



School of Nursing
UNIVERSITY *of* WEST FLORIDA

University of West Florida
School of Nursing
RN-BSN
Nursing Handbook

2022-2023

Welcome to the Dr. D.W. McMillan Bachelor of Science in Nursing, RN-BSN Online Program at the University of West Florida. The purpose of this handbook is to provide guidelines for your journey and to assist you in making responsible choices in your program of study.

Please be advised that the School of Nursing 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.

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.

Dear UWF Nursing Students:

It is a pleasure for me to welcome you to the School of Nursing. I know that you will find your educational experiences here to be challenging and rewarding. It is our hope that the information in this handbook will be helpful to you.

The School of Nursing mission is to be a catalyst for excellence and innovation by providing high-impact educational experiences in alliance with clinical practice partners and placing human caring values at the core of our teaching, practice and service. This serves our School well and provides a principled foundation for our current efforts and initiatives.

Our School's focus reaches far beyond the boundaries of traditional classroom walls. Our students and faculty members are engaged in clinical practice activities. Our BSN and MSN programs are nationally accredited by the Commission on Collegiate Nursing Education. The UWF School of Nursing baccalaureate-prepared nursing graduate pass rates on the NCLEX-RN licensing exam rank among the highest in Florida. These graduates enter healthcare to provide high quality excellent patient centered care.

Our faculty is comprised of transformational leaders that engage students in the art of human centered care while advancing knowledge and competencies to enhance the quality of life for the health of the population. Our staff excels in providing guidance and support to prospective and current students, and are an essential part of our School.

Our School has various opportunities for students to pursue or continue their nursing education. We have a pre-licensure or traditional program, RN-BSN fully online program, and 3 specializations (Nursing Education, Nurse Executive, and Family Nurse Practitioner) at the MSN level. Nearly 100% of our graduates go on to secure employment in their respective areas. They become registered nurses, nurse educators, nurse administrators, nurse practitioners, and health care leaders in Florida and the nation.

I am very pleased to welcome you into over a four-decade tradition of Argo Nurse excellence!
Best wishes in your studies.

Sincerely,



Crystal G. Bennett, PhD, RN
Director and Assistant Clinical Professor

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Nursing Preface

Welcome Students!

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

In order to assist your adjustment into the role as an RN to BSN online nursing student we have prepared this Nursing Student Handbook to use as a reference throughout the program. This Handbook is a supplement specific to RN to BSN track in the UWF School of Nursing.

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, accessed from the

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

STRUCTURE AND GOVERNANCE

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 contributes 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.

The School of Nursing Mission, Vision, and Philosophy

Mission



The mission of the University of West Florida Nursing Program is to educate the student as a professional nurse – one who is a clinical generalist, a leader, and a lifelong learner.

The nursing graduate of the UWF program will be capable of using the nursing process with clients of all ages, with diverse backgrounds in a variety of health care settings. The program develops and refines clinical skills and stimulates the awareness of research applications, the practice of active inquiry, the ability to think and respond critically, and the desire for advanced study.

This baccalaureate program provides a service to the health care community by increasing the number of nurses who practice professional nursing. The program also serves the populations' health needs by providing quality nursing care.

Vision

It is the vision of the School of Nursing to be widely recognized as a model of excellence and relevance, and sought out as the leading baccalaureate and graduate nursing school in the region for evidence-based practice education.

Metaparadigm of Nursing

Consistent with the metaparadigm of nursing, the concept of person includes individuals, family, groups and communities. Persons are viewed as unique dynamic individuals worthy of respect and are joined together with others because of shared values and needs which are culturally derived. Environment is the context in which the human experience of health occurs which influences the health of the person. Health is non-linear and is affected and characterized by sociocultural, spiritual, economic, physical, developmental and psychological variables. Nursing practice merges caring elements, ways of knowing, person and health in a variety of environments and in collaboration with consumers and other health professionals. Nursing embraces the relations of the individual to family, community and society.

