All students are responsible for reading and abiding by the information contained in this handbook as well as College of Nursing student policies.
Disclaimer: The University of Florida (UF) College of nursing (College) student handbook is updated annually and does not constitute a contract. The handbook is intended for information only. The College reserves the right to change information in this publication. Updates and changes to policies and procedures are made without notice as necessitated by governing authorities and administrative rights.

Non Discriminatory Policy: The University of Florida provides equal opportunity to all employees, students, applicants for employment or admission and the public regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity
http://regulations.ufl.edu/wp-content/uploads/2012/09/1006.pdf. The University will promptly investigate all complaints of illegal discrimination, sexual harassment, and related retaliation in accordance with applicable UF policy, federal and state laws. The College complies with Section 504 of the Americans with Disabilities Act and does not discriminate on the basis of an individual’s handicap in its admission, accessibility, treatment, and employment of students in its programs and activities. The College provides academic adjustments and auxiliary aids to students with handicapping conditions, as defined under the law, who are otherwise qualified to meet the institution’s and College academic requirements. Nursing students must exhibit appropriate to the clinical partners and profession, social and cognitive, affective, psychomotor and physical abilities. Nursing students should have sufficient motor skills, sensory, communication, cognitive, emotional, behavioral, professional health abilities required to practice as a student leading to a nursing professional.

Academic Dishonesty: Academic integrity is a shared responsibility, enforced in the College by faculty and students. Students are expected to promote and exhibit academic integrity in all activities. Any student suspected of academic dishonesty should be confronted and reported to faculty. Students and faculty share the responsibility to make known academic dishonesty and proactively promote academic integrity.
https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/
August 1, 2019

Dear UF Nursing Students:

It is a pleasure to welcome you to the College of Nursing. I know that you will find your educational experiences to be challenging and rewarding. It is our hope that the information in this handbook will be helpful. Also, please remember to contact the Office of Student Affairs should you have questions or need any type of help during your program of studies.

The College’s founder and first dean, Dorothy M. Smith, pioneered innovative approaches to nursing education and practice. She developed a school where knowledge-based clinical excellence was the norm for administrators, faculty members, staff nurses and students alike. This background has served the College well and provides a principled foundation for our current efforts and initiatives.

Today, the College’s focus reaches far beyond the boundaries of traditional classroom. More than 700 students and over 60 faculty members are engaged in education, research and practice activities. UF College of Nursing is one of the state’s largest providers of new baccalaureate-prepared nurses and our graduates regularly achieve excellent pass rates on the NCLEX-RN licensing exam, and go on to provide excellent clinical care.

Our College has also pioneered Doctor of Nursing Practice and PhD level nursing education in Florida. Many of our BSN graduates go on to earn advanced degrees in Nursing. They become clinical experts, faculty members, researchers, and health care leaders in Florida and the nation.

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

Sincerely,

Anna M. McDaniel, PhD, RN, FAAN
Dean and Professor
## Contents

College of Nursing Overview ........................................................................................................................................... 6
Conceptual Framework .......................................................................................................................................................... 8
BSN Program Overview .................................................................................................................................................... 10
DNP Program Overview .................................................................................................................................................... 11
PhD Program Overview .................................................................................................................................................... 12
Policies and Services applicable to Students ................................................................................................................... 13

### Undergraduate Program

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Success</td>
<td>13</td>
</tr>
<tr>
<td>Attendance</td>
<td>13</td>
</tr>
<tr>
<td>Books</td>
<td>14</td>
</tr>
<tr>
<td>Clinical Courses for Undergraduate Students</td>
<td>15</td>
</tr>
<tr>
<td>EXAM SOFT</td>
<td>15</td>
</tr>
<tr>
<td>Professional Attire</td>
<td>17</td>
</tr>
<tr>
<td>Student Lounges</td>
<td>17</td>
</tr>
</tbody>
</table>

### DNP and PhD Programs

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>18</td>
</tr>
<tr>
<td>Clinical Courses for DNP Students</td>
<td>18</td>
</tr>
<tr>
<td>Required Equipment</td>
<td>18</td>
</tr>
<tr>
<td>Personal Liability Insurance</td>
<td>18</td>
</tr>
<tr>
<td>Professional Attire</td>
<td>19</td>
</tr>
<tr>
<td>Proctor U</td>
<td>19</td>
</tr>
<tr>
<td>SPSS</td>
<td>19</td>
</tr>
<tr>
<td>Student Lounges</td>
<td>19</td>
</tr>
</tbody>
</table>

### General Expectations and Guidelines for All Students

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>20</td>
</tr>
<tr>
<td>Academic Deficiency</td>
<td>20</td>
</tr>
<tr>
<td>Accommodations Due to Disability</td>
<td>20</td>
</tr>
<tr>
<td>Bloodborne Pathogen Exposure</td>
<td>21</td>
</tr>
<tr>
<td>Copyrighted Materials</td>
<td>21</td>
</tr>
<tr>
<td>Electronic Devices/Equipment</td>
<td>21</td>
</tr>
<tr>
<td>Evaluation of Teachers and Courses</td>
<td>21</td>
</tr>
</tbody>
</table>
Faculty Office Hours ........................................................................................................... 22
GatorLink ............................................................................................................................. 22
Grading System ..................................................................................................................... 23
Graduation Requirements ..................................................................................................... 23
Graduation with Honors ........................................................................................................ 23
Grading Scale ........................................................................................................................ 24
Grievance Process: ............................................................................................................... 24
Dean’s List Requirements ..................................................................................................... 25
Health Services ..................................................................................................................... 25
Health Science Center Library ............................................................................................. 25
ID Badges .............................................................................................................................. 26
Network Access .................................................................................................................... 26
Personal Health Insurance ................................................................................................... 26
Standards of Professional Behavior and Conduct ............................................................... 26
Student Organizations ........................................................................................................ 27
Student Policies ................................................................................................................... 27
Student Safety Statement .................................................................................................... 28
Substance Abuse .................................................................................................................. 29
Technical Standards ........................................................................................................... 30
Transportation & Parking ..................................................................................................... 31
UF Honor Code ..................................................................................................................... 32
UF Portal ............................................................................................................................... 32
Web-based Course Materials ............................................................................................... 32
Written Scholarly Papers ..................................................................................................... 32
Jacksonville Campus ........................................................................................................... 33
Books & Supplies ................................................................................................................ 33
Faculty Office Hours ........................................................................................................... 33
ID Badges .............................................................................................................................. 33
Library .................................................................................................................................. 33
Simulation Lab ....................................................................................................................... 34
Transportation & Parking ..................................................................................................... 34
UF Health-Jacksonville Security .......................................................................................... 34
Voice Mail ............................................................................................................................. 34
Frequently Called Numbers ........................................................................................................35
Office of Student Affairs ...........................................................................................................35
Office of Academic Affairs ........................................................................................................35
BSN Program Co-Directors .......................................................................................................35
Department Chairs ....................................................................................................................35
College of Nursing Campus Numbers ......................................................................................35
University of Florida Numbers .................................................................................................35
College of Nursing Overview

OVERVIEW

Founded in 1956, the College of Nursing is among six colleges in the UF Health Science Center (HSC), one of the most comprehensive academic health centers in the Southeast. The college collaborates with other HSC colleges as well as with the UF Health system hospitals and facilities, as well as many other community hospitals, clinics, and organizations.

The colleges of the HSC and their associated health care delivery networks provide students access to an integrated system of community hospitals and clinics, statewide home health care, a veteran’s health system and quaternary health care at UF Health Shands. The College of Nursing maintains and participates in nursing and interdisciplinary clinical care for infants, children, and adults, with special emphasis on underserved and rural populations.

The College of Nursing is ranked in the top ten percent of nursing programs in the nation and is recognized for innovative education, dynamic programs of research and creative approaches to nursing practice.

VISION

We are driven to transform health through innovative practice, preeminent research, and exceptional academic programs.

