. The ITS Help Desk provides technical support to UWF students, faculty, and staff on a variety of university technology services.

[ITS Help Desk](#)

Answering your UWF technology questions.

Call: (850) 474-2075

Monday - Thursday 8:00 A.M. - 9:00 P.M.

Friday: 8:00 A.M. - 5:00 P.M.

Email: helpdesk@uwf.edu

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 and advisors 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.

LinkedIn Learning

LinkedIn Learning is an on-demand library of instructional videos covering the latest business, technology and creative skills. Faculty, staff, and students have access to LinkedIn Learning through [MyUWF](https://confluence.uwf.edu/display/BPL/Accessing+LinkedIn+Learning). <https://confluence.uwf.edu/display/BPL/Accessing+LinkedIn+Learning>

Online Campus Information

The Academic Technology Center is responsible for The University of West Florida (UWF) Online Campus and supports all fully online, blended, and web-conferencing undergraduate and graduate degree and certificate programs. The Online Campus website (uwf.edu/online) provides one-stop shopping to distance learning students for information, advising, admissions procedures, course registration, and helpful tips and links to the same quality services and student support available on all UWF campuses.

Online Campus Programs

The [UWF Online Campus](http://uwf.edu/online) offers over 600 online course sections each semester that lead to over 50 different undergraduate and graduate degrees as well as credit-earning certificate programs. Students enrolling in Online Campus programs will experience interactive, personalized strategies for online course delivery as well as access to the Online Campus staff ready to provide additional assistance as needed.

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 1-844-406- 1357. Students requiring more specialized support services will be transferred internally to the appropriate point of contact.

Military Education Advising

The VA has placed a full-time, experienced Vocational Rehabilitation Counselor on campus at the University of West Florida (UWF) to assist the growing number of Service members, Veterans and dependents attending school under the Post 9/11 GI Bill® and other VA Education Programs. This counselor serves as a one-stop liaison for Veterans, active duty military and eligible dependents who attend or plan to attend UWF.

The VSOC Counselor is trained to provide academic and vocational guidance to Veterans, and help connect them to other VA benefits, including health care and mental health services. The VSOC Counselor maintains close relationships with local VA Vet Centers and VA medical facilities, referring Service members, Veterans and dependents as needed and providing assistance applying for VA medical and nonmedical benefits.

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.

The VetSuccess on Campus Counselor (VSOC), Rebecca Baisden, is located in the [Military & Veterans Resource Center \(MVRC\)](#), Building 38. Rebecca can be reached at (850) 474-2550, rebecca.baisden@va.gov or rbaisden@uwf.edu.

UWF Library

If you are a student in one of the over 600 online courses that UWF offers each semester, then this guide can help you navigate the library resources available to you. In order to access library resources from off campus, you'll need to be sure you are logged in using your Argonet username and password (the same one you use for eLearning and your UWF email).

Student Responsibility

The success of online learning relies heavily on the commitment of the student to participate fully in class assignments, discussions, and participation in the online learning community. Each semester students should expect to receive confirmation of their Online Learning course registration. The Online Course site will provide 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 [MyUWF](#). Students are expected to initiate and maintain their UWF e-mail account that must be checked at least three times a week to be an active participant in online courses. Students are expected to access their course content within the first 5 days of the course and complete any learning activities chosen by the faculty to verify online attendance. Students are expected to log in and participate in online courses at a minimum of 3 times per week. Students having difficulty should contact the Online Campus for guidance (online@uwf.edu or 1-888-5291823).

Tips for learning online:

<https://uwf.edu/online/online-student-resources/#:~:text=You%20should%20expect%20to%20spend,Digital%20Resources>

APA WRITING STYLE AND TURNITIN

APA Guidelines

American Psychological Association (APA) 7th Edition is the formal writing style adopted by the University of West Florida, School 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, organizing, formatting, and citing references for written work. Guidelines for writing in APA style may be found in the 7th Edition publication manual and at the [APA internet site](#).

The [UWF Writing Lab](#) also has useful guides for APA style and a paper evaluation service.

APA Resources

All written documents created by UWF RN to BSN Candidates should follow the guidelines in the publication manual of the [American Psychological Association](#).

