

**Policy S-5.02**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

Page 1 of 2

**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 Services (OSS). 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 (ADAA-GCE) 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.

**Policy S-5.02**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

Page 2 of 2

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 ADAA-GCE and PMC Students in consultation with Track Coordinator. Changes to the curriculum plan for the MSN-DNP students require approval by the ADAA-GCE

**Policy S-5.02**  
**UNIVERSITY OF FLORIDA**  
**COLLEGE OF NURSING**

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 to discuss changes in their progress through the program. The academic advisor will monitor student registration each semester to monitor student progress. 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.

**Policy S-5.02  
UNIVERSITY OF FLORIDA  
COLLEGE OF NURSING**

**ATTACHMENT #2  
TIMELINE FOR DNP and PMC ADVISEMENT AND MENTORING**

BSN to DNP/MSN-DNP/PMC Students

<b>Time</b>	<b>Activity</b>
Admission	Advisor is assigned
First semester, end of second week	Curriculum plan must be filed in OSS
Prior to registration each semester	Student must communicate with the advisor to discuss changes in progress through the program