University of West Florida School of Nursing

Master's of Science in Nursing Handbook

2018-2019
Welcome to the UWF School of Nursing. This is an exciting time in our profession! Never before have opportunities in the Nursing field been so diverse or our service been in such demand. Growth in the health care field is predicted to increase dramatically in the coming years and nurses of many specialties will be in high demand throughout Florida and throughout our country. It's a good time to enter the Nursing profession or look to increase your knowledge, role or level of responsibility in the field.

There are many paths to becoming a Registered Nurse, from earning a Baccalaureate degree or pursuing an advanced degree in Nursing. UWF School of Nursing has been providing a quality education from dedicated, engaging faculty since 1974. Earning your degree here means you will take with you the UWF School of Nursing's reputation to every job interview where employers will know they are getting a Nursing professional who is prepared to meet the challenges of today's health care environment.

If you desire to become an ArgoNurse, we have programs designed to meet your needs whether you are new to the nursing profession or looking to: earn a seat at the table of your current organization as a Nurse Executive, earn a degree in Nursing Education to prepare the next generation of nurses, or you are eager to pursue advanced clinical practice as a Family Nurse Practitioner (FNP).

We offer undergraduate and graduate programs leading to a B. S. and M. S. in nursing as well as an Accelerated BSN/ MSN program. Whether you are a prospective student, current student or an alumnus or alumna, I encourage you to explore our program details at https://uwf.edu/ukcoh/departments/school-of-nursing/ to learn about our remarkable programs and offerings.

Go Argos!

Dr. Angela Blackburn

Angela Blackburn, Ph.D., ARNP, NNP-BC
Interim Chair, Associate Professor
# Welcome

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The University of West Florida Mission

Our mission at UWF is to
• Provide high-quality undergraduate and graduate education,
• Conduct teaching and research that services the body of knowledge, and
• Contribute to the needs of professions and society.

The President’s Vision for UWF

A spirited community of learners, launching the next generation of big thinkers who will change the world.

Our institutional values—shared by students, faculty and staff—make UWF a great place to learn and to work. UWF maintains policies and practices and pursues initiatives congruent with our values. UWF Operates with Integrity in all Matters: Doing the Right Thing for the Right Reason.

Usha Kundu, MD College of Health Mission

The mission of the Usha Kundu, MD College of Health (UKCOH) is to provide a high quality education to current and future health and wellness professionals in a learning environment infused with inter-professional education, innovative research, hands-on practicums, and diverse engaging community activities. UKCOH promotes the production of highly competitive graduates as judged by the highest academic standards in the fields of health.
MASTER OF SCIENCE IN NURSING

Mission Statement
The mission of the University of West Florida Graduate Nursing Program is to educate the student to make contributions in advanced nursing practice 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 education, executive, and primary care. The program also serves the populations’ health needs by providing quality nursing care.

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

Content
• Integrate scientific findings from nursing, biopsychosocial fields, global initiatives and other sciences to improve patient care across the lifespan and in diverse settings.
• Use Methods, technology and other tools, performance measures, and standards related to quality improvement and safety with organizations.

Critical Thinking
• Utilize organizational and systems leadership to promote decisions directed at achieving high quality, safe, and cost efficient patient care.
• Translate and integrate scholarship, educational strategies, and evidence into practice settings to optimize quality patient outcomes.
• Integrate broad organizational, client-centered, and culturally appropriate concepts to provide evidence-based clinical prevention, care and services to individuals, families, and populations.

Communication
• Utilize patient-centered communication technologies to integrate, deliver and enhance health care across the lifespan.
• Collaborate as a member and leader of inter-professional teams to intervene at the system level through policy development processes and employing advocacy strategies to influence health, education and practice.
Integrity/Values

- Provide care and mentoring in a compassionate manner that respects, protects, and enhances spiritual integrity, human dignity, and cultural diversity.

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, observation, 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 exit survey upon completion of degree requirements.

