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!

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


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 [http://uwf.edu/online/] 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/](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
- 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.
NURSING

Mission Statement

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.

Student Learning Outcomes

UWF Nursing graduates should be able to do the following:

Content

- Use the concepts of nursing theory, research, and practice, based on the foundation of the arts and sciences courses, in the provision of care to diverse clients of all ages
- Employ theories and principles of leadership/management in the provision of quality nursing care
- Describe and use appropriate teaching-learning theories to design, implement, and evaluate educational experiences with clients of all ages and abilities

Critical Thinking

- Use effective critical thinking skills (e.g., observation, analysis, synthesis) through the nursing process to provide and direct quality care to diverse clients of all ages
- Incorporate socio-cultural, ethnic, religious, and other unique individual considerations in the plan of care
- Evaluate and implement research findings in own evidence based nursing practice
**Communication**

- Apply therapeutic communication techniques to nurse-client relationships
- Demonstrate effective written and oral communication as a member of the interdisciplinary health care team
- Uses media resources and information technologies to enhance knowledgebase
- Create and deliver professional presentations using a variety of media

**Integrity/Values**

- Demonstrate accountability, responsibility, authority, and professionalism based on the American Nurses Association Code of Ethics in own professional nursing practice
- Explain the need for lifelong learning and describe a feasible plan for professional development
- Function as a beginning leader/change agent through participation in community, governmental, and professional agencies/groups/organizations

**Project Management**

The Project Management learning domain in nursing is organized into four categories with related student learning outcomes. The four broad categories with associated specific student learning outcomes are:

**Project Conceptualization**

- Selects and defines a realistic problem to be solved
- Integrates discipline concepts, resources, and research appropriately

**Self-regulation**

- Sets appropriate goals for completing project
- Manages appropriate time-frame

**Team-work Skills**

- Fulfill responsibilities as team member
- Assesses quality of contributions of each team member accurately

**Project Delivery**

- Delivers a quality project on time
- Effectively presents results using oral, written, and/or visual means
Assessment of Student Learning Outcomes

Evaluation of student achievement of these learning outcomes will occur in each of the nursing courses in the student’s curriculum. It will be supplemented with Educational Resources Incorporated (ERI) data when available (generic students only). The capstone courses, NUR 4827 Nursing Management & Leadership and NUR4945L Nursing Management & Leadership Clinical Lab, will evaluate the learning outcomes through faculty and student evaluation. Additionally, the student learning outcomes will be evaluated on a nursing exit survey by each graduating student, upon completion of degree requirements and at one and three years post-graduation.

Job Prospects for Master of Science in Nursing Graduates

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<tr>
<th>Director of Nursing</th>
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<th>Development Director</th>
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<tr>
<td>Nursing Administrator</td>
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<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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<td></td>
<td>Educator Staff</td>
<td>Hospital care provide</td>
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Find out more about Nursing at UWF: School of Nursing Website

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.
Our Praxis (Affirmed January 2015)