MISSION

To provide personalized nursing care, generate research and scholarship that have an impact on practice, and prepare graduates who care, lead, and inspire.

- Balance
- Caring
- Courage
- Curiosity
- Diversity
- Engagement

- Excellence
- Innovation
- Integration
- Learning
- Respect
- Service

PHILOSOPHY

The College of Nursing derives the broad outline of its purpose and functions from the philosophy, purposes, and policies of the University of Florida. As an integral part of the University of Florida Health Science Center, the faculty of the College of Nursing is accountable for implementing the triad of University functions; teaching, research, and service; and recognizes the interrelationships between these functions in the generation and dissemination of knowledge. The philosophy is a statement of faculty beliefs.
Each person is a holistic being who lives as an individual and as a member of society. Each person has rights, choices, and responsibilities. For each individual there is an interactive relationship between health and the environment.

The environment is an aggregate of social, cultural, economic, political, ethical, legal and physical factors that influence the life of the individual and of the group. Society, an enduring and cooperating social group whose members have developed organized patterns of relationships through interaction with one another, is part of the environment. The environment provides the context for the development of the individual, the identification of health needs, and the evolution of the nursing profession. The environment and nursing influence each other through an ongoing, interactive process.

Health is viewed in its broadest context which includes variations in health states across the life span. Health is a dynamic state which is influenced by extrinsic and intrinsic factors. Health is the manifestation of characteristics and behaviors that are the results of mutual and simultaneous interactions of individuals, groups, and environment. Health is central to the discipline of nursing.

Nurses, as members of inter-professional healthcare teams, collaborate and communicate to mobilize healthcare resources. Professional nurses holistically meet the healthcare needs of clients. The goal of professional nursing is to help the recipients of nursing care attain a desired level of health through the promotion, maintenance, and restoration of wellness and the prevention and treatment of illness. Professional nursing practice is based on an evolving body of knowledge generated through research. This knowledge base is grounded in selected theories that support nursing practice. The art and science of nursing require use of cognitive, affective, and psychomotor skills in the application of knowledge from nursing science, psychology, social sciences, physical sciences, and the humanities. The discipline of nursing serves the health needs and interests of a global and diverse society.

Education is a process which involves diverse teachers and learners who pursue, generate, and share knowledge in an organized setting with planned activities resulting in desired educational outcomes. Learning is enhanced in settings that promote critical thinking, effective collaboration, and a spirit of inquiry. A goal of professional education is to prepare learners for life-long learning and professional development. The learner has inherent worth and dignity and the right and responsibility to achieve maximum potential through participation in the education process.

Approaches to teaching and learning can and should vary with individual needs, abilities, and experiences. The faculty is responsible for creating and maintaining an environment for scholarly pursuits and for setting and maintaining standards of excellence through teaching, research, and service. The faculty teaches the evolving content and process of professional nursing, building upon the heritage of the past, the reality of today, and the needs of tomorrow.

The faculty generates new knowledge which informs evidence-based practice to improve health outcomes. Faculty members serve as role models in the provision of high quality, innovative healthcare to diverse clients in a variety of settings. They demonstrate leadership in the formation of local, state, national, and global healthcare policy. The faculty disseminates results of scholarship activities to advance nursing education, research, and practice.

Various levels of nursing education provide the bases for differentiated nursing practice. Baccalaureate education, the basic preparation for professional practice and life-long learning, prepares generalists to provide leadership in the design, coordination, and management of
healthcare. Doctoral education prepares nurse researchers and specialist clinicians for the highest levels of nursing practice. Doctor of Philosophy graduates are scholars and scientists who conduct research to expand the knowledge base that supports practice. Doctor of Nursing Practice graduates are scholars and experts in specialized advanced nursing practice who positively influence health outcomes for clients. Graduates are responsible for ethical and legal nursing practice and are expected to maintain and advance individual competence to contribute to professional nursing and to society overall.

Conceptual Framework

The conceptual framework of the College of Nursing is based on a holistic view of individuals and groups in varying health states and the belief that professional nursing is both an art and a science. The conceptual framework addresses the client, the environment, health and nursing as these provide the structure and focus for College of Nursing curricula. General Systems Theory, as presented by von Bertalanffy, is used as a broad, organizing theoretical framework to explain the relationships among the major concepts.

CLIENT

The consumer of nursing is the client, who may be an individual or a group such as a family, an organization, community, population, or society. The client is conceptualized as a complex, holistic system that is comprised of continually and dynamically interacting subsystems within ever-changing environments. Subsystems are defined in a variety of ways based on conceptualization of system and subsystem boundaries.

The constantly changing pattern and organization of the subsystems reflect wholeness and diversity. The functioning of the client is a manifestation of the integrated interaction of these subsystems. Therefore, the client’s holistic nature is greater than and different from the sum of the subsystems.

As open systems, clients move towards order, organization, and integration. Individuals and groups progress through various developmental stages throughout their evolution, make choices, and possess a degree of self-determination. At times they require nursing care, which may include services such as direct care, teaching, counseling, advocacy, or coordination of health services.

ENVIRONMENT

The environment is the broader context in which the individual and group develop, health is defined, and nursing occurs. The environment is conceptualized as a system comprised of social, cultural, economic, political, ethical, and legal subsystems which interact with the client. Within the context of the environment, the individual or group becomes a subsystem in interaction with other subsystems.

Each client interacts with the environment based on objective and subjective experience. There is a continuous exchange of energy, matter, and information between the client and the environment which occurs simultaneously through all subsystems. The client-environment relationship is crucial in the determination of health. Perceptions of health, healthcare needs, and the utilization of the healthcare system are shaped by society and the environment. Identification of risks to health,
access to healthcare, and the allocation of health care resources are determined by the individual, the group, and the environment through an ongoing, interactive process.

HEALTH

The health of individuals and groups is the major concern of nursing. In its broadest context, health includes variations of wellness and illness. Wellness is a state of being characterized by dynamic movement towards maximizing the potential of the system. Wellness results from successful promotion, maintenance, or restoration of balance and harmony within the client and in interactions between client and environment. Illness is a state of disequilibrium characterized by impaired movement toward maximizing the potential of the system and includes disease, injury, and disability. Illness may be caused by genetic factors, disease, health problems, and other factors which disrupt equilibrium. Environment, lifestyle, hereditary factors, and access to healthcare systems contribute to the health states of individuals and groups.

NURSING

Health is the focus of nursing. Nursing is concerned with people, but more specifically, with the health of people. As a part of the system of client, environment, and nursing, nursing influences and is influenced by the client and the environment. Nursing has responsibilities to individuals, groups, and the larger society in identifying current and future healthcare needs and in delivering services to meet those needs.

Practiced within the context of a helping relationship, professional nursing is a dynamic interactive process to promote, maintain, and restore wellness, and to prevent, monitor, and treat illness throughout the life span. Nursing provides individualized care independently and interdependently in collaboration with diverse clients, colleagues, and others. The nurse-client relationship determines the boundary of nursing and is responsive to culture, race, age, gender, spirituality, lifestyle and economic status. Nursing responds to societal needs through a mutually beneficial relationship between society and the profession. Nursing as a social force endeavors to influence health legislation and policy-making to better meet the needs of society.

The discipline of nursing is both an art and a science. The art of nursing requires the creative application of nursing sciences, other sciences, and the humanities. The art of nursing integrates the qualities of caring, nurturing, and comforting. The science of nursing is the application of systematic methods of inquiry to assess health patterns, derive diagnoses and identify problems, formulate objectives and plans, implement interventions, and evaluate outcomes. Following the identification of actual and potential problems and the generation of diagnoses, evidence-based nursing interventions are directed toward resolution of problems, promotion of positive health states, and rehabilitation to optimal levels of functioning. Nursing requires critical thinking and judgment in clinical decision-making.