Job Prospects for Master of Science in Nursing Graduates

<table>
<thead>
<tr>
<th>Director of Nursing</th>
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<th>Development Director</th>
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<tr>
<td>Nursing Administrator</td>
<td>Undergraduate Nursing</td>
<td>Case Manager Consultant</td>
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<tr>
<td>Hospital Administration</td>
<td>School Faculty</td>
<td>Primary care office</td>
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<td>Healthcare Organization</td>
<td>Continuing Educator</td>
<td>Minute clinic</td>
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<td>Administrator Middle and Upper Management</td>
<td>Director Nursing Service</td>
<td>Urgent care</td>
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<tr>
<td></td>
<td>Educator Staff</td>
<td>Hospital care provider</td>
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Find out more about Nursing at UWF: [School of Nursing Website](#)
## Curriculum

### Nursing Education Specialization

**M.S.N Core (14 sh)** See Program Requirements

**Education Specialization (25 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
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<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>
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<td>NGR 6710</td>
<td>Nursing Education Seminar I</td>
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<tr>
<td>NGR 6710L</td>
<td>Nursing Education Practicum I</td>
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<tr>
<td>NGR 6715</td>
<td>Nursing Education Seminar II</td>
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<tr>
<td>NGR 6715L</td>
<td>Nursing Education Practicum II</td>
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<td>NGR 6718</td>
<td>Nursing Education Seminar III</td>
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<tr>
<td>NGR 6718L</td>
<td>Nursing Education Practicum III</td>
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</table>

**Total Hours** 25

### Nursing Executive Specialization

**M.S.N Core (14 sh)** See Program Requirements

**Nurse Executive Specialization (25 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>NGR 6793</td>
<td>Fiscal Administration for the Health Professional</td>
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<tr>
<td>NGR 6872</td>
<td>Information Technology and Data Analysis for Healthcare Professionals</td>
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<tr>
<td>NGR 6734</td>
<td>Project Development and Management for Healthcare Professionals</td>
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<td>NGR 6728</td>
<td>Nurse Executive Seminar I</td>
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<td>NGR 6728L</td>
<td>Nurse Executive Practicum I</td>
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<td>NGR 6729</td>
<td>Nurse Executive Seminar II</td>
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<td>NGR 6727</td>
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<td><strong>Total Hours</strong></td>
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**Family Nurse Practitioner Specialization**

**M.S.N Core (14 sh) See Program Requirements**

**M.S.N. Direct Care Core (9 sh)**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
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<tr>
<td>NGR 6002</td>
<td>Advanced Health Assessment</td>
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</tr>
<tr>
<td>NGR 6172</td>
<td>Advanced Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6140</td>
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<td>3</td>
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<tr>
<td><strong>Total Hours</strong></td>
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<tr>
<td>NGR 6201</td>
<td>Care of the Adult I</td>
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</tr>
<tr>
<td>NGR 6201L</td>
<td>Care of the Adult I Practicum</td>
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<tr>
<td>NGR 6202</td>
<td>Care of the Adult II</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6202L</td>
<td>Care of the Adult II Practicum</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6301</td>
<td>Care of the Child and Family</td>
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<tr>
<td>NGR 6301L</td>
<td>Care of the Child and Family Practicum</td>
<td>2</td>
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<tr>
<td>NGR 6343</td>
<td>Women's Health</td>
<td>3</td>
</tr>
<tr>
<td>NGR 6343L</td>
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<td><strong>Total Hours</strong></td>
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**Admission Requirements for Nursing Education Specialization and Nursing Executive Specialization**

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 NLNAC, ACEN, 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.
• Completion of an undergraduate statistics course with a grade of "C" or better.
• 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.
• Express Admission Students are required to become licensed as a registered nurse to practice in a state or territory of the United States by the end of the first semester of enrollment to progress in the program.
• Curriculum vitae (CV) or resume.
• Approval by the School of Nursing Graduate Admissions Committee. Admission to this program is competitive and selective.

* The graduate admission test may be waived for the following:
• Applicant must have earned a Bachelor of Science in Nursing (BSN) from a NLN or CCNE accredited nursing program with a minimum overall grade point average (GPA) 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.