The philosophy of the School of Nursing (SON) is directed by nine guiding principles (values):
<table>
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<tr>
<th>Caring</th>
<th>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.</th>
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<tr>
<td>Collaboration</td>
<td>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).</td>
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<tr>
<td><strong>Distinctiveness</strong></td>
<td>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).</td>
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<td><strong>Inclusiveness</strong></td>
<td>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.</td>
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<td><strong>Innovation</strong></td>
<td>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.</td>
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<tr>
<td><strong>Integrity</strong></td>
<td>The SON is committed to doing the right thing for the right reason. We value moral excellence, and professional integrity as evidenced by adherence to professional standards, demonstration of competence, professional presentation of self, civility, and commitment to lifelong learning. We seek to achieve personal insight and self-awareness and to better understand how personal reflection impacts others to engender trust and to negotiate the complex healthcare delivery system. We believe that integrity includes not only following ethical principles but a commitment to one’s values. We strive for professionalism in behavior, presentation and conduct.</td>
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<tr>
<td>Quality</td>
<td>The SON is committed to uncompromising excellence. We value varied types of scholarship including, original research and evidence-based practice. We support a culture of high reliability, response-based care and we seek to be responsive to organizational dynamics. We aim to achieve a culture that promotes safety, trust in leadership, transparency throughout the organization, empowerment, teamwork, work environments that encourage feedback and a focus on quality improvement at every level.</td>
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<tr>
<td>Relevance</td>
<td>The SON adds value to enrich the personal and community lives of stakeholders. Educational programs and partnerships are integral to meeting the needs of complex, dynamic, and ever changing healthcare environments. To that end, the SON fosters partnerships with key stakeholders in the community in order to provide meaningful and purposeful contributions to consumers and providers of health and wellness care attending to population specific needs and regulatory influences.</td>
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The SON manages responsibly the resources entrusted us. The management and monitoring of scarce resources is integral to our contribution to the University and to the community at large. Scarce resources are monitored via outcome measures and departmental metrics. We strive to be servant leaders with foresight, seeking optimal use of scarce resources. This is accomplished by following EBP practices, implementing quality improvement initiatives and stewardship, exploring sustainable solutions, so that we are able to contribute to the profession for years to come. We provide a service to the community through our contribution of excellence in teaching, research, and service. We aim to share our efforts with community partners through research/EBP presentations, publications, and through participation in leadership and professional associations locally, regionally and nationally.
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.

ONLINE RN-BSN TRACK: UPPER-DIVISION NURSING CURRICULUM PLAN

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 students plan for completing coursework.

For graduation and general degree requirements review the information found at:
http://catalog.uwf.edu/undergraduate/degreerequirements/

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 weeks 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 pre-requisites refer to the University catalog or School website.

NUR 3081  Transition to Professional Nursing Practice
3 sh (may not be repeated for credit)
Co-requisite: NSP 3845

This introductory course for the RN-BSN student provides educational based guidance in progressing into the role of the baccalaureate nurse through exploration of nursing theories, healthcare policy, and the core healthcare professional competencies.

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. Co-requisite NUR 3081.

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. Identification of primary health needs and the ability to locate reliable internet resources is explored.

NUR 3145  Pharmacotherapeutics for the RN-BSN
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 4125  Pathophysiology and Healthcare Management
3 sh (may not be repeated for credit)

For the RN-BSN student, this course is designed to integrate disease processes, healthcare and nursing interventions. This course examines the pathophysiological processes that occur in the human body.

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 the baccalaureate nursing student to evidence-based nursing practice. Students will explore quality care initiatives through the integration of theory, evidence, clinical judgment and patient preferences. Meets Gordon Rule Writing Requirement.

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. Co-requisite NUR 4165.

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  Public Health & Community-based Nursing
3 sh (may not be repeated for credit)

This RN-BSN course emphasizes practice of public health and community-based nursing. The course emphasizes systems-level health promotion and disease prevention, using the public health sciences of epidemiology, environmental health, health policy, community assessment, and community assessment. Meets Multicultural Requirement.

NUR 4826  Law & Ethics in Nursing
3 sh (may not be repeated for credit)

For the RN-BSN student to explore legal concepts and regulations that guide professional nursing practice. Examines ethical decision-making related to nursing practice and health care.

NUR 4828  Nursing Systems Management
3 sh (may not be repeated for credit)

This RN-BSN course provides an overview of essential nurse leader/manager skills, knowledge, and expertise required for complex health care environments. An emphasis on quality and safety initiatives will be examined to ensure the provision of highly reliable care.

