Policy S-5.02
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

TITLE: **ACADEMIC ADVISING AND MENTORING OF DOCTOR OF NURSING PRACTICE DEGREE AND POST MASTER CERTIFICATE STUDENTS**

POLICY: Academic advising and mentoring are provided by the University and the College of Nursing to help students succeed in the nursing program.

RATIONALE: The UF College of Nursing and the University of Florida are supportive of each student's right to receive appropriate academic advising.

PROCEDURE:

A. ACADEMIC ADVISING

1. Upon admission to graduate studies, each student in the Doctor of Nursing Practice (DNP) Degree and Post Master Certificate Program (PMC) is assigned an academic advisor in the Office of Student Affairs (OSA). The BSN-DNP and the PMC students are assigned their track coordinators as faculty advisor. The MSN-DNP students are assigned the Associate Dean of Academic Affairs for Graduate Clinical Education as their faculty advisor.

2. Students are informed of their advising team in their admission letter

3. The course/classroom schedules and advisement information is accessible on the College of Nursing Website (http://con.ufl.edu) under *Current Students* then *Advisement/Class Schedules* for each semester.

4. The academic advisor will provide opportunities for routine academic advisement to students each semester via e-mail, prior to the registration period, and at additional times based on student request or need. All students are responsible for maintaining contact with their academic advisor.

5. A record of student advising will be maintained by the academic advisor and should include dates of advising appointments and other pertinent information.

6. Only secure means of communication should be used for transmitting advising of a confidential or sensitive nature including grades.

7. Any changes in a student's curriculum plan will require completion of a *Petition for Revision of Curriculum Plan* form (Policy S-5.07: Out-of-Sequence Progression for Doctor of Nursing Practice Degree and PMC Students). Changes to the curriculum plan require approval by the Associate Dean for Academic Affairs for Graduate Clinical Education and PMC Students in consultation with Track Coordinator. Changes to the curriculum plan for the MSN-DNP students require approval by the ADAA-GCE

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	**Administrative Council**	*	9/11		2/21
Review	Faculty Executive Committee	12/06	10/11		2/21
Approval	Dean	01/07	10/11		2/21

- **Bold indicates committee with A-01 responsibility. This policy was initially routed to AAC & Faculty Organization for review**

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Attachment #1
GUIDELINES FOR DNP and PMC ADVISEMENT AND MENTORING

ADVISEMENT/MENTORING

1. Students must attend student orientation. Students will have an opportunity to meet with their advisors during orientation.

2. Students will be advised regarding on-site campus attendance requirements.

3. Students must communicate with the advisor prior to registration each semester so that their progress through the program may be monitored. Advising sessions may be in person, via telephone, or via distance technology.

4. Advisors will support students on timely submission of graduation applications and all requirements for graduation.

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ATTACHMENT #2
TIMELINE FOR DNP and PMC ADVISEMENT AND MENTORING

BSN to DNP/MSN-DNP/PMC Students

Time	**Activity**
Admission	Advisor is assigned
First semester, end of second week	Curriculum plan must be filed in OSA
Prior to registration each semester	Student must communicate with the advisor