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.
Admission Requirements for Family Nurse Practitioner

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 NLNAC, ACEN, 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.

Completion of an undergraduate statistics course with a grade of “C” or better.

- 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.
- Express Admission Students are required to become licensed as a registered nurse to practice in a state or territory of the United States by the end of the first semester of enrollment to progress in the program.
- Submission of Curriculum vitae (CV) that includes: work history, educational background, and community service involvement.
- Submit career goals statement that includes a narrative writing of your future career plans (where you hope to see yourself professionally in the next 5-10 years) and should be an example of your writing skills. References are not necessary. Submission should be typed and between 150-200 words.
- Submit copy of your RN license.
- Approval by the School of Nursing Graduate Admissions Committee. Admission to this program is competitive and selective.

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 minimum requirements for regular admission may be admitted by a department on a conditional basis. In order to be considered for conditional admission, students must submit all required admission materials. Also, students who have graduated from a recognized, although non-accredited, institution may be admitted on a conditional basis at the department’s discretion. Students admitted on a conditional basis may be permitted to register for up to 12 semester hours of graduate coursework, identified by the department as appropriate to the degree. In addition, the student must:
1. Earn at least a grade of “B” on each of those courses during the semester(s) where the student is admitted on a conditional basis

OR

2. Earn a semester grade point average above a 3.0, earning no less than a C+ on any given course, during the semester(s) where the student is admitted on a conditional basis.

Failure to accomplish the above may result in the removal of his/her status to pursue graduate study. Admission on a conditional basis should not be routine.

Departments may establish standards that exceed the University conditional admission requirements.

**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 enrolled at UWF for a minimum of one semester as degree-seeking in the degree program for which a degree is awarded;
- Completion of a minimum of 30 semester hours in an approved program;
- Completion of a minimum of 15 semester hours of coursework at the 6000 level or above;
- Completion of a minimum of 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;
- A maximum of 6 semester hours of credit may be applied toward a master’s degree for successful completion of a thesis;
- 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.

- Master’s 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 enrolled 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.

Application for Graduation

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 department to determine eligibility and to request a late submission. Students submitting a late application risk not being included in the commencement program important graduation communication. 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/office/commencement/. UWF does not have a graduation honors program for masters, specialist, and doctoral students.

Degree Audit System

Degree Works is a tool to help identify and track all graduation requirements for each degree program, certificate, or minor at the University. Students may check their individual progress toward degree by reviewing their degree audit, which is available in MyUWF. The degree audit is used for the final graduation check. A completed audit is required before an undergraduate degree is awarded.
Substitution of Graduation Requirements for Students with Disabilities

Refer to https://uwf.edu/offices/student-accessibility-resources/student-resources/modification-of-graduation-requirement/ 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 School 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.

Graduate Student Online Orientation

The University of West Florida Graduate School's orientation for new graduate students takes place at the start of each semester. The orientation will provide you with an overview of University services and extracurricular opportunities and an understanding of what to expect academically and financially as a new UWF graduate student.

In addition, you will have the opportunity to hear from current graduate students, the Graduate Student Advisory Board, and other campus organizations, as well as receive information about your nautilus card and how to purchase textbooks and parking permits.

The platform allows you to attend the orientation 100% online, at your own convenience.

https://uwf.edu/graduate/student-resources/new-graduate-student-orientation/

Academic Advising

The Usha Kundu, M.D. College of Health Advising provides high quality individual advising to all students within the College to progress to degree in the most efficient and effective manner that fits the student’s needs and goals.

Degree-seeking students are responsible for arranging appointments with their assigned academic advisors prior to registration.
University Responsibilities

The faculty, administration, and staff share a responsibility to provide accurate information and effective advice. The Division of Enrollment and Student Affairs is responsible for providing students, faculty, and other advising staff with accurate information in the Catalog and other publications. The academic and faculty advisors in the College of Arts, Social Sciences and Humanities (CASSH); College of Business (COB); College of Education and Professional Studies (CEPS); Hal Marcus College of Science and Engineering (HMCSE); and Usha Kundu, MD College of Health (UKCOH) are responsible for acting as a resource to provide students with timely and accurate information on University-wide requirements, policies, procedures, and referrals to appropriate services.