The professional nurse possesses knowledge and expertise, has autonomy, and manifests integrity, responsibility, and accountability. The nurse demonstrates respect and empathy for the client’s autonomy, integrity, dignity, and values and recognizes each client’s’ rights and responsibilities in healthcare. The nurse functions within the legal guidelines of society and the ethical standards of the profession. Nursing is committed to defining and redefining the appropriate balance between individual rights and group rights to healthcare access in an era of diminishing resources.
BSN Program Overview

The College of Nursing prepares baccalaureate nurses to care, lead and inspire. Nursing courses include classroom and laboratory activities, aligned with supervised clinical experiences and simulation. The curriculum is logically organized from simple to complex so that students acquire the cognitive, affective, and technical competencies of a professional nurse. Students are required to demonstrate competence at each semester in sequence to progress to more advanced concepts and skills. Knowledge from general education courses, nursing pre-professional courses, and introductory nursing courses is integrated and refined as student progress through increasingly complex theoretical nursing content and clinical application courses.

The pre-licensure BSN tracks (Traditional and Accelerated) are four semesters of full-time study, providing learning experiences in a variety of clinical settings, including community health agencies, clinics, hospitals and homes. Nursing courses include classroom and laboratory activities with supervised clinical practice experiences. Students have the opportunity to analyze a variety of issues in professional nursing practice and health care. Students are also introduced to a basic understanding of how evidence is developed, including the research process and clinical judgment in nursing.

The College of Nursing offers a course of study (RN-to-BSN) for associate degree registered nurses to earn a baccalaureate degree in nursing. The program is designed for working nurses and can be completed in 5 semesters of primarily online part-time study. The baccalaureate prepared nurse is equipped to manage complex and changing healthcare environments. Coursework focuses on development of problem solving that will broaden and strengthen the registered nurse student’s preparation for professional nursing practice.

BSN PROGRAM OUTCOMES

1. Apply critical thinking to synthesize knowledge grounded in liberal education and nursing, in the practice of professional nursing in the global community.
2. Collaborate with the healthcare team and clients to provide safe and cost effective high quality health care.
3. Integrate evidence-based findings in decision-making in the practice of professional nursing.
4. Appraise current evidence to evaluate health care safety and quality improvement initiatives for individuals and groups.
5. Analyze information from health care technology systems to apply evidence that will guide nursing practice.
6. Utilize knowledge of health care regulation to advocate for policy change to improve health care systems and professional nursing practice.
7. Illustrate the importance of advocacy in the improvements in nursing practice and throughout the healthcare system.
8. Demonstrate professional communication, collaboration and documentation with healthcare teams to support improvement in patient health outcomes.
9. Utilize health promotion, health maintenance, and disease prevention strategies across settings to improve the health of diverse individuals and populations across the lifespan.
10. Demonstrate professional competence and values reflective of professional nursing standards and mutual respect within a global society.
11. Build therapeutic alliance with patients and families to provide personalized care.
DNP Program Overview

The goal of the BSN-DNP degree program is to prepare nurses for advanced competencies in complex practice and leadership. The program includes both didactic work and clinical practice experiences. The advanced practice core includes pathophysiology, health assessment, pharmacology and with content and experiences relevant to the advanced practice area of study. Specific clinical content includes health care technology, diagnostic evaluation, health supervision and clinical decision-making.

The post-MSN DNP track offers advanced skills in leadership, informatics, quality improvement, and health policy for nurses who are already educated at the Masters level.

The DNP program is accredited by the Commission on Collegiate Nursing Education (CCNE). The college is a member of the Council on Collegiate Education for Nursing of the Southern Regional Board and the American Association of Colleges of Nursing. Graduates are eligible for the relevant national certification examination and for State of Florida licensure.

DNP PROGRAM OUTCOMES

1. Prepare the student to acquire advanced competencies in increasingly complex practice and emerging leadership roles.
2. Provide the student with a significant and comprehensive knowledge base that supports scientific skepticism and the incorporation of new knowledge in advanced nursing practice.
3. Provide the student with enhanced knowledge for the acquisition of leadership skills used to improve nursing practice and patient outcomes.

Upon completion of the DNP program, the graduate will be able to:

1. Evaluate scientific bases from extant and emerging areas of knowledge for advanced nursing practice.
2. Evaluate decision support systems to solve clinical problems for individuals, aggregates and systems.
3. Develop advanced leadership and collaborative skills to mobilize interdisciplinary teams to solve highly complex clinical problems.
4. Develop expertise to formulate health policy and provide leadership in establishing clinical excellence and creating new models of cost-effective health care delivery.
5. Critically assess, plan, intervene and evaluate the health experiences of individuals, aggregates and systems to provide safe, evidence based care.
6. Synthesize knowledge of cultural diversity and global perspectives in delivering health care and in critiquing nursing systems.
PhD Program Overview

The PhD program prepares scientists, scholars and leaders in nursing. Comprehensive research preparation is achieved by pairing students with faculty researchers. A core curriculum includes knowledge development, theory, ethics, a selected non-nursing minor, and advanced research. Individually directed dissertation research is a major aspect of the PhD program. Courses in nursing and other science constitute a major portion of the first half of the program. With progression, increasing time is devoted to dissertation research.

PHD PROGRAM OUTCOMES

1. Research: Synthesizes and generates new knowledge.
2. Scholarly Activity: Disseminates findings to researchers, practitioners, and other stakeholders in health care.
3. Leadership: Assumes leadership and advocacy positions to advance health care.
4. Ethics: Synthesizes ethical issues and standards related to science and knowledge development.
5. Collaboration: Develops and engages in interdisciplinary teams within the scientific and health care practice communities.
Policies and Services applicable to Students

Undergraduate Program

Academic Success

All baccalaureate students at the University of Florida College of Nursing are encouraged to utilize their academic assignments and activities to assist with development of critical thinking and decision making skills. These skills are necessary for successful completion of course requirements and preparation for the National Licensure Examination (NCLEX-RN). Each student must achieve an acceptable score on the Health Education Systems Incorporated (HESI) RN achievement and required predictor examinations. Each student must achieve an acceptable score on the Exit Examination prior to end of the final semester as a graduation requirement.

Students earning a grade less than 74% on any nursing examination or assignment will schedule an appointment with their Course Faculty and the Director of Student Success for assistance. Students who earn a grade of “C” in any nursing course or whose nursing GPA falls below 2.9 are required to seek assistance from their Academic Advisor, Director of Student Success, or the Associate Dean for Student Affairs (ADSA) to discuss academic progress and plan for improvement.

The College of Nursing offers peer tutoring for students enrolled in nursing courses. Students are assigned to an enrolled nursing student with high academic performance. Tutors work with students in groups or one-on-one sessions to assist with clarification of concepts related to classroom assignments. Please contact the Director of Student Success for more information on becoming or obtaining a tutor.

Remediation

Students failing any academic course with HESI tracking requirements will be referred to the Office of Student Affairs. The student must meet with the director of student success to develop a remediation plan. The remediation activities are at the discretion of the Director of Student Success. Faculty are available to assist students preparing for HESI examination, but the responsibility for learning the material resides with the student. Please note that if the program director determines that the student failed the coursework to such an extent remedial activities would be inadequate to attain an acceptable level of academic achievement in the course material, it will be recommended that the student repeat the course, which at a minimum will require an out of sequence plan.

Attendance

The University of Florida, College of Nursing follows the University policy on excused absences. Students are expected to be present for all classes, HESI activities, lab/simulation sessions and other learning experiences and examinations. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled class, lab or clinical, or as soon as possible thereafter. Absences from class for documented court-imposed legal obligations (e.g., jury duty or subpoena) must be excused. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for missed classes, activates and other learning experiences, late assignments, including tests. Make-up
For Religious Holy Day

Please see the University policy on observation of religious holidays. At the University of Florida, students and faculty work together to allow students the opportunity to observe the holy day of his or her faith. A student should inform the faculty member of the religious observances of his or her faith that will conflict with that day of class attendance, with tests or examinations, or with other class activities prior to the class or occurrence of that test or activity. The faculty member is then obligated to accommodate that particular student’s religious observances of that holy day, not day before or after the holy day. https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/#religiousholidaystext Attendance is required for all clinical experiences and may be scheduled during days, evening, nights, and weekends. In the event of a clinical absence, students must promptly notify their clinical faculty. Failure to notify clinical faculty in the event of an absence may be considered a clinical failure for the day. Students need to be prepared to travel outside of Gainesville as clinical experiences also occur in a variety of settings. Students are expected to adjust personal, family and work schedules to meet clinical assignments.