Philosophy

Caring	Maintaining a safe and dynamic learning and working environment in the SON that fosters the development of individuals, families, and community members potential. We understand caring to include compassionate, relationship-centered care, awareness of self and others as biopsychosocial, spiritual beings.
Collaboration	A focus of the SON is to promote a culture of supportive and cooperative interactions and communication in order to advance and achieve shared expectations and goals. We understand collaboration to include a culture of support, authenticity, cooperation, advocacy, establishing and maintaining partnerships and co-participation. We promote interdisciplinary research, systems coordination, care coordination, and healthcare partnerships. We encourage active engagement and collaborate with all members of the healthcare team and with recipients of health. Effective communication among disciplines, patients and families is central to our guiding principle of collaboration. We value earned partnerships (not dictated by policy or mandate), boundary spanning roles across silos of excellence and complexity, and interdisciplinary collaborative based learning (role based, not task based).
Distinctiveness	The SON chooses to be different by design with an emphasis on evidence-based practice and education. We value personal interaction and individualized attention. We aim to be responsive to dynamic and changing demands in healthcare (transformational), and inclusive of multiple patterns of knowing in nursing (ways of knowing include, but are not limited to, the science of nursing, the art of nursing, ethical ways of knowing and personal ways of knowing).
Inclusiveness	The SON is welcoming, respecting, and celebrating the ways in which people and ideas are different and the ways in which they are similar. We value and respect others for the richness and diversity that they contribute. We value self-accountability for actions, openness, awareness, understanding, interprofessional partnerships and we seek to nurture international and cross-cultural understandings.

Innovation

Exploring, expanding, and enhancing learning and knowledge through transforming experiences (high impact practices) is foundational of the SON. We value inquisitiveness, creativity, adaptation, resilience, data driven approaches, risk-taking, informatics technology, and innovative approaches to inquiry.

RN-BSN Program Goals

1. To prepare professional nurses through a curriculum incorporating essential elements of baccalaureate nursing education, professional standards of care, and evidence based nursing knowledge with a foundation in the arts and sciences.
2. To prepare professional nurses as providers and managers of care who effectively promote and restore the health of diverse populations throughout the lifespan.
3. To prepare professional nurses to competently utilize information management and patient care technology, and to communicate and collaborate across healthcare disciplines to promote delivery of highly reliable care.
4. To prepare professional nurses as leaders in advocating process, policy, and regulation change that improve health care delivery systems and client outcomes.

STUDENT LEARNING OUTCOMES

UWF Nursing graduates should be able to do the following:

Content

- Integrate the concepts of nursing and multidisciplinary theories, research, and practice, based on the foundations of the arts and sciences courses, in the provision of care to diverse patient/clients of all ages.
- Apply basic knowledge of health care policy, finance, and regulatory environments.

Critical Thinking

- Integrate reliable evidence from across disciplines to promote optimal patient/client outcomes.
- Design care for individuals, communities, and populations to promote, maintain, and restore health.
- Apply leadership and management concepts with quality improvement principles in the provision of patient/client centered care.

Communication

- Demonstrate the ability to utilize healthcare technology and information management to inform practice decisions.
- Use professional communication as a member of a healthcare team to improve patient/client outcomes.

Integrity/Values

- Demonstrate professional standard of moral, ethical, and legal conduct in the delivery of culturally sensitive patient/client care.

Project Management

- Integrate leadership, evidence, and interprofessional competencies into health care planning and decision making to improve health outcomes.

ASSESSMENT OF STUDENT LEARNING OUTCOMES

Nursing baccalaureate students will acquire the generalist skills and knowledge needed to practice baccalaureate level nursing and pursue advanced academic degrees. Direct measures of the student learning outcomes are conducted using examinations, essays, papers, group work, online presentations, case studies, clinical practice, simulation, and a capstone project. The baccalaureate nursing student has the opportunity to evaluate each course and upon graduation an exit survey upon completion of degree requirements.