Student Responsibilities

Students are responsible for accuracy and updating of their degree audit https://confluence.uwf.edu/display/public/Viewing+a+Degree+Audit) 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 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 offers over 600 online course sections each semester that lead to over 50 different undergraduate (http://uwf.edu/online/what-we-offer/undergraduate-degrees) and graduate (http://uwf.edu/online/what-we-offer/graduate-degrees) degrees as well as credit-earning certificate (http://uwf.edu/online/what-we-offer/certificates) 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.

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 will process their own registration beginning the first day of classes and all through the end of the drop/add period. Once the State Employee registration period begins, the Office of the Registrar will review submitted forms for registration compliance and remove any late registration fees. The Cashier's Office will verify employment and eligibility requirements and process tuition waivers. State Employee tuition fee waivers will be processed beginning the first day of classes through the end of the drop/add period. 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:

- Thesis
- Dissertation
- Internship
- Directed Independent Study
- Practicum
- Music and Theatre Performance
- Continuing Education
- Other one-on-one course situations

Each semester of participation, students must submit a new UWF State Employee Tuition Fee Waiver form after course registration (during the drop/add period). Students are responsible for outstanding fees for course(s) which do not match the authorized waiver form. In such cases, appropriate late registration fees and late payment fees will also be assessed. Approved alternate courses are encouraged and must be listed on the waiver form for consideration. UWF will accept scanned copies at registrar@uwf.edu or faxed copies to 850.473.7345.

Out-of-State Tuition Waivers

Tuition waivers cover up to 90 percent of the non-resident portion of your tuition and are available to non-Florida residents (including international students) admitted to Online Campus programs and registered for online courses in active pursuit of that degree or certificate. You must pay all other assessed tuition and fees.

Students may be eligible for the Online Campus out-of-state tuition waiver if they:

- Are a Non-Florida Resident, being charged the out-of-state tuition, and
- Are admitted to an Online Campus (OLC coded) degree or certificate listed above,
- Enrolled in Online Campus (OLC coded) courses

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. The student must submit a copy of their military ID card and a copy of their current military orders. Refer to Veteran and Military Students for more information and waiver form.

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. Waiver requests must be submitted every semester.
- If you register for additional course(s) after waiver approval, please submit another waiver including the new course.
- If you withdraw from a course or withdraw from the university, you are liable for fee payment as established by standard university policy. You will not be liable for the amount covered by out-of-state tuition waivers you may be awarded.
- Allow 7 business days for waiver processing.
- Waiver requests are valid only for the CURRENTLY enrolled semester(s). Waiver requests cannot be submitted for previously enrolled semesters.
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) 473-7209. 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 Building 38, Room 147. Rebecca can be reached at (850) 474-2550, rebecca.baisden@va.gov or rbaisden@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 (https://libguides.uwf.edu/online). You may also contact the Library Information Reference 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**

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 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 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.

**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.

**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.
Cancellation 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 an individual course(s) while remaining in other course(s) up to the 13th week* of instruction of any fall or spring semester. A grade of “W” will be assigned during this period. Refunds are not issued for individual course withdrawals. Students may process withdrawals online through the Registration app in MyUWF.

Students are encouraged to consult with their advisor prior to withdrawing from classes and to contact the Office of Financial Aid and Student Accounts and Cashier 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 excess hours. Individual class withdrawals may not be processed after the published deadline(s) in the Academic Calendar. Students who do not officially withdraw will be assigned a standard letter grade reflective of the performance in the course. See Late Withdrawal Policy.