Please see the [UWF Library](#) site for information regarding APA writing guidelines, and guidelines to avoid plagiarism. Please follow your instructor's guidelines carefully regarding the discussion post.

Written Assignments

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 7th edition, which serves as the guide for written work. Points are deducted for work that does not follow proper format. The exact amount of points deducted will be designated in each course syllabi.

Turnitin

The University of West Florida (UWF) maintains a license agreement with iParadigms, LLC for the purpose of using their product Turnitin, an online text matching service. The Turnitin service has the potential to be an important resource for promoting information literacy as well as encouraging academic integrity. All UWF instructors (faculty, adjunct faculty, and other instructors and professional staff) have access to the Turnitin service, and each faculty member can also make the service available to students in his or her classes. Because the Turnitin service has implications for the privacy of student academic records covered by the Family Educational Rights and Privacy Act (FERPA), it is important that faculty, instructors, and teaching assistants use Turnitin appropriately.

<https://uwf.edu/offices/registrar/ferpa-and-student-records/ferpa/>

UWF SCHOOL OF NURSING GRIEVANCE PROCEDURES

School of Nursing Formal Complaint Procedure

The UWF School 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.

Students who believe that they have experienced discrimination, harassment, or retaliation can contact the [Equal Opportunity Program Office at eop@uwf.edu](mailto:eop@uwf.edu) or (850) 474-2914 pursuant the University Policy, [Prohibition of Discrimination, Harassment and Retaliation](#).

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.

SON Formal Complaint Process

1. The SON Executive Director shall determine if the complaint is one covered by an existing University process, such as the [UWF Academic Misconduct Process](#). If not, refer the complainant to the relevant process.
2. The SON Executive Director shall 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, the student or other constituent should provide a written complaint to the Usha Kundu, MD College of Health Dean's Office. The Dean will investigate and will maintain a file of all formal complaints and resolutions.
4. The written complaint must include the following:
 - a. Name of the person making the complaint
 - b. Date of complaint
 - c. Email address and telephone
 - d. SON Program track (if student)
 - e. Relationship to SON or College (if not a student)
 - f. Nature of complaint and date of occurrence

HELPFUL RESOURCES

[UWF Student Handbook](#) Official guide includes policies and procedures pertaining to all UWF students.

[UWF Student Ombudsperson](#) The ombudsperson serves as an alternate resource for all students to complement other existing channels of communication and conflict resolution. The role of the ombudsperson is to serve as a resource and designated neutral party for those who may have a University-related concern or grievance. Such problems may be related to grades, difference of opinion with instructors, interpretation of University policies or other administrative issues. Students seeking guidance or assistance related to their University experience, both academic and nonacademic, should contact the UWF student ombudsperson.

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.

BSN PROGRAM COMMITTEES AND ACTIVITIES

BSN Program Committees

The School of Nursing provides for student representation on committees. Through student representation, a mechanism exists for sharing views and concerns regarding nursing education and program policies. Students will be sent a notice requesting volunteers to represent the online RN-BSN student population, or students may contact the Undergraduate Program Director to volunteer for committee work.

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 their individual program's committee (i.e. RN-BSN program). However, due to the confidential nature of information presented, students are not allowed to participate in any admissions and progression decisions to ensure confidentiality of the students in the program.

UWF School of Nursing's RN-BSN program committee will include decision-making on Curriculum, Evaluation, and Recruitment, Admission, Retention and Progression (RARP).

The By-laws committee and Student Affairs Committee are also open to student representation.

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 baccalaureate nursing students who demonstrate excellence in scholarship to students in undergraduate 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, undergraduate students must have a GPA of at least 3.5. GPAs should be computed according to the policies of the university. Student selection is held annually in October and invites students graduating in August and December of the current year, and May of the following year. Students may contact the course faculty with any expressed interest in this program.

APPENDIX A - HEALTH AND SAFETY

University Immunization Requirements

The University of West Florida ([UWF Immunization Policy](#)), in compliance with Florida Statute (1006.69) and Florida Board of Governors Regulations (6.001 & 6.007), requires the completed UWF MANDATORY IMMUNIZATION HEALTH HISTORY (MIHH) Form to be submitted to UWF Student Health Services as a prerequisite to matriculation or course registration. This form and supporting documentation are submitted through the Immunization Status App in [MyUWF](#).