JOB PROSPECTS FOR BACHELORS OF SCIENCE NURSING GRADUATES

Public Health Nurses	Staff Nurses
Burn Unit Nurses	Clinical Nurse Managers

Find out more about Nursing at UWF: [School of Nursing Website](#)

THE BACCALAUREATE NURSING PROGRAM GOALS

1. To prepare professional nurses through a curriculum incorporating essential elements of baccalaureate nursing education, professional standards of care, and evidence-based nursing knowledge with a foundation in the arts and sciences.
2. To prepare professional nurses as providers and managers of care who effectively promote and restore the health of diverse populations throughout the lifespan.
3. To prepare professional nurses to competently utilize information management and patient care technology, and to communicate and collaborate across healthcare disciplines to promote delivery of highly reliable care.
4. To prepare professional nurses as leaders in advocating process, policy, and regulation change that improve health care delivery systems and client outcomes.

RN-BSN PROGRAM TRACK CURRICULUM

Curriculum Plan of Study

The plan of study to complete the baccalaureate degree in the RN-BSN program track consists of the following 32 hours of upper division nursing coursework. Sequencing of coursework is dependent on the specific cohort the student is admitted to, if the student goes full time or part time, and if the student has non-nursing coursework to complete in addition to the 12 nursing courses.

Students planning to matriculate part-time and/or have non-nursing coursework to complete need to understand both University and School degree requirements. The student MUST have all non-nursing coursework completed PRIOR TO the last semester of enrollment. The student should remain in close communication with the nursing advisors as to the student's plan for completing coursework.

- 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 12 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.

NUR 3067 Health Assessment and Promotion

3 sh (may not be repeated for credit)

For the RN-BSN student, this course focuses on enhancing knowledge and skills in health history interviews, health screening, and selected physical examination techniques across the lifespan. Health promotion strategies are also discussed.

NUR 3081 Professional Nursing Practice

3 sh (may not be repeated for credit)

Co-requisite: [NSP 3845](#)

This introductory course explores the role of the baccalaureate nurse by identifying core professional competencies, formulating a personal definition of nursing, and examining the role of the professional nurse in the political process. Students examine nurse theories and patient safety measures in the delivery of holistic nursing care. Additional focus is on academic writing and revision using APA format. This course must be taken during the first semester of RN to BSN Courses. Meets Gordon Rule Writing Requirement.

NUR 3145 Pharmacology

3 sh (may not be repeated for credit)

For the RN-BSN student, this course focuses on the principles and concepts of pharmacology, current population specific treatment, and related nursing practices.

NUR 4165 Essentials of Evidence-Based Nursing Practice

3 sh (may not be repeated for credit)

Prerequisite: [STA 2023](#)

Co-requisite: [NSP 4846](#)

This course introduces an evidence-based nursing practice model. Students define a problem statement where they appraise research evidence while assessing strength and quality in planning an evidence-based practice change.

NUR 4286 Gerontological Nursing

3 sh (may not be repeated for credit)

For the RN-BSN student, this course explores holistic nursing strategies for health promotion and risk reduction in the older adult.

NUR 4636 Population-based Public Health Nursing

3 sh (may not be repeated for credit)

This course emphasizes practice of public health and population-based nursing. Culturally sensitive interventions focus on health promotion and disease prevention practices based on epidemiology, environmental health, and community assessment. Meets Multicultural Requirement.

NUR 4828 Systems-Based Nursing Leadership

3 sh (may not be repeated for credit)

This course will explore the role of a nurse as leader and change agent in the context of quality improvement within healthcare. Emphasis will be on leadership skills, and complex and multifunctional healthcare delivery systems. Additional focus will be on academic writing and communication of quality improvement priorities in healthcare settings. Meets Gordon Rule Writing Requirement.

NUR 4895 Health Education in the Community

3 sh (may not be repeated for credit)

Prerequisite: [NUR 4636](#)

This capstone course is designed to enable students to integrate new knowledge and expertise in an area of clinical practice. Students will engage in community-focused direct care experiences to improve health outcomes.

NUR 4125 Pathophysiology

3 sh (may not be repeated for credit)

For the RN-BSN student, 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 improve patient outcomes.

NUR 4826 Law & Ethics in Nursing

3 sh (may not be repeated for credit)

This course explores healthcare policy and regulatory influences that guide the RN to BSN student to develop professional nursing practice. The student learns to examine ethical decision-making related to nursing practice and healthcare. Interprofessional influence within the health paradigm is emphasized.