For Lack of Transportation

Lack of transportation will not be accepted as an excused absence for non-attendance or tardiness to or from academic and clinical experiences. Students are responsible for arranging their own transportation to class, clinical and other academic related activities including community activities. Carpooling with fellow students is recommend whenever feasible. Students are responsible for covering gas and fees related to his/her transportation.

For Acute Illness, Family or Personal Emergency

A student who is absent because of an acute illness or personal emergency is required to notify the Office of Education immediately to advise them of the situation. Extended unplanned absences (greater than 3 days) and/or absences occurring on days of scheduled examinations, assignment deadlines, supervised laboratory projects or clinical rotations may require documentation from the student by the Office of Education or Course Director. Acceptable documentation includes verification of doctor’s appointment, visit to Student Health Services, or newspaper obituary. It is the responsibility of the student to arrange for remediation of any missed assignments/exams that were given during the missed class session(s).

Books

The University of Florida Student Self Service lists course schedules with textbooks for each course. Textbooks and supplies may be purchased in the Health Science Center (HSC) Bookstore. The HSC Bookstore is located on the ground floor of the H wing along the east-west corridor of the Communicore by the Post Office. The bookstore is usually open from 8:00 a.m. to 5:00 pm, Monday through Friday.
Clinical Courses for Undergraduate Students

Clinical experiences may be scheduled during days, evening, and weekends. Students are required to attend these scheduled times as assigned. Clinical experiences also occur in a variety of settings that may require students to travel. Students are expected to adjust personal, family and work schedules to attend and meet clinical assignments.

Students are expected to be present for all scheduled clinical practice experiences and seminars. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor and preceptor prior to the scheduled clinical practice experience or seminar. A grade penalty may be assigned for unexcused clinical absences.

EXAM SOFT

The college uses Exam Soft testing software to administer examinations using student laptop computers. Laptops that do not meet college guidelines may cause difficulties for students when testing. It is particularly important for students to acquire an up-to-date robust laptop for use in the nursing program.

The College of Nursing utilizes EXAM SOFT for major examinations to ensure a secure testing environment. There is NOT a per exam cost to the student for each exam, refer to course syllabus for specific details. Student computer may require specific software.

Before the exam

You are expected to arrive at designated testing location at least 15 minutes prior to the start time. Plan ahead to be there at this time, as there will be no late admits after the start time.

Before coming to the testing location

- Make sure your laptop is completely charged. Not all testing locations will have access to power supplies.
- Download the exam in Exemplify. You will receive notification via Canvas when it is ready to download. You will also receive notification if you have not done it on the day of the exam.
- Ensure that your computer software is updated. You do not want your laptop to start an update right before you have an exam.
- Use the restroom. There are no bathroom breaks for exams shorter than 2 hours.

When arriving at the testing location:

- Remove ALL watches, activity trackers, etc from your wrists, put on silent, and store in your backpack.
- Silence your cell phones and store in your backpack.
- Hats and hoods must be removed. You may wear a hooded jacket, but the hood must remain down.
- You are not allowed to have drinks or food in the testing location.
Entering the Testing Location

- When the proctors let you into the testing location:
- Maintain silence. This will allow everyone to hear specific instructions from the proctors.
- Store your backpack in the designated area.
- Take only your laptop, privacy screen, power cord, and UF ID to your assigned seat.
- If students desire to use earplugs during the exam, pick up a pair on the way to your seat and remove them from the packaging. Do not insert until the exam has begun.
- Launch Examplify and be prepared to enter the password.
- Once the password is given, students will wait until the “stop” screen appears. All students will wait until instructed to enter the 4 digit code to begin the exam.
- Scratch paper will be distributed once all students have started the exam. Put your name and seat location in the designated location.

During the exam

- If there is a technical issue during the exam, raise your hand and a proctor will assist.
- If a student has a question about an item on the exam, the student will utilize the note and request feedback feature on Examplify.

Upon completing the exam.

- Maintain silence and remain in your seat.
- If immediate exam review is available, the passcode will be posted.
- Once the exam is uploaded, follow the procedures for the specific testing location.
- Students will show the proctor the Gator One ID card.
- The proctor will verify name, seating location, and green completion screen.
- The proctor will collect your scratch paper.
- When the proctor verifies the above information, gather belongings, pick up backpack, and exit the testing location quietly BEFORE stowing items.
Professional Attire

It is an expectation that students enrolled in the College of Nursing will dress and act in a manner that is reflective of a professional health care student. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

Students in the laboratory, simulation, or acute care clinical settings are required to wear navy scrub pants with the CON custom navy scrub top. In cold weather, white or navy long sleeved shirts are permitted underneath scrub tops. NO sweatshirts or hoodies on the unit. Shoes for clinic settings must be white or black, closed toe, closed heel, nonporous, and clean. In community, outpatient, or mental health settings, students wear khaki pants with a navy or white CON custom polo shirt. Shoes for community settings must be closed toe, closed heel, nonporous, and clean.

Students are identified at all times with Health Science Center Gator1 ID badge. Clinical agencies may require an additional badge. Loss of UF ID or hospital issued ID will result in replacement fee. Use of another student’s ID badge is unprofessional and not allowed. Any student, who does not adhere to this requirement, will NOT be permitted to attend or participate in laboratory, clinical, and community activities or enter the testing lab, resulting in clinical failure for the day.

- Students’ overall appearance should convey a professional image and attitude.
- Personal hygiene and grooming should insure safety and comfort of all clients.
- Hair must be pulled back and not fall into face.
- Facial hair must be clean shaven or short, neat beards only
- Nails must be clean and short. No polish, artificial nails or nail products are permitted.
- Perfumes, colognes, or scented lotions are not permitted
- Tattoos or body art should not be visible or must be covered
- Jewelry is limited to one wedding ring and one small pair of studded earrings to be worn on the ear lobes. No other visible jewelry or piercings are permitted, this includes facial or mouth piercings
- No tight, cropped, hip-huggers or low-rise pants/slacks/scrubs are to be worn in the clinical area.
- Students should arrive in clinical areas with all the required equipment (e.g. Stethoscope) necessary for client care. This includes a watch with a second hand.
- Cell phones may be used in the clinical setting for education purpose at the discretion of the faculty member or institutional policy. Cell phone usage or texting is not permitted during class time, NRC or community settings.
- Watch with a second hand

Student Lounges

A professional student lounge is located on the ground floor in the Communicore and is available to BSN students. The lounge is open 24 hours.
DNP and PhD Programs

Attendance

The College follows University policy on attendance and excused absences. PhD students are expected to be present for all classes, other learning experiences and examinations. Students who have extraordinary circumstances preventing attendance should explain these circumstances to the course instructor prior to the scheduled class or as soon as possible thereafter. Instructors will then make an effort to accommodate reasonable requests. A grade penalty may be assigned for the late assignments, including tests. Make-up exams may not be available in all courses.

DNP students are expected to attend required on-campus or synchronous classes periodically as listed on the semester schedule.

Clinical Courses for DNP Students

Clinical placements are arranged in collaboration with students. Clinical experiences may be scheduled during days, evening, and weekends. Students are required to attend these scheduled times as assigned. Clinical experiences also occur in a variety of settings that may require students to travel. Students are expected to adjust personal, family and work schedules to attend and meet clinical assignments.

Students are responsible to submit a written calendar of planned clinical dates and times to the course faculty prior to beginning the clinical rotation. Any changes to the calendar (dates or times) must be submitted in writing to the course faculty before the change is planned to occur. Typhon will be used to record clinical schedules, clinical encounters, and clinical hours. Clinical hours accrued without prior knowledge of the faculty will not be counted toward the total number of clinical hours required for the course.