NUR 4895  Health Education in the Community
3 sh (may not be repeated for credit)

This capstone course focuses on the role of nurse as health educator. The student will design and implement an evidence based teaching plan for a vulnerable population in the community setting.
## SEMESTER COURSE SCHEDULE

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<th>Fall &amp; Spring Term 3, Summer Term 6*</th>
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<tr>
<td>NUR 3081 ** Transition to Professional Nursing Practice</td>
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<td>NSP 3845 Academic Writing in Nursing I</td>
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<td>NUR 3067 Health Assessment and Promotion</td>
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<td>NUR 4286 Gerontological Nursing</td>
<td>NUR 4826 Law &amp; Ethics in Nursing</td>
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<td>NUR 4636 Public Health/Community</td>
<td>NUR 4165 Research Essentials in EBP</td>
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<tr>
<td>NUR 4828 Nursing Systems Management</td>
<td>NSP 4846 Academic Writing in Nursing II</td>
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<td>NUR 4828 Nursing Systems Management</td>
<td>NUR 4125 Pathophysiology &amp; Nursing Case Management</td>
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<td>NUR 4895 *** Health Education in the Community</td>
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*Summer courses overlap by one week
**Mandatory first course in program
***Mandatory final course in program – Departmental permission required
RECOMMENDED PLAN OF FULL-TIME STUDY

Recommended Plan of Study for Full-Time Study by Cohort: for students enrolling full time and with all non-nursing coursework completed prior to entry into the program. For those students wishing to go part time or have common core, general studies, common pre-requisites, foreign language, or other hours to complete university graduation requirements in addition to the 32 hours of nursing coursework you will need to plan out your progress with your Academic Advisor.

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<th>Cohort Start Date</th>
<th>Fall (Aug) First 7 Weeks</th>
<th>Fall (Oct) Second 7 Weeks</th>
<th>Spring (Jan) First 7 Weeks</th>
<th>Spring (March) Second 7 Weeks</th>
<th>Summer (May) First 7 Weeks</th>
<th>Summer (June) Second 7 Weeks</th>
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<td>NUR3081</td>
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<thead>
<tr>
<th>Cohort Start Date</th>
<th>Spring (March)</th>
<th>Summer (May)</th>
<th>Summer (June)</th>
<th>Fall (Aug)</th>
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<th>Spring (Jan)</th>
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<td>March</td>
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Recommended Sequencing of Study for Part-Time Study

Initial enrollment in Term 2 (First Seven Weeks) - January, May, August cohorts

Courses listed are the recommended sequencing of the required upper division nursing coursework; students are responsible for checking their Degree Audits and completing all University non-nursing requirements.

First Semester, First Seven Weeks: 4 semester hours
NUR 3081 Transition to Professional Nursing Practice (Mandatory First Course) CO-REQ NSP 3845
NSP 3845 Academic Writing in Nursing I (Mandatory First Course) CO-REQ NUR 3081

First Semester, Second Seven Weeks: 4 semester hours
NUR 4165 Essentials of Evidenced-Based Nursing Practice CO-REQ NSP 4846
NSP 4846 Academic Writing in Nursing II CO-REQ NUR 4165

Second Semester, First Seven Weeks: 3 semester hours
NUR 3145 Pharmacotherapeutics for the RN-BSN

Second Semester, Second Seven Weeks: 3 semester hours
NUR 3067 Health Assessment & Promotion

Third Semester, First Seven Weeks: 3 semester hours
NUR 4286 Gerontological Nursing

Third Semester, Second Seven Weeks: 3 semester hours
NUR 4125 Pathophysiology and Healthcare Management

Fourth Semester, First Seven Weeks: 3 semester hours
NUR 4636 Public Health & Community-based Nursing

Fourth Semester, Second Seven Weeks: 3 semester hours
NUR 4826 Law & Ethics in Nursing

*****All non-nursing coursework must be completed prior to this term*****
Recommended Sequencing of Study for Part-Time Study

Initial enrollment in Term 3 (Second Seven Weeks) - March, June, October cohorts

The courses listed are the recommended sequencing of the required upper division nursing coursework; students are responsible for checking their Degree Audits and completing all University non-nursing requirements