Withdraw from All Courses (University Withdrawal)

Students are no longer able to withdraw from their last remaining course using the online portal. Students wishing to withdraw from only some courses should withdraw from the course(s) themselves, following the instructions for Withdrawing After Drop/Add. Those students wishing to withdraw from ALL registered courses should withdraw from all but one course online, then complete the Last Class Withdrawal to complete and finalize the withdrawal process. 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. Withdrawals 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 Student Accounts and Cashier 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 the Medical Withdrawal Form with supporting documentation to the Dean of Students Office (DSO). 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, and 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 business 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, 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. 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 an appropriate statement indicating action taken was due to military active duty service. Refer to 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, 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**

Student appeals for late registration, late payment of tuition and fees, and refunds of tuition upon withdrawal after the refund deadline are referred to the University Fee Appeals Committee. In order to be considered, requests for refunds and other appeal actions must be submitted within six months after the end of the semester to which the refund or appeal action is applicable. Requests submitted after the deadline will not be considered. See the Tuition and Fees section of this Catalog for more information on Fee Appeals.

**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 cancelled 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 cancelled, the $100 late registration fee, the $100 late payment fee, and payment of all delinquent liabilities.

**Final Examinations**

Exams are scheduled during the Final Examination week of the fall and spring semesters and may be scheduled on a Saturday. Final exams for summer are scheduled by the instructor. It is the student’s responsibility to review the final exam schedule and know when/where the exam may occur (see the Academic Calendar). Review the Final Exam schedule for more information.

**UWF Academic Misconduct Code**

The University of West Florida is dedicated to the highest principles and standards of academic integrity. An academic violation by a student can negatively impact a class, program and/or college in ways that are unique to each discipline. Therefore, the University believes that the severity of an academic infraction is best evaluated by the faculty of the institution. The University seeks to offer students an opportunity to respond to allegations of academic misconduct before a decision is rendered. This regulation seeks to provide faculty and students with a fair process for addressing allegations of academic misconduct. Academic integrity is closely related to professional ethics and requires that students honestly acknowledge their use of the ideas, words, and written work produced by any other individual, institution or source. Failure to acknowledge properly the use of another's intellectual output constitutes a form of academic misconduct.
Forms of Academic Misconduct
Violations by a student of any of the following actions that constitutes an offense will result in disciplinary action. Fraudulent or deceptive action involving academic matters, including the following:

1. **Cheating**: Using or attempting to use material or information where such use is not expressly permitted by the instructor. Some examples include but are not limited to: A) Exams or quizzes B) Homework/Assignments C) Discussion board posts D) Lab activities or reports
2. **Academic Theft**: Obtaining examinations, quizzes, or other academic materials without authorization.
3. **Plagiarism**: Representing the words, data, works, ideas, computer program or output, or anything not self-generated as one’s own. Some examples of plagiarism include but not limited to: A) Copying phrases, sentences, sections, paragraphs or graphics from a source and not giving credit by properly quoting or citing the source. B) Having another person write an assignment (for pay or for free) and submitting it as one’s own. C) Modifying or paraphrasing another’s ideas or writings and submitting them as one’s own.
4. **Resubmission of Work**: Resubmitting a paper, assignment, or portion thereof that the student originally created for another assignment or course constitutes academic misconduct unless: A) Both instructors in concurrent courses expressly agree to accept the same work; or B) an instructor expressly agrees to accept previously submitted work.
5. **Fabrication**: Presenting, as genuine, any invented, falsified, or inaccurate citation, data, or material.
6. **Bribery**: The offering, giving, receiving or soliciting of anything of value to influence a grade or other academic evaluation.
7. **Misrepresentation**: Any act or omission taken with intent to deceive an instructor or the University so as to affect a grade, a student’s academic performance or to gain admission to a program or course.
8. **Facilitation**: Knowingly contributing to, assisting, or planning with others to engage in Academic Misconduct, or failing to inform the proper authorities when a violation has occurred regardless of one’s participation.
9. **Violation of professional standards or ethics as defined by the academic program**.

Students should contact the Dean of Students Office for more information.