NSP 3845 Academic Writing in Nursing I

1 sh (may not be repeated for credit)

Co-requisite: [NUR 3081](#)

Provides an introduction to the academic reading and writing characteristics of higher education for the RN-BSN student. Within the context of the nursing profession the student will demonstrate the ability to read critically, write effective arguments, and practice the writing process using APA style format.

NSP 4846 Academic Writing in Nursing II

1 sh (may not be repeated for credit)

Co-requisite: [NUR 4165](#)

Continues the foundation for the academic reading and writing characteristics of higher education for the RN-BSN student. Within the context of evidence-based nursing practice the student will conduct a scholarly literature review, write extended arguments, and further develop writing expertise using APA style format.

Fall (Aug) – Spring (Jan) – Summer (May)* FIRST SEVEN WEEKS	Fall (Oct) – Spring (Mar) – Summer (Jun)* SECOND SEVEN WEEKS
NUR 3081 ** (3 sh) <u>Professional Nursing Practice</u> <i>(co-req NSP 3845)</i> NSP 3845 ** (1 sh) <u>Academic Writing in Nursing I</u> <i>(co-req NUR 3081)</i>	NUR 3081 ** (3 sh) <u>Professional Nursing Practice</u> <i>(co-req NSP 3845)</i> NSP 3845 ** (1 sh) <u>Academic Writing in Nursing I</u> <i>(co-req NUR 3081)</i>
NUR 3145 (3 sh) <u>Pharmacology</u>	NUR 3067 (3 sh) <u>Health Assessment and Promotion</u>
NUR 4286 (3 sh) <u>Gerontological Nursing</u>	NUR 4826 (3 sh) <u>Law & Ethics in Nursing</u>
NUR 4636 (3 sh) <u>Population-Based Public Health Nursing</u>	NUR 4165 (3 sh) <u>Essentials of Evidence-Based Practice</u> <i>(co-req NSP 4846) (Prerequisite: STA 2023)</i> NSP 4846 (1 sh) <u>Academic Writing in Nursing II</u> <i>(co-req NUR 4165)</i>
NUR 4828 (3 sh) <u>Systems-Based Nursing Leadership</u>	NUR 4125 (3 sh) <u>Pathophysiology</u>
	NUR 4895 *** (3 sh) <u>Health Education in the Community</u> <i>(Prerequisite: NUR 4636)</i>

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

**Mandatory first courses in program

***Mandatory final course in program – departmental permission required

Sample Degree Plans

Full Time Degree Plan		
Semester 1	Semester 2	Semester 3
NUR 3081 Transition to Professional Nsg	NUR 3145 Pharmacology	NUR 4636 PH & Comm Nsg
NSP 3845 Academic Writing in Nsg I	NUR 4286 Gerontological Nsg	NUR 4828 Nsg Systems Mgt
NUR 4165 Essentials of EBP	NUR 3067 Health Assessment	NUR 4125 Patho & HC Mgt
NSP 4846 Academic Writing in Nsg II	NUR 4826 Law & Ethics in Nursing	NUR 4895 Health Ed in the Comm.
8 credits	12 credits	12 credits
32 credits total		

Part Time Degree Plan				
Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
NUR 3081 Transition to Professional Nsg	NUR 3145 Pharmacology	NUR 4286 Gerontological Nsg	NUR 4636 PH & Comm Nsg	NUR 4828 Nsg Systems Mgt
NSP 3845 Academic Writing in Nsg I	NUR 4165 Essentials of EBP	NUR 3067 Health Assessment	NUR 4826 Law & Ethics in Nursing	NUR 4125 Patho & HC Mgt
	NSP 4846 Academic Writing in Nsg II			NUR 4895 Health Ed in the Comm.
4 credits	7 credits	6 credits	6 credits	9 credits
32 credits total				

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, 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
- HSC 2577 (3) 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 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.