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Details</th>
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<tbody>
<tr>
<td>Fifth Semester, First Seven Weeks: 3 semester hours</td>
<td>NUR 4828 Nursing Systems Management</td>
</tr>
<tr>
<td>Fifth Semester, Second Seven Weeks: 3 semester hours</td>
<td>NUR 4895 Health Education in the Community  (Mandatory Final Course in last semester, departmental permission required)</td>
</tr>
</tbody>
</table>
| First Semester, Second Seven Weeks: 4 semester hours | NUR 3081 Transition to Professional Nursing Practice  (Mandatory First Course) CO-REQ NSP 3845  
NSP 3845 Academic Writing in Nursing I  (Mandatory First Course) CO-REQ NUR 3081 |
| Second Semester, First Seven Weeks: 3 semester hours | NUR 3145 Pharmacotherapeutics for the RN-BSN |
| Second Semester, Second Seven Weeks: 4 semester hours | NUR 4165 Essentials of Evidence-Based Nursing Practice  CO-REQ NSP 4846  
NSP 4846 Academic Writing in Nursing II  CO-REQ NUR 4165 |
Third Semester, First Seven Weeks: 3 semester hours  
NUR 4286 Gerontological Nursing  

Third Semester, Second Seven Weeks: 3 semester hours  
NUR 3067 Health Assessment & Promotion

Fourth Semester, First Seven Weeks: 3 semester hours  
NUR 4636 Public Health & Community-based Nursing  

Fourth Semester, Second Seven Weeks: 6 semester hours  
NUR 4125 Pathophysiology and Healthcare Management  
NUR 4826 Law & Ethics in Nursing

*****All non-nursing coursework must be completed prior to this term*****

Fifth Semester, First Seven Weeks: 3 semester hours  
NUR 4828 Nursing Systems Management  

Fifth Semester, Second Seven Weeks: 3 semester hours  
NUR 4895 Health Education in the Community (Mandatory Final Course in last semester, departmental permission required)
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.

http://catalog.uwf.edu/undergraduate/universityrequirements/

The eight common pre-requisites 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

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 RNB 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. 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.

<table>
<thead>
<tr>
<th>Degree</th>
<th>GPA</th>
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<tbody>
<tr>
<td>Cum Laude</td>
<td>3.50 - 3.69</td>
</tr>
<tr>
<td>Magna Cum Laude</td>
<td>3.70 - 3.89</td>
</tr>
<tr>
<td>Summa Cum Laude</td>
<td>3.90 - 4.00</td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Grading Scale</th>
<th>A</th>
<th>93 – 100</th>
<th>C+</th>
<th>77 - 79</th>
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<tbody>
<tr>
<td>A-</td>
<td>90 – 92</td>
<td>C</td>
<td>73 – 76</td>
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<tr>
<td>B+</td>
<td>87 – 89</td>
<td>C-</td>
<td>70 – 72</td>
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<tr>
<td>B</td>
<td>83 – 86</td>
<td>D+</td>
<td>67 - 69</td>
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</tr>
<tr>
<td>B-</td>
<td>80 – 82</td>
<td>D</td>
<td>63 – 66</td>
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**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](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](http://catalog.uwf.edu/undergraduate/withdrawal/#individualclasswithdrawaltext)
**Withdraw from All Courses (University Withdrawal)**

Students should contact the Office of the Registrar to withdraw from their final course (considered an 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. 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 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 21/Room 130. Medical documentation is needed from a physician, counselor, or other licensed health care provider and should include: the date(s) of treatment, the nature of the illness/injury; indicate whether the illness or injury is severe enough to necessitate a withdrawal for the current or prior semester.

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

Questions regarding the medical withdrawal process may be directed to the Dean of Students Office, 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)

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 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 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.
Reinstatement for Canceled Registration

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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 https://www.ncsbn.org/347.htm 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 Nurse’s 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 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; unethical conduct; moral turpitude;
- mismanagement of patient records;
- revealing a privileged communication; and
- 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/scribes
● 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

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 course work 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.