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.
- failing to meet academic standards,
- failing to make sufficient progress towards a degree as determined by department,
- failing to meet professional standards of the discipline,
- denied reinstatement after academic suspension,
• failing to apply for reinstatement in the 3 semesters following the semester of suspension, or
• being suspended for the second time.

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 School of Nursing. 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
Change of local, permanent, and emergency contact addresses; name; or other information affecting the student’s permanent academic record may be completed 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.

Professional Liability Insurance
Nursing is a profession in which its members are accountable. The University provides 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.

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: pdf. 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 student G-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 e-mail if using another provider. The student 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 Guidelines:

American Psychological Association (APA) 6th 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, 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. 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 UWF Online Writing Lab (OWL) UWF offers an online writing lab where students can submit their papers online to be reviewed by an OWL staff member that submits electronic feedback to help students revise their work.

• The OWL is the Online Writing Lab, a service that allows UWF students to submit their papers online via eLearning and retrieve the feedback at a later time.
• An OWL staff member reads each electronic submission, makes comments and suggestions using Microsoft Word, and then uploads the feedback copy to the appropriate eLearning dropbox.
• We help students locate errors in grammar, spelling, word usage, punctuation, capitalization, and sentence structure.
• Remember that the final product is still your responsibility—neither the paper reader nor the Writing Lab can be held responsible for the grade you receive.

To enroll in the OWL, email writelab@uwf.edu using your UWF student email with the subject line “OWL ENROLLMENT REQUEST,” asking to be enrolled in the OWL.

Graduate faculties encourage MSN students to seek assistance with any writing issues early in their academic studies. Access this link for further information: https://uwf.edu/cassh/support-resources/the-uwf-writing-lab/

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 quality improvement initiative.
   f. Development and/or implementation of an evidence-based leadership quality improvement initiative.
   g. 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
   e. Implementation and evaluation of the project
   f. Appendices
   g. References
   h. Biographical Sketch

3. A final professional copy of the Evidence Based Project will be located in the School of Nursing.

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

Instructions for Completing the Online UWF Mandatory Immunization Health History (MIHH) Form

- Go to MyUWF to check your immunization status and complete your Mandatory Immunization Health History Form. Search for "Immunization Status" when you log in.
- Complete and submit the online MIHH form (and all appropriate immunization documentation) at least three (3) weeks prior to orientation/registration.
- Include your UWF student ID number on all documentation. Keep a copy for your records. Should anything be amiss, you can easily refer to what was sent to Student Health Services

*Please note that you MUST submit complete immunization records when you are completing CastleBranch.

POLICY:

The UWF School 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 College of Health, 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 healthcare 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 School of Nursing Department Chair. 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.
GENERAL REQUIREMENTS AND PROCEDURE:

Prior to a student starting a nursing practicum course, conducting a nursing study or project, or a didactic course that involves contact with patients, a drug screen is required (Note: drug test is only valid for 6 months).

- 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 College of Health, 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 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.

The University of West Florida School 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 healthcare 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 and/or post on any social media site, with family or friends, with other patients or anywhere you may be overheard
● 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 School of Nursing
● 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 faculty 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 School 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 Handbook. For a complete version of the UWF Student Code of Conduct, please select it below.

Regulation 3.010 - Student Code of Conduct

The 'Student Grievance System' in the UWF Student Handbook (https://uwf.edu/go/student-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.

HIPAA

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**

The School 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 School 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.

**Nursing Student Organization**

Upsilon Kappa Chapter of 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**

http://catalog.uwf.edu/graduate/financialaid/

The Office of Student Financial Aid and Scholarships coordinates the awarding of scholarships, grants, work-study and loans through Federal, State and Institutional funds.
Student Accessibility Resources

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 sar@uwf.edu or by phone at (850) 474-2387 or https://uwf.edu/offices/student-accessibility-resources/
University of West Florida

School 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 agree to abide by the contents.

Print Name ________________________________________________________

Signature __________________________________________________________

UWF Student ID _____________________________________________________

Date_________________________________________

Upload signature page to CastleBranch account