Required Equipment

Students are required to purchase educational and clinical equipment including a Cardiology quality stethoscope. Students will be able to purchase required equipment kits which includes stethoscope from the Health Science Center bookstore.

Personal Liability Insurance

Students of the University of Florida Health Science Center are protected for general and professional liability by the University of Florida Health Science Center Self Insurance Program (UFSIP) when they engage in clinical coursework or practicum requiring patient/client care experiences. The UFSIP protects the individual student in the amounts of $100,000 per claim and $200,000 for all claims arising from the same occurrence.
Professional Attire

It is an expectation that students enrolled in the College of Nursing will dress in a manner that is reflective of a professional health care student. Casual clothing is appropriate for the classroom. Appropriate attire for the clinical settings will be discussed for each course.

Proctor U

The College of Nursing utilizes ProctorU, a live proctoring service, for major examinations in some web-based online courses to ensure a secure testing environment. There is a per exam cost to the student for each exam, refer to course syllabus for specific details. Student computers must contain a web cam, microphone, and speakers for remote monitoring.

SPSS

For students taking the College of Nursing statistics courses, you will need to bring a laptop to class. UF applications such as SAS and MPLUS will be used. Please refer to class syllabus for specifics

Student Lounges

A professional student lounge is located on the ground floor in the Communicore and is available to DNP students. The lounge is open 24 hours per day.

A PhD student lounge/study area is located on the second floor of the PHHP building. Lockers are available for daily use, you must bring your own lock and remove it at the end of each day. The lounge is open for the use of students during regular business hours.
General Expectations and Guidelines for All Students

Further expectations and guidelines for students are listed on College of Nursing website under Student Policies and Handbooks.

Academic Advising

Students can make an appointment for academic advising by contacting the Office of Student Affairs. Academic advisors provide individual assistance with curriculum planning, class registration, counseling, scholarship information, policy and procedures, academic learning resources. Please stay abreast by reading all email correspondences from the College. Meeting with academic advisor at a minimal of once per semester is advisable.

Academic Deficiency

When an academic deficiency occurs, the following courses of action may take place:

Academic Jeopardy

A faculty member, course coordinator, or program director may discuss the situation verbally with the student, make appropriate recommendations and contact the Office of Student Affairs in writing. Copy of the academic jeopardy form is inserted in the student’s academic file as a permanent record.

Out of Sequence

A student may be required to repeat a year when his/her academic accomplishments are substandard. The purpose of out of sequence is to recognize that the student may have the potential to make satisfactory progress if his/her knowledge and skills are improved by repetition. The effect of out of sequence will be to extend the graduation date of the student.

Dismissal

A student may be dismissed from the College of Nursing if the student fails to maintain normal academic progress. Such dismissal does not prohibit the student from enrolling in other programs or colleges, if he or she meets the requirements for those programs.

Accommodations Due to Disability

Students who wish to obtain individual accommodations due to disability must first register with the University of Florida Disability Resource Center (DRC). The DRC may be contacted at (352) 392-8565. The DRC will work in conjunction with the College to determine what accommodations can be provided. Each semester, students are responsible for requesting a memorandum from the Disability Resource Center to notify faculty of their requested individual accommodations. Students are responsible for requesting and delivering a memorandum to the faculty member in each of their courses where accommodation is requested. This should be done at the start of the semester. No accommodations will be made without documentation from the DRC. https://drc.dso.ufl.edu/
Bloodborne Pathogen Exposure

Students with bloodborne pathogen exposure are to call the Needle Stick Hotline at (866) 477-6824 immediately for instructions. Students MUST contact their faculty member immediately to initiate the College of Nursing and agency procedures. Any student at risk for exposure to a blood borne pathogen must have risk factors and possible treatment options immediately assessed by the clinical agency and at the Student Healthcare Center.

Copyrighted Materials

All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing copyrighted materials, including computer software and research data. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also again the University policies and rules, disciplinary action will be taken as appropriate. Quizzes and examinations are the property of the University of Florida.

Students need to abide by UF Data policies, which include data & computer software, data belongs to the University https://guides.uflib.ufl.edu/datamanagement/sharing. A copy of data must be left with advisor/chair https://it.ufl.edu/policies/information-security/data-classification-policy/

Electronic Devices/Equipment

All smart phone, laptop computers, and other electronic devices/equipment are to be silenced during class. Sounds caused by these devices are disruptive to other students and faculty, and prevent full attention from being given to the learning experience.

Security of Personal Mobile Devices at the University of Florida

Lost or stolen smartphones and laptops are a continuing source of security problems. The UF Mobile Computing and Storage Devices policy UF Mobile Computing Policy (https://it.ufl.edu/policies/information-security/mobile-computing-and-storage-devices-policy/) addresses this in several ways, importantly the corresponding standard specifies that all mobile devices that store university data (regardless of ownership) be fully encrypted. Encrypted devices provide a “safe harbor” for the university. This means that if you have university Personally Identifiable Information (PII) on your encrypted laptop, smartphone or USB drive, and the device is lost or stolen, UF does not have to notify potential identity theft victims because the data is protected. Even more importantly, you are also protected from personal legal or financial liabilities.

Evaluation of Teachers and Courses

Student evaluation of the faculty and courses is a very important part of your role as a student. Evaluation takes place at the end of each semester. Students are encouraged to complete the evaluation forms carefully and thoughtfully. Responses are anonymous.
Faculty Office Hours

Offices for all faculty are located on the second, third and fourth levels of the College of Nursing. Faculty will list office hours and location on course syllabi. A listing of faculty members with phone and email addresses can be found at http://nursing.ufl.edu/faculty/.

GatorLink

Gatorlink is an individual's computer identity at the University of Florida. Every applicant, student, faculty and staff member is expected to have a Gatorlink ID. You must establish a Gatorlink account; you can create an account from the sign on page of the myUFL Portal and click on GatorLink Account Creation' to create your account. If you have any problems creating your account, please call the UF’s computer help desk at (352) 392-HELP. The college will use Gatorlink email to communication with students; therefore, you will be expected to check your UF Gatorlink email on a regular basis. We will send email messages to Gatorlink accounts only.

Email Policy

In the College of Nursing, email is the primary mode of communication between faculty, advisors, and students. Students are required to check their email daily, on all scheduled school days.

The official platform for electronic communications is Microsoft Outlook. Faculty, advisors, and staff are required to use Outlook for all UF College of Nursing business.

Accessing your university email from devices other than, your personal computers can be convenient, but exposes you to additional risks. It is never a good practice to configure an email client to access your email from a computer not assigned to you by the university or personally controlled by you. It is best to use Outlook Web Access if you absolutely must access email from another person’s computer.

Policies on Acceptable Use may be found on the UF Information Technology site: UF Acceptable Use Policy (https://it.ufl.edu/policies/acceptable-use/)

Please visit the following URL https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/ to understand how the University uses the course grade to compute your overall GPA. The GPA value is displayed to the hundredths place and not rounded up (i.e., 3.248 = 3.24)
Grading System

Student performance in academic coursework and clinical requirements is evaluated by letter grades “A” to “E”. The college of nursing uses the UF grade scale below to calculate student semester grade point averages. Individual course grade scales may vary from the UF grading scale below. Grade point averages (GPA) are derived from the UF numerical equivalents of the letter grade. Overall GPA calculations are based on the UF scale also.

Other Grades

An “I” (Incomplete) grade is assigned to a student who is capable of achieving a passing grade in a course, but who could not complete the course requirements because of extenuating circumstances. Arrangements must be made with the program director to complete the work by the end of the next semester or earlier. This grade must be rectified by the end of the next semester. An “I” grade may be assigned at the discretion of the course faculty as an interim grade for a course in which the student has either completed a major portion of the course with a passing grade or has been unable to complete course requirements prior to the end of the semester because of extenuating circumstances or has obtained written agreement from the instructor as to the arrangements for resolution of the incomplete grade. Instructors are not required to assign “I” grades.