Atomic Learning

Atomic Learning is a video-based technology training tool. Students can find video instructions on everything from Microsoft Word, Excel, Access, eLearning, Adobe, programming, web design, and much, much more. You can also find video instructions on APA, MLA, and Chicago research styles; avoiding plagiarism; and Career Skills. The Atomic Learning app is available now by searching in MyUWF.
https://confluence.uwf.edu/pages/viewpage.action?pageId=42664839
ONLINE CAMPUS INFORMATION

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 55 different undergraduate (https://uwf.edu/about/at-a-glance/degrees/) and graduate (https://uwf.edu/graduate/programs/online-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.

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.

UWF Library

If you are a student in one of the over 500 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

- Tons of awesome online tutorials
- Thousands of full text articles
- Thousands of books and eBooks
- Services especially for students more than 50 miles from campus
- Access to libraries throughout the state of Florida...and all over the world
- Subject Research Guides
- 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.
Course site will provide links to the UWF Bookstore as well as 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) 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, organizing, formatting, and citing references for written work. Guidelines for writing in APA style may be found in the 6th edition publication manual and at the APA internet site. http://apastyle.org/

The UWF https://uwf.edu/cassh/support-resources/the-uwf-writing-lab/ also has useful guides for APA style and a paper evaluation service.

APA Resources

All written document created by UWF RN to BSNI Candidates should follow the guidelines in the publication manual of the American Psychological Association.

Important APA Links:

The Basics of APA Style
Learning APA 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

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 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.

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 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.
**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**

The Student Grievance process provides students the opportunity to bring complaints to the attention of the University. The Student Grievance Process may only be used to grieve a University action or decision when there is no appeal process associated with that particular University action or decision. This process is designed for student concerns for which there are no other avenues of redress.

A grievance is defined as a complaint or dissatisfaction occurring when a student thinks that an action or decision by the University affecting him/her is unjust, inequitable or creates unnecessary hardship. Such grievances include but are not limited to problems with student or academic services, other university departments, or other matters.

The faculty in the School of Nursing at UWF follow the University’s grievance policy found in the Student Grievance Policy.

**Informal Resolution**

A student may seek informal resolution of the complaint or dissatisfaction before filing a written grievance if he or she wishes. A student may seek informal resolution by:

a. Talking with the faculty member he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible and/or
b. Talking with the course coordinator, program track coordinator, or program director of the individual he or she believes has caused the complaint or dissatisfaction to see if informal resolution is possible.

Steps of the Written Grievance Process

Step 1
A student with a complaint meeting the definition detailed above ("Student") must provide a written complaint to the course coordinator, program track coordinator, or program director of the faculty alleged to have caused the complaint or dissatisfaction within 10 calendar days of when the issue occurred. The written complaint must include the following:

1. Date of the written complaint
2. The Student’s name, local address, UWF e-mail address and phone number
3. The name and location of the office/department or individual by whom the student feels aggrieved
4. A concise statement of the event(s) causing the student to feel aggrieved including, wherever possible, the dates of the events
5. A statement of any action previously taken to resolve the issue and the results of these actions
6. The disposition desired by the Student

The course coordinator, program track coordinator, or program director receiving the written complaint shall meet with the Student to hear the Student’s concerns within 10 calendar days of receiving the written grievance. The faculty member shall also consult with the course coordinator, program track coordinator, or program director and may request additional information from the aggrieved student or others prior to rendering a decision. The course coordinator, program track coordinator, or program director shall prepare a written decision

and provide it to the student and to the faculty member within 10 calendar days of the Step 1 meeting. It shall be the responsibility of the course coordinator, program track coordinator, or program director to inform the Student and the Respondent of any extension of time needed to complete the written decision.