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 124 credits, including 32 junior/senior level credits;

1. 31 semester hours residency requirement;
2. A grade of C (73%) 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 32 (RN-BSN Program) semester hours of graded work at UWF
- at least a 3.5 institutional (UWF) GPA
- at least a 3.5 overall (transfer and UWF) GPA

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

Progression in the BSN Program

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; but all BSN degree requirements are expected to be completed within 3 years of 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 maintain a minimal grade point level of 2.0 (on a 4.0 scale) in all RN to BSN nursing courses.
- Students may repeat the same nursing course only once, and on a space-available basis.
- Students are allowed to repeat only two different nursing courses to progress within the program. Students with a grade below "C" (73%) in a nursing course at midterm will be issued a letter of warning of their academic standing via UWF email.
- Students must maintain a "C" or better in each course in order to progress in the program. Course progression in the RN to BSN track after the second grade of "C" (73%) or below is not permitted as this is a limited access program with increased rigor.

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 have agreed to comply with the understanding that if at any time during the course of my participation in the RN to BSN program track I am either arrested, charged, or convicted, I understand and agree that I must disclose such an event to the School of Nursing Chair in writing regardless of the nature or the seriousness of the offense for which I am arrested, charged, or convicted no later than 48 hours after such an event. Failure to do so may result in my 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

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 Case Management Services goals 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 the [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.

[Fee Appeals](#) should be addressed to the Cashier's Office in Building 20. Appeals will be considered by the Fee Appeals Committee for documented, extenuating circumstances.

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

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

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

Students in a deferred status should consult the 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 faculties have designed 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>

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](#) 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).

What can you access online?

- [Research assistance](#)
- [Thousands of full text articles](#)
- [Subject Research Guides](#)
- [Services especially for students more the 50 miles from campus](#)
- [Access to libraries throughout the state of Florida ... and all over the world](#)
- [Tons of awesome online tutorials](#)
- [Thousands of books and eBooks](#)
- [Chat or text a librarian](#)

Use the tabs above to find out more about the best resources for online students.

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 my.uwf.edu. 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/ukcoh/support-resources/student-resources/>

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](#).

Important APA Links:

[The Basics of APA 7th Edition](#)
[Learning APA 7th Edition Style](#)
[APA Style Blog](#)
[General Format](#)
[APA Documentation Guide](#)

Avoiding Plagiarism:

[Using Sources Ethically](#)
[Citing Sources: APA Style](#)
[Using iThenticate](#)

Guidelines for use of APA in Discussion Posts:

[Formatting Discussion Posts in APA](#)
[Citing a Discussion Post in APA](#)

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 6th 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.

Writing Assistance:

The [UWF Writing Lab](#) is staffed by a group of undergraduate and graduate paper readers and tutors who are trained to assist students in the grammar and mechanics of writing and to read other students' papers for content, manuscript formatting, documentation style, and the conventions of writing (grammar, punctuation, spelling, etc.). As students themselves, they know firsthand how hard it can be to consistently produce quality written work, but they also know how satisfying it can be to communicate one's ideas effectively.

Appointment Desk: (850) 474-2229

Grammar Hotline: (850) 474-2129 writelab@uwf.edu

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/>

STANDARDS OF ETHICAL CONDUCT AND PROFESSIONAL BEHAVIOR

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 health care professions.

Students may have access to confidential medical/personal client and family information, and to sensitive agency information as part of the course learning experiences. It is of **utmost importance** that client/agency confidentiality is observed. Information concerning a client/family or agency is not to be discussed outside of the didactic setting. Civility among classmates and faculty is an important part of the continued role of the professional nurse. Violation of these standards may result in dismissal from the UWF nursing program.

Confidentiality

KEYS TO CONFIDENTIALITY

1. DO NOT discuss patients/personnel/institutions or any identifying data in public settings such as cafeterias, elevators, hallways, over the phone, with family or friends, with ANYONE may overhear you
2. Discussion of your patient/personnel/institution should only occur in approved settings such as course discussion forum and assignments
3. Use patient/institution initials in all discussions and on written documents submitted to the Nursing School
4. Destroy all notes and computer-generated papers after completion of assignment
5. Protect the integrity of the medical record and do not photocopy or otherwise transmit material from the medical record
6. If you have concerns about confidentiality, check with your instructor to obtain guidance
7. NEVER post any patient/personnel/institutional information or pictures on social media sites

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 catalog 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.