Online Students

STUDENTS ENROLLED IN ONLY ONLINE COURSES who will not be physically present in any UWF classroom or on any UWF campus may utilize the Online Only Student Waiver Exception when completing the MIHH Form. Should Online Only students later seek to register for a face-to-face course, they must comply with all requirements as described on the [UWF Immunization Policy](#) page. See [Immunization Exceptions and Waivers](#) for other exceptions to immunization requirements. Instructions for completing form:

<https://confluence.uwf.edu/display/public/Waiving+immunization+requirements+via+MyUWF+for+online+students>

Hepatitis B Vaccine

Students wishing to decline this vaccine must read the CDC's [Hepatitis B Vaccine Information Statement](#), select "Hepatitis B Waiver" and "Decline Vaccine" on the online immunization form indicating they have read the information and still wish to decline the vaccine, and electronically sign the form. Selecting "Decline Vaccine" and signing the form indicate the student understands the possible risk in not receiving the vaccine, including the potentially fatal nature of this disease. If the student is under the age of 18 and wishes to decline the Hepatitis B vaccine, a parent or guardian must provide their signature in addition to the student's signature in order for the waiver to be valid.

Meningococcal Meningitis Vaccine

Students wishing to decline this vaccine must read the CDC's [Meningococcal Vaccine Information Statement](#), select "Meningitis Waiver" and "Decline Vaccine" on the immunization form indicating they have read the information and still wish to decline the vaccine, and electronically sign the form. Selecting "Decline Vaccine" and signing the form indicate the student understands the possible risk in not receiving the vaccine, including the potentially fatal nature of this disease. If the student is under the age of 18 and wishes to decline the Meningococcal Meningitis vaccine, a parent or guardian must provide their signature in addition to the student's signature in order for the waiver to be valid.

Covid-19 Statement

The University of West Florida is working closely with the Florida Department of Health and the Centers for Disease Control, to closely monitor COVID-19 (Coronavirus). The University's COVID-19 guidelines and protocols are based on national guidance from the Centers for Disease Control and Prevention and in coordination with the Florida State University System.

For further information, please refer to UWF Website: <https://uwf.edu/coronavirus/>

APPENDIX B - BACKGROUND CHECK POLICY

Background check

All UWF Nursing students must complete a background check by the end of the first semester, using CastleBranch, the approved vendor. If you are a readmit student, you are required to complete a new background check for the term you reapply. You are not able to transfer a background check from one organization to the other. This is required to complete the RN-BSN program.

School of Nursing Background Check Process

Florida Law restricts access to children, elderly and disabled patients by persons convicted of specific misdemeanors and felonies. ([Chapter 435 Florida Statutes](#)). This law places restrictions on health care facilities, which in turn require students to comply with the same restrictions as their employees and volunteers. Any criminal history revealed on background checks may affect a student's ability to participate in clinical experiences, be admitted into a UWF SON Program, and/or obtain registered nurse licensure. (See the [Florida Board of Nursing](#) and [Florida Statutes 408.809 Background Screening: Prohibited offenses](#)).

If the criminal background check findings reveal a history of criminal activity, the SON Director will discuss the findings with the student and if the findings do not meet clinical practice site requirements or eligibility for licensure as a registered nurse in the state of Florida, the student will not be admitted to the nursing program.

While in the program, if the student's criminal status changes, the student must disclose this to the School of Nursing within three (3) business days of the offense. Failure to disclose will result in dismissal from the program. Absolute honesty is essential. Clinical practice facilities have the right to refuse to permit a student to attend practice in their facility due to criminal charges. If a student is denied access to clinical practice, this could result in the inability to complete clinical requirements resulting in a course failure and dismissal from the SON program.

Students who are not enrolled for two or more consecutive semesters will be required to resubmit all criminal background check materials at the time of re-entry.

SIGNATURE PAGE

BSN STUDENT HANDBOOK
University of West Florida
School of Nursing

Signature Page
RN to BSN Program Track

PRINT THIS PAGE

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

☐

I have received a copy of the Student Handbook for RN-BSN Program and understand that I am responsible for knowing and abiding by the contents. The RN-BSN student completes this document in Docusign upon admission.

Print Name: _____

Signature: _____

UWF Id: _____

Date: _____