If either the Student or faculty member is unsatisfied with the Step 1 decision, the grievance process continues. Should the Student not find the Step 1 decision satisfactory, the Student may appeal to the next level supervisor as detailed in Step 2. If the faculty member is unsatisfied with the Step 1 decision, he or she may submit a rebuttal.

Step 2
A Student not satisfied with the Step 1 decision may appeal to the School Chair. This appeal must be in writing and address the rationale for appeal. The appeal should be submitted to the School Chair within 10 calendar days of the date of the Step 1 decision.
If the faculty member is not satisfied with the Step 1 decision, he or she may submit a rebuttal to his/her Chair. The rebuttal should be submitted to the appropriate University official within 10 calendar days of the date of the Step 1 decision.

The Chair shall review the grievance, Step 1 decision and appeal and/or rebuttal. He or she may request more information and/or request to meet with the student bringing the grievance and/or the faculty member. The Chair shall prepare a written decision and provide it to the student and the faculty member within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Chair to inform the student and the faculty member of any extension of time needed to complete the written decision.

If the student and the faculty member are satisfied with the Step 2 decision the grievance process is complete. Should the student or the faculty member not find the resolution satisfactory, a final appeal or rebuttal may be submitted to the appropriate Vice President (e.g., senior division head).

Final Decision
A student who is not satisfied with the Step 2 decision may appeal to the appropriate Vice President. A faculty member who is not satisfied with the Step 2 decision may submit a rebuttal to the appropriate Vice President. The appeal/rebuttal must be in writing, must be submitted to the appropriate Vice President within 10 calendar days of the date of the Step 2 decision, and must address the rationale for appeal or rebuttal.

Grounds for appeal or rebuttal are limited to the following:

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

The Vice President (or designee) receiving the final appeal shall review the grievance, appeals and Step 1 and Step 2 decisions. He or she may request more information and/or request to meet with the student bringing the grievance and/or the faculty member. The Vice President (or designee) shall prepare a written decision and provide it to the student and the faculty member within 10 calendar days of receipt of the appeal. It shall be the responsibility of the Vice President (or designee) to inform the student and the faculty member of any extension of time needed to complete the written decision.

This decision of the Vice President or designee shall be the final decision of the University.

Timing
The semester break (the days between the last day of final examinations and the first day of class of the next term) and Spring break shall not be counted as calendar days for the purposes of this grievance process.

School of Nursing Formal Complaint

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. A formal complaint should be initiated when all other appropriate program, school, college and/or university channels have failed to produce a satisfactory resolution from the point of view of the complainant.

BSN Program Procedure

1. Determine if the complaint is one covered by an existing University process such as The UWF Academic Misconduct Procedure. If not, refer the complainant to the relevant process.
   a. The UWF Academic Misconduct Procedure can be located in the UWF Office of Students Rights and Responsibilities, UWF Academic Misconduct Code
   b. University student handbook which delineates University policies and procedures regarding disciplinary issues, UWF Student Handbook.
2. Determine if the disagreement or conflict has been directly discussed with the person(s) involved. If not, facilitate this discussion if appropriate for the situation.
3. If there is no University or College regulation or policy to govern the nature of the complaint, the student or other constituent should provide a written complaint to the Dean’s Office. The Dean will investigate and will maintain a file of all formal complaints and resolutions. 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. Program track (if student)
   e. Relationship to School or College (if not a student)
   f. Nature of complaint and date of occurrence

HIPAA STATEMENT

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

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

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

**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 opened 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.

RN-BSN student selection is 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 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.

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
**APPENDIX B**

**DRUG SCREEN POLICY AND PROCEDURE**

**BACKGROUND CHECK**

**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.

**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. Angela Blackburn, Interim 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

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all nursing program activities until the issue is resolved. Also, the student may be dismissed from the
UWF nursing program based on testing results.

NOTE: The following two policies have been suspended until further notice for RN-BSN online students. Students will be notified via UWF email should this policy be reinstated and the student will be required to comply prior to the beginning of the next course in the students carousel.

Background check

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

Fingerprinting

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