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 Life Handbook. The handbook is available to all students at registration and to other interested persons upon request from the Office of Student Affairs.

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

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

UWF School of Nursing Grievance Procedure

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](mailto:eop@uwf.edu) at 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 Chair 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 Chair 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/>

Common Questions Related to COVID-19

1. What actions should students take if they have been exposed to COVID-19, have symptoms of COVID-19 or tested positive for COVID-19

Students who believe they have been exposed to COVID-19 must immediately submit the Daily Pre Screening form located in MYUWF. If students are unable to complete the electronic pre-screening survey, they may complete via telephone by contacting Student Health Services at 850.474.2172.

2. Will faculty be contacted if a student in their class is exposed to COVID-19?

If a student is flagged as exposed to COVID-19, the DEAN of Students Office will contact the faculty who have this student enrolled in a course. Faculty should expect student outreach allowing them to coordinate with the student to address any missed class meetings and/or coursework, as needed.

3. What should students do if they cannot attend classes or keep up with their coursework due to COVID-19 exposure?

Students should notify their instructors and work directly with them on accommodations. If students need additional support, they should complete the [COVID-19 Modification or Support Request Form](#) for follow-up by the appropriate campus support office.

APPENDIX B - DRUG SCREEN POLICY & PROCEDURE AND BACKGROUND CHECK

Drug Screen Policy

Effective August, 2006, the UWF School of Nursing requires 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.

The use of marijuana for any reason, prescribed or otherwise, is not permitted. This is in accordance with UWF's healthcare agency partnership contracts.

Positive Results

Students who test positive for illicit drugs in their first drug screen required by University of West Florida Nursing School will be notified to meet with the UWF Nursing 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 retests to the UWF Nursing 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 Nursing Advisory Panel which consists of the following: The Dean of Arts and Sciences, Department Head, Nursing School Chair, Dean of Student Affairs, and Faculty of the student's current courses. *A positive test will result in dismissal from the UWF nursing program. Decisions of the Nursing Advisory Panel are final.*

Second Test- Positive Results

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

Second Test- Negative Results and Random Follow-up Testing

If the second (re-test) drug screen is negative, the student will be allowed to continue in the nursing program, but the student will be required to have a minimum of one random drug screen at his/her expense during the remainder of his/her course of study in the nursing program. The timing of the random drug screen(s) will be determined by the UWF Nursing Chair or course faculty. The student is required to

provide proof to the UWF Nursing Chair that the drug screen was conducted within 24 hours of the written notification. If the random drug screen is positive, the student will be dismissed from the nursing program, and he/she will not be eligible for continuation or readmission to the Nursing program at any time.

Security of Test Results

Test results will not be shared, except as necessary, with individuals other than the Nursing Advisory Panel. All test results will be filed in a locked cabinet within the Nursing Program offices and shall remain confidential except as noted and to the extent permitted by law.

General Requirements and Procedure:

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

Students will be notified not more than 24 hours in advance of the date and time for drug screenings. All charges for drug screening(s) are the responsibility of the student.

If the drug screen indicates an area of concern, the student will be notified by the UWF Nursing Chair. The BSN committee will convene to determine the action that needs to be taken. Decisions of the BSN committee are final.

Test results are confidential with only the Deans of College of Health and Student Affairs, and Nursing Chair. 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 Chair as soon as possible (within 24 hours).

The results of the testing will be considered by the RN-BSN committee in determining the student's continuance in the program. The student will be suspended from all nursing program activities until the issue is resolved. Also, the student may be dismissed from the UWF nursing program based on testing results.

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

The results of the testing will be considered by the BSN RARP (Readmission and Retention Planning) 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.

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 Chair 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.

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 Chair 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.

Fingerprinting

All UWF Nursing students residing in Florida at any time during their matriculation must have fingerprinting performed through the UWF approved provider.

SIGNATURE PAGE

2022-2023 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 Track and understand that I am responsible for knowing and abiding by the contents.

Print Name _____

Signature _____

UWF Student ID _____

Date _____