A “W” (Withdrew) grade is assigned for any course dropped when the student was in good academic standing. This grade requires College approval and is assigned to students withdrawing enrollment due to personal and/or medical problems, refer to policy S-2.03 Academic Progression for Baccalaureate Degree Students.

Graduation Requirements

In order to earn a degree the student must satisfactorily complete all required course work, clinical competencies and experiences, and be in good academic standing with the University. In addition, the student must have passed all tracking courses and HESI assessments and must successfully remediate and take an approved review course prior to having their names released to the BON. Students must have an overall semester GPA of 2.5 and 3.0 or better overall.

Graduation with Honors

The College of Nursing recognizes high academic achievements by Nursing candidates with the designation magna cum laude (high honors) and cum laude (honors) on the transcript and diploma. Students are recognized in the commencement program and Pinning ceremony. Honor cords can be worn during the commencement ceremony.
Grading Scale

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>College of Nursing Grading Scale</th>
<th>Quality Points for UF GPA Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95 - 100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>93 - 94</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>91 - 92</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>84 - 90</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>82 - 83</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>80 - 81</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>74 - 79</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>72 - 73</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>70 - 71</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>64 - 69</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>62 - 63</td>
<td>.67</td>
</tr>
<tr>
<td>E</td>
<td>61 or below</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* 74 is the minimal passing grade

Grievance Process:

We hope that students with concerns will embrace their options and find one that is the best fit. Academic decisions are based upon a holistic evaluation of course objectives, course grades, and test scores, tracking courses, and other activities. It is impossible to pinpoint one specific reason a student is denied admission or progression because of all of the factors that comprise the academic process. Due to the thoroughness of our academic review process for admission and matriculation, it is unusual for us to reverse an admission or dismissal decision. We will consider a grievance only if it reveals new and compelling information. Students have the right to the grievance process. The burden of proof rests with the student, who must meet one of the following conditions:

- In general, grievance are approved if a documented university error has occurred on your record; e.g., incorrect advice from a university official, administrative error, etc.
- Grievance are approved if the committee determines that you experienced extenuating circumstances beyond your control and of such severity that you were precluded from successful completion of the semester.
- The University of Florida does not practice grade forgiveness on any level. The petitions process cannot be used as a form of grade forgiveness. Therefore, if it is determined that you earned the grade or grades in question, your grievance will not be approved.

If your grievance is denied and you want to continue to pursue the petition, see [http://regulations.ufl.edu/wp-content/uploads/2013/03/4012.pdf](http://regulations.ufl.edu/wp-content/uploads/2013/03/4012.pdf), you may appeal the decision to the University Ombuds. The Office of the University Ombuds was established to assist students in resolving problems and conflicts in the course of interacting with the University. This office provides an unbiased, informal avenue of redress for students’ grievances which arise in the course of interacting with the institution. The Ombuds works to achieve a fair resolution and works to protect the rights of all parties involved. The website for the Office of the University Ombuds is UF [https://ombuds.ufl.edu/](https://ombuds.ufl.edu/)
Dean’s List Requirements

The Dean’s List recognizes undergraduate students admitted to the upper division in the College of Nursing for outstanding academic achievement. Criteria for designation on the Dean’s List include:

- Semester GPA of 3.6 or higher based on Nursing coursework
- Minimum of 15 credits for Traditional and Accelerated students, 6 credits for RN to BSN students (per semester)
- No grades of S/U

Students named to the Dean’s List will be notified at the beginning of the following semester. The Dean’s List will be published on the College of Nursing website.

In addition to the above, the following University of Florida conditions are in effect:

- S/U and internship courses are not counted in the GPA calculation for Dean's List.
- GPA value is determined to the hundredths place and cannot be rounded up (e.g., 3.495 = 3.49).
- Grades of I, NG, I* or N* cannot be calculated into the GPA.

Health Services

Student health fees support health services in the Student Health Care Center (SHCC). UF student health insurance will pay for those services provided at the SHCC. HSC students may also access primary health care under the same student health fees at Student Health at Shands in room D2-49 (Dental Tower) of the HSC. More information on the SHCC may be found here: https://shcc.ufl.edu/

Health Science Center Library

The Health Science Center Library has reference librarians and staff available to assist you with access to electronic resources, database selection and searching, and other research questions. The library is located in the Communicore building in the University of Florida Health Science Center. In order to borrow library materials, students will need a valid activated Gator 1 card. The card may be activated at the library’s Circulation/Reserve desk. Hours of operation, scheduled holidays, and other basic information are available on the library website. You can reach the library by phone at (352) 273-8408 or by using the “Ask a Librarian” email form on the library homepage. For a complete description of library services, electronic resources, or online assistance, please visit the library website at http://www.library.health.ufl.edu/.
ID Badges

Students will need to secure a Health Science Center Gator1 ID badge and pouch after they have received a letter of admission from the College of Nursing. Both the badge and the pouch are required. These badges can be obtained through ID card services at the UF Bookstore and Welcome Center. There is a fee for the badge, and proof of acceptance into the College of Nursing is needed. Visit Gator One Central for more information. It is important to remember that students must identify themselves as College of Nursing/Health Science Center students to receive the correct ID badge.

Network Access

The HPNP complex does provide wireless internet access. Students will need a laptop with wireless capability in order to access the network. In order to set up your laptop you will need to follow the instructions for wireless login here: http://getonline.ufl.edu/. The Gatorlink VPN service provides secure remote access to the University of Florida network and makes it appear as if your computer were physically attached to the campus network. By using the Gatorlink VPN client, you may access resources on the UF network that are not typically available over an Internet path. If you have any questions you may contact the UF College of Nursing Computer Help Desk at (352) 273-6429 or e-mail CONITSUPPORT@HEALTH.UFL.EDU.

Personal Health Insurance

Students are required to have and provide proof of personal health insurance for the duration of the program. The University of Florida has a university sponsored health insurance plan provided by United Health Care. For more information, refer to https://www.uhcsr.com/ or call (800) 996-4698. Professional health care that results from an injury incurred in a clinical setting must be paid by the student’s own health Insurance.

Standards of Professional Behavior and Conduct

Students in nursing and other health professions curricula are held to standards of conduct that both differ from and exceed those usually expected of university students. Consequently, nursing students are required to demonstrate clinical competency, including reasonable skill, safe practice, and professional behavior at all times, in the care of clients. Students may be removed from program experiences at any time for unsafe or unprofessional behavior. Derogatory statements verbal or written or posted on social networking sites about patients, faculty, staff, clinical placements, the Health Science Center or College of Nursing Students will be subject to disciplinary action.

Further, students are required to adhere to the standards of acceptable conduct outlined in the American Nurses Association Code of Ethics, and the Florida Nurse Practice Act. Students can be removed from the nursing curriculum and/or any college sponsored programs or organizations based on violation of professional conduct. Breaches of conduct are referred to the Health Science Center Student Conduct Committee and may include expulsion from the program.

Academic honesty and integrity are fundamental values that the College of Nursing upholds. Any incident of cheating, plagiarism, bribery, misrepresentation, conspiracy, or fabrication will be handled according to the guidelines of the University of Florida Office for Student Conduct and...
Conflict Resolution. Additionally, any individual who is aware of violations of the Honor code is bound by honor to take corrective action.

Nurses, including student nurses, are health care role models for all of society. Students are expected to wear a federally approved, appropriately fitting, securely fastened helmet when utilizing a personal transportation device (including but not limited to a scooter, motorcycle, bicycle, skateboard, or skates) particularly when wearing a UF College of Nursing logo on their person such as the uniform, jacket, backpack, etc. Each student should consider health promotion and disease prevention behaviors and his or her role in exemplifying these behaviors to others.

Student Organizations

Nursing College Council (NCC)

The Nursing College Council is a self-governance organization of the student body. The purposes include orientation and mentoring of incoming students, fostering of communication between students and faculty, membership on College committees, professional development and enhancing student life through extracurricular social and service activities.

University of Florida Nursing Student Association (UFSNA)

The University of Florida Nursing Student Association is a pre-professional organization affiliated with the Florida Nursing Student Association, FNSA, and the National Student Nursing Association, NSNA. Its purpose is to prepare nursing students for the assumption of professional responsibilities. Participants develop leadership skills as they work on projects that have an impact on the profession of nursing. Members also plan community projects that provide needed services to the community while giving participants invaluable learning experiences.

Graduate Student Council

The Graduate Student Council is a self-governance organization of the student body. The purposes include orientation and mentoring of incoming students, fostering of communication between students and faculty, membership on College committees, professional development and enhancing student life through extracurricular social and service activities.

Student Policies

All College of Nursing policies pertaining to admissions, advisement, progression and evaluation are available for student access on the College of Nursing web site. All students are responsible for reviewing and abiding by these policies. Prior to each semester students should review the College of Nursing Student Policies and Handbook page for any updates to policies relevant to their program of study. Contact the Office of Student Affairs for any questions related to these policies.
Student Safety Statement

Patient care areas may have the potential for exposure to hazardous substances such as radioactive materials. Students who require protection beyond those of all staff are to notify faculty prior to any clinical assignments. If at any time students believe the clinical setting is unsafe, students should take appropriate steps to protect themselves and their patients, including leaving the setting if necessary. If this occurs, students are mandated to contact the course instructor or the Office of the Associate Dean for Student Affairs immediately.

Personal safety for students, staff and faculty is a top priority at the University of Florida. There are many resources available on campus to this end. The University of Florida Police Department provides a website with helpful crime prevention information here UF Police Department. Reporting a non-emergency incident: To report any non-emergency incident occurring on campus, call the University of Florida Police Department directly at (352) 392-1111 (V/TDD) or come to the University of Florida Police Department located at the corner of Museum Road and Newell Drive. When calling for either emergency or non-emergency service, be prepared to:

- Clearly identify yourself
- Give your location
- Explain briefly the nature of your call

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon the appropriate police, fire, and/or medical service.

Personal safety is generally the first concern of people on university campuses nationwide. The University of Florida Police Department places personal safety as its number one priority. There are many programs available from the police department to assist the community with their personal safety. Here are some tips to enhance your personal safety.

- Listen to your instincts. If you feel there is a problem get away.
- Stay tuned into your surroundings. Be alert for danger.
Substance Abuse

The University of Florida has a well-developed student support system in place when the college identifies students with potential substance abuse issues. The college refers students with substance abuse issues for intervention and treatment to the on campus University of Florida Counseling and Wellness center. Students who display behavior that may be associated with impairment may be associated with impairment may be referred to the in the Intervention Project for Nurses (IPN) for assessment https://www.ipnfl.org/

The mission of IPN is to ensure public health and safety by providing education, monitoring, and support to nurses in the State of Florida.

The Intervention Project for Nurses (IPN) was established in 1983 through passage of legislation. IPN is one of Florida’s designated Impaired Practitioner Programs (IPP). IPN under contract with the Florida Department of Health (DOH) provides state-wide education, support and monitoring to nurses with impairing conditions such as substance use disorders, psychiatric and physical conditions. Nurses are most often referred to IPN by nursing employers due to potential safety to practice concerns.

Benefits of IPN

- Protection of public safety
- Assistance to nursing students with impairing conditions
- Facilitate quality fitness to practice evaluations
- Offer options for quality treatment when recommended
- Provide state-wide access to local support groups
- Improvement of recovery outcomes

Program Objectives

- To protect, health, safety and welfare of the public, as risks to patients increase when a nurse providing care has an active impairing condition.
- To offer consultation and educational programs to encourage earlier identification and action when fitness to practice concerns are present.
- To provide support, and monitoring to nurses appropriate for IPN while assisting each to maintain professional licensure.
- To supply a cost-effective avenue to help nurses as an alternative to the traditional disciplinary process.
- To retain nurses in the nursing profession.
Technical Standards

The University of Florida College of Nursing strives to facilitate the development of nursing graduates who care, lead, and inspire. The mission of the CON is to prepare graduates to deliver personalized nursing care, influence evidence-based practice, and to serve as leaders in healthcare. The mission and vision of the CON supports the University of Florida’s aspiration to be known as a premier university at the state, national, and global levels.

The academic programs require successful completion of the didactic and experiential learning experiences. To ensure the safety of patients, faculty, fellow students, and other healthcare workers, the following technical standards that include skills and functions are necessary in order to complete the program.

The purpose of the CON technical standards is to specify skills required in the provision of health care services in the nursing profession. These technical standards reflect the performance abilities and characteristics that are necessary to successfully complete the requirements of the CON. These standards are not requirements of admission into the nursing programs. People interested in applying for admission to the programs should review these standards to develop a better understanding of the abilities and characteristics necessary to successfully complete the program. CON will endeavor to make reasonable accommodations for candidates with disabilities who are otherwise qualified in accordance with the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities can be made so long as such accommodations do not require a change in fundamental program requirements of the curriculum in alignment with preparation for Nursing credentialing examinations, create a direct threat to the health or safety of others, or create an undue burden to the CON. Questions may be directed to the CON office of Student Affairs at (352) 273-6436.

TECHNICAL STANDARDS

Observation / Sensory

A candidate is required to acquire information from demonstrations through visual, auditory, and tactile means and participate in experiential learning exercises, including but not limited to, return demonstration of laboratory skills, participate in patient care simulations, and other clinical learning experiences. These experiences require the use of vision, hearing, and touch or the functional equivalent.

Communication

A candidate must demonstrate proficiency in the English language and possess the ability to communicate effectively with patients and other healthcare members in both oral and written form. This includes the ability to speak, to hear, and to observe visually in order to elicit information, assess changes in mood, activity and posture, and perceived non-verbal communication. In the event that a candidate’s ability to communicate is compromised, the candidate must demonstrate alternative means and/or abilities to communicate with patients and other healthcare providers.
Motor

The candidate must be able to attend and participate in class activities and experiential learning experiences which are part of the curriculum. The candidate’s motor and sensory functions must be sufficient to accurately gather information in the patient-care environment. A candidate must be able to perform a physical assessment and nursing skills that require techniques such as palpation, auscultation, and percussion. A candidate must have sufficient fine motor control to perform skills such as accurately preparing medications and performing other treatment procedures. A candidate must be able to reposition patients and perform physically taxing procedures such as Cardiopulmonary Resuscitation (CPR) consistent with the American Heart Association guidelines. A candidate must be able to participate in physically taxing duties over long hours. A candidate must be able to complete these skills and duties in a timely manner.

Intellectual-Conceptual, Integrative, and Quantitative abilities

A candidate must have sufficient cognitive abilities and effective learning strategies to assimilate and synthesize detailed complex information in accordance with the curriculum. A candidate must be able to learn through a variety of learning activities such as group work, team-based learning, independent study, and clinical/experiential learning experiences. A candidate must have the ability to memorize, measure, calculate, reason, organize, and analyze complex information in a coherent manner. A candidate must be able to gather and synthesize information and formulate appropriate conclusions in a timely manner in order to provide high quality, safe nursing care.

Behavioral and Social

A candidate must demonstrate the maturity and emotional stability required for full utilization of the candidate’s intellectual abilities, the exercise of good judgement, and the timely completion of all required academic work related to both didactic and experiential learning experiences. A candidate must demonstrate the ability to develop mature, sensitive and professional relationships with fellow students, faculty, patients, and all members of the healthcare team. A candidate must be able to function under stress, adapt to rapidly changing environments and proactively make use of available resources to maintain both physical and mental health. A candidate must demonstrate compassion, professionalism, integrity, concern for others, and must maintain interpersonal relations. The candidate must be willing to interview, physically assess, and provide care to all patients regardless of their race-ethnicity, gender, sexual orientation, gender identity and expression, religion, age, marital status, national origin, political opinions or affiliations, or disability.

Transportation & Parking

UF parking decals must be ordered online at www.parking.ufl.edu. Shands Healthcare shuttle buses are available from the Archer and Hull Road lots only and operate throughout the day and evening. Buses run every 10 to 15 minutes at peak times. Car-pooling is highly recommended as parking is at a premium. UF students, faculty and staff may ride RTS public transportation fare-free by presenting their Gator 1 card. RTS offers multiple bus routes on campus with service to every area of the University, as well as routes to all points of the City of Gainesville. For maps and information on bus routes, go to http://www.go-rts.com/ or call (352) 334-2600 for general schedule information.
UF Honor Code

In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code:

“We, the members of the University of Florida Community, pledge to hold our peers and ourselves in the highest standards of honesty and integrity. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Source: https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/

Students charged with violations of either the Student Honor Code or the Student Conduct Code shall have their cases heard by the appropriate person or body designated below:

- Dean of Students officers
- The Student Conduct Committee (SCC) may conduct formal Hearings. Student Conduct Committees are composed minimally of three (3) members and at maximum five (5) members, consisting of Faculty, staff and Students.
- A University Officials Board (UOB) may conduct Hearings.
- Health Science Conduct Committee (HSCC) may conduct formal Hearings.

UF Portal

The UF Web Portal ONE.UF will provide a single point of entry for University information. It will be tailored to the individual and it will provide access for students registration, student records, and student organization information. You will need to set up a Gatorlink ID and password in order to access the UF Portal.

Web-based Course Materials

Many courses have a web component and some are completely web based. The College of Nursing uses CANVAS the UF e-Learning System which can be accessed via e-Learning. You will need your Gatorlink ID and password to access your courses.

Written Scholarly Papers

Several courses in the nursing curricula require the student to complete a written paper. All papers must follow the most current APA format. The Publication Manual of the American Psychological Association is available in the bookstore. Students should be aware that written papers may be submitted to anti-plagiarism programs, such as TURNITIN to check for plagiarism.
Jacksonville Campus

Books & Supplies

Books and supplies are available during orientation. In addition, textbooks and supplies may be purchased in the Health Science Center (HSC) Bookstore by calling (800) 400-1239. Books will be shipped to you within 3-4 days. A shipping charge will be added to the total purchase price. The UF Student Self Service lists course schedules with textbooks for each course.

Faculty Office Hours

Faculty members refer to syllabus which list class and clinical schedules as well as office hours when they are available to students. Students are encouraged to meet with faculty during the hours posted. A listing of faculty members with phone and email addresses can be found at http://nursing.ufl.edu/faculty/.

ID Badges

In addition to the Gator 1 card, Jacksonville Students are required to obtain ID badges from the UFJHI Human Resources office. Students must wear their badges when they are in the Jacksonville Health Science Center building and on the UF Health-Jacksonville (UFH-J) campus.

- Complete the Identification Badge Receipt and Acknowledgement form (available from the Jacksonville campus College of Nursing Office).
- Go to the 4th floor of the Faculty Clinic (it is in the Health Science Building), pay the $10.00 fee and receive a receipt
- Call the UFJHI Human Resources Department at: (904) 244-9064 and make an appointment to have your ID photo taken.
- At the appointed time, take your receipt and completed form to the Human Resources office on the 5th Floor of Tower 2 to have your ID badge made. Tower 2 is across 8th Street from the Health Science Building.

Library

For a complete description of library hours, services, electronic resources, or online assistance, please visit the library website at http://www.borland.ufl.edu.
Simulation Lab

The CSESaR Center Simulation Lab is located in the UFH-J PAVILION. From I-95 onto 8th street, go past UFH-J main hospital entrance and turn left onto Jefferson St. Turn right into LOT C [students may not park in lot C]. Enter the PAVILION though the Main Entrance. Straight ahead, take elevators to the second floor. When you get off of the elevator, follow the corridor bearing toward the right. This is a long corridor with windows on your left. Follow this corridor almost to the end. Look ahead for the last exit sign. Immediately BEFORE you reach the exit sign turn right through the double doors. Walk past the elevator bank, turn slightly left and you'll see a set of double doors marked CSESaR OR Rooms. Enter through the double doors and go straight back down the corridor. The nursing lab rooms are the last rooms in this corridor.

Transportation & Parking

UFH-J requires all students to obtain parking permits for their vehicles parked on campus. Please take proof of insurance and automobile registration information to the North Parking Garage Office located behind the UFH-J Clinical Center. The North Garage is on the left. At the Parking Office complete an application and receive a decal for your vehicle. Parking office hours are: 6:30 a.m. – 5:00 p.m., Monday – Friday. You must have a decal to park on the UFH-J campus. It is important that the Security office have contact information in case something happens to your vehicle.

Students may park in any lot designated as General Parking (indicated in red on the UFH-J Campus map). Do not park in the North or South Garage (even if you are willing to pay the daily fee) or in areas designated for patients and visitors. Students who are employed by UFH-J must park in their employee assigned space. A campus map is available on the campus web site.

UF Health-Jacksonville Security

The Security Department provides private Uniformed Security Operations and Law Enforcement Services to the campus around the clock. These officers actively patrol our campus structures, parking lots, multi-story parking facilities, and the campus grounds by foot patrols, security cart patrols, and marked security vehicle patrols. Off-duty Jacksonville Sheriff’s Officers work closely with our Uniformed Security Operations and patrol the campus grounds in marked law enforcement vehicles. These dedicated Private Security and Public Law Enforcement Officials are focused on preserving a safe and secure campus environment. You may request a security escort to your car. Be sure to call the Security Office at (904) 244-4211 30-40 minutes before you need to leave the building.

Voice Mail

The main phone number to the College of Nursing is (904) 244-3245, which may be used to leave messages before and after office hours. Faculty members have direct lines which are noted on course syllabi or may be obtained through the main number. All lines switch over to voice mail after 3 rings if unanswered. Voice mail is checked by the College of Nursing faculty and staff regularly and your phone calls will be answered as soon as possible. Faculty members teach classes, attend meetings, have clinical commitments, etc. They may be unable to return your call immediately, but will do so in as timely a manner as possible.
Frequently Called Numbers

Office of Student Affairs
Dr. Versie Johnson-Mallard, Associate Dean, Students Affairs  
- Student related issues including admission, advising, and progression.
Lyndsay Ulmer, Administrative Support Assistant  
- Appointments for Dr. Johnson-Mallard
Dr. Sharon Bradley, Director Student of Student Success  
- Student mentoring and tutoring.
Kenneth Foote, Academic Advisor  
- Traditional BSN and RN to BSN Student Registration/Advisement
Mailing Pauzauskie, Academic Advisor  
- Graduate Student Registration/Advisement
Kenneth Foote, Academic Advisor (temporary)  
- Accelerated BSN Student Registration/Advisement
Dominic Walker  
- RN to BSN Advisor

Office of Academic Affairs
Dr. Brian Holland, Associate Dean, Academic Affairs  
  Kelly Reid, Administrative Assistant  
Dr. Stacia Hay, DNP Program Director  
Dr. Jennifer Elder, PhD Program Director

BSN Program Co-Directors
Dr. Karen Reed  
Dr. Charlene Krueger

Department Chairs
Dr. Ann Horgas: Biobehavioral Health Systems  
Dr. Gail Keenan: Family, Community, and Health System Science

College of Nursing Campus Numbers
Gainesville  
Jacksonville

University of Florida Numbers
University Information  
Dean of Students  
Disability Resource Center  
Counseling and Wellness Center  
Student Health Care Center  
University Police  
Financial Aid  
Office of the Registrar  
Office of Victims Services  
Career Resource Center
<table>
<thead>
<tr>
<th>ACTION</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVIEW/REVISE</td>
<td>ADSA</td>
</tr>
<tr>
<td>CONSULTANT</td>
<td>PDs, ADAA</td>
</tr>
<tr>
<td>APPROVE</td>
<td>DEAN</td>
</tr>
</tbody>
</table>

Revised